

BY-LAWS OF THE ITALIAN-AMERICAN CLUB OF SUN LAKES

Revised & approved May 5th, 2008
(Retyped May 20th, 2008)

ARTICLE I. NAME

The name of this organization shall be known as the "Italian-American Club of Sun Lakes".

ARTICLE II. PURPOSE

The purpose for which this organization was formed is as follows:

1. To promote the general, cultural, and social welfare of its members and the community at large.
2. To promote good American citizenship.
3. To recognize the moral, intellectual and social values resulting from membership.
4. To further the common good and welfare of the Italian-American residents of Sun Lakes.
5. To preserve, honor, and promote the Italian heritage, customs and traditions.
6. To stimulate the desire of each member to be of service to his fellow-man.
7. To more effectively accomplish the aforesaid, the Italian-American Club of Sun Lakes shall be free from religious and political affiliations.

ARTICLE III. SESSIONS

Section 1. The regular session of this organization shall take place on the first Monday of each month, September through June, at the officially designated location. (Amended 04/02/01)

Section 2. The call of the regular session shall be six thirty (6:30) pm. The time shall be subject to modification by the Board at the beginning of each new business year subject to approval by the membership. (Amended 02/06/06)

Section 3. The day, time, and/or location of a regular session may be occasionally changed due to circumstances by approval of the membership and/or the Board of Directors.

Section 4. The Board of Directors and/or functioning committees shall continue meeting during the summer months as needed.

Section 5. A special session of the organization may be called by the President of the Board of Directors.

Section 6. Written notice, at least five (5) days prior to the date of the proposed special session, must be sent to all members stating the purpose of said session. No other topic shall be discussed.

Section 7. The Board of directors shall hold regular sessions on at least the first Monday of each month. All members in good-standing may attend such sessions and voice their opinions when recognized by the chair.

Section 8. No member in good-standing may be asked to leave, or be ejected from any meeting unless that member is creating a disturbance or disruption.

ARTICLE IV. ORDER OF BUSINESS: GENERAL SESSIONS

Section 1. Call to order by the Chairperson; Pledge of Allegiance to the Flag; Singing of "God Bless America"; Prayer (non-sectarian) conducted by a member designated by the Chairperson; Reading of the minutes; Introduction of guests and new members; Bills and communication; Committee and Board reports; Unfinished business; New Business; Call for adjournment. (Amended 02/06/06)

Section 2. The President may change the order of business if deemed necessary.

ARTICLE V. QUORUM

Section 1. The quorum for a general or special session of the Club shall be one fourth (1/4) of the current membership in good-standing.

Section 2. To constitute a quorum for amending of by-laws, suspension or expulsion of a member, impeachment of a Board member, or dissolution of this organization, there must be a minimum of twenty-five (25) members in good-standing present.

Section 3. To constitute a quorum for a general or special session of the Board of Directors, three (3) of the five (5) directors must be present.

ARTICLE VI. MEMBERSHIP

Section 1. Application for membership shall be accepted from persons whose parents or spouse are of Italian descent, nineteen (19) years of age or over, and a resident of Sun Lakes, Arizona. Permanent guest membership shall be available to a person(s) living outside of Sun Lakes subject to the approval of the Board by majority vote. (Amended 02/06/06)

Section 2. Applications for membership shall be submitted on an official form provided by the organization and accompanied by an initiation fee and the annual dues as prescribed by the by-laws.

Section 3. All applications shall be screened and approved by the Board before submission to the membership at large for approval or rejection.

Section 4. A majority of votes from members in good-standing shall accept or deny an application for admission to membership. Should an applicant be denied admission, fee and dues must be refunded in full.

Section 5. A member in good-standing is a member currently complying with the regulations of the Club, participating in its programs and activities, fulfills his or her financial obligations, and is not under membership suspension.

Section 6. A member in good-standing, who has moved out of Sun Lakes, shall continue to have the same privileges of membership in the Italian-American Club of Sun Lakes, as they had when they resided in Sun Lakes. (Amended 10/03/94)

ARTICLE VII. FEES AND DUES

Section 1. The initiation fee shall be one dollar (\$1.00), subject to modification by the Board of Directors.

Section 2. The yearly dues for membership shall be Fifteen dollars (\$15.00) per person (Amended 05/05/08) and any modifications must be approved by the membership; the same applies to special assessments.

Section 3. Members failing to pay their dues within thirty (30) days of notice of delinquency shall be automatically suspended. Reinstatement can occur with payment of dues prior to ninety (90) days. The Treasurer shall officially notify the Board and/or membership of any delinquencies approaching ninety (90) days for determination of membership status.

Section 4. The calendar year shall be July 1st through June 30th, and payments of annual assessments are due on July 1st.

ARTICLE VIII. BOARD OF DIRECTORS

Section 1a. The elected officers of this Club shall be known as the "Board of Directors", and shall consist of: President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.

Section 1b. The position of Secretary can be defined as Recording Secretary and Corresponding Secretary if the Nominating Committee can get members to serve both positions. (Amended 01/11/2007).

Section 2. In the absence or inability of an officer to serve, the order of succession shall be: Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and any member elected by the general membership.

Section 3. In the event of a vacancy in the Board of Directors, the President shall recommend a member at large to fill the vacancy for the remainder of the term, subject to the approval of the majority of the Board.

Section 4. Board members failing to attend three (3) consecutive general or executive meetings without just cause, submitted in writing, shall be subject to impeachment of office.

ARTICLE IX. TERM OF OFFICE

Section 1. All officers shall be elected for a one (1) year term; the term consisting of the period from July 1st to June 30th.

Section 2. Election of officers shall be by majority vote of the membership in official session; assumption of duties shall take place on July 1st and formal installation at the last regular meeting in June.

Section 3. The general election of Club officers shall be by a voice or hand vote unless a secret ballot is requested by a majority vote of the membership.

Section 4. The general election of officers shall take place no later than the May regular meeting. Subject to modification by the Board based on their agenda for the year. (Amended 02/06/06)

ARTICLE X. NOMINATING COMMITTEE

Section 1. The nominating committee, consisting of three (3) or more members in good standing shall be appointed by the President no later than the April regular meeting. (Amended 02/06/06)

Section 2. The nominating committee shall submit a slate of candidates no later than the May regular meeting; nominations from the floor will also be considered provided the nominee has given prior consent. Should there be more than one candidate for an office; each candidate shall have the right to address the membership for up to three (3) minutes to present their qualifications. Candidates shall leave the room before a hand vote is taken. (Amended 02/06/06)

Section 3. Board members shall not qualify to serve on the nominating committee, and no qualified member may serve more than two successive terms on the nominating committee.

ARTICLE XI. COMMITTEES

Section 1. Upon assumption of office, the President shall appoint a chairperson for the following committees and any other committee deemed necessary (Amended 02/04/02):

- a. Sickness & welfare (Sunshine)
- b. Publicity
- c. By-laws (when required)
- d. Membership
- e. Program
- f. Nominating (see Article X)
- g. Special Events
- h. Communications

Section 2. The chairperson of each committee shall appoint as many members as needed to assist in the proper function of the committee.

Section 3. Committees will serve at the pleasure of the President, but limited to the administrative year.

Section 4. The President of the Board shall be an ex-officio member of all committees and shall exercise his voting rights only in case of a deadlock.

Section 5. The Vice-President shall chair the membership and/or attendance committees when activated, and shall appoint as many members to serve as needed.

ARTICLE XII. GOVERNING BODY

Section 1. The Board of Directors shall control all funds, investments, and property of this Club unless otherwise provided for herein; shall execute all leases, contracts, and other necessary documents; shall see that accurate books of account of the Club's properties, income and expenses are kept in a proper manner; shall purchase all supplies necessary to operate the organization; and in general, shall supervise the property funds, and functions of this organization.

Section 2. All expenditures in excess of two hundred and fifty dollars (\$250.00) shall require the approval of the membership.

Section 3. All authorized checks must be signed by the Treasurer and the President, in the event of indefinite absence of either of these officers, the membership shall authorize the Vice-President and/or another member to assume such duties.

Section 4. The Board of Directors must submit a tentative budget for adjustment or approval of the membership at the earliest possible general meeting of the administrative year.

Section 5. All members of the Board of Directors shall have one vote each, except the Chairperson who shall cast a vote only in the event of a tie.

Section 6. Decisions of the Board of Directors may be over-ruled by a majority vote of the general membership.

Section 7. Roberts' Rules of Order shall govern the proceedings of this organization unless contrary to these by-laws.

ARTICLE XIII. DUTIES OF THE BOARD OF DIRECTORS

Section 1. President; it shall be the duty of the President to preside at all sessions of the organization; call special meetings when necessary, and have general supervision of all sessions of the organization; see that harmony is preserved and the laws of the organization are enforced; to perform such other duties as may be required by the by-laws and the Board of Directors.

Section 2. Vice-President; the Vice-President shall assist the President in the performance of his/her duties as stated above, and, in his/her absence shall be vested with the same powers.

Section 3. Secretary (Recording Secretary); the Secretary shall keep correct minutes of all session; shall make available typewritten minutes of the previous session; shall read the minutes unless previously distributed to the membership for review via newsletter or email and make any necessary corrections of the minutes of the previous meeting at each regular session. (Amended 04/02/2007)

Section 4. Secretary (Recording Secretary); the Secretary shall specifically record all motions made and passed, as well as maintain a separate record of any changes or amendments of by-laws of this Club. (Amended 04/02/2007)

Section 5. Secretary (Corresponding Secretary); the Secretary shall attend to all correspondence received or dispatched by the organization. (Amended 04/02/2007)

Section 6. Secretary (Corresponding Secretary); in addition to all forms of communications (i.e. Newsletter, Splash articles, and the website), the Secretary maintain a current mailing list of all members in good-standing. (Amended 04/02/2007)

Section 7. Treasurer; it shall be the duty of the Treasurer to receive all monies and keep accurate records of all receipts and disbursements.

Section 8. Treasurer; the Treasurer shall in the manner in Article XII, Section 3, make all authorized expenditures on behalf of the organization.

Section 9. Treasurer; the Treasurer shall maintain all financial records such as bank statements and related matters, vouchers, bills, and all pertinent data involving income and expenses, and make all information available for auditing when required.

Section 10. Sergeant-at-Arms; it shall be the duty of the Sergeant-at-Arms to screen the attendance of members and maintain order during meetings; this Officer shall also be responsible for the personal property of the organization; at the direction of the Chairperson, the Sergeant-at-Arms shall evict from a session any member involved in disorderly conduct or disruption of the proceedings.

ARTICLE XIV. PENALTIES

Section 1. Any member of this organization who fails to conduct himself or herself in accordance with the rules, principles, and by-laws of this Club and/or as well in open violation to the laws and conduct of the community may have his/her membership terminated.

Section 2. A delinquent or expelled member for failure to pay the mandatory dues and assessments may apply for reinstatement provided all financial obligations are met and annual dues are paid in advance; no initiation fee will be charged if reinstatement occurs within a year of delinquency.

Section 3. Any member who resigns or is expelled shall forfeit all rights in this organization.

ARTICLE XV. AFFILIATIONS

Section 1. The Italian-American Club of Sun Lakes, Arizona shall not seek or entertain the possibility of affiliation with any other organization.

ARTICLE XVI. AMENDMENTS TO THE BY-LAWS

Section 1. These by-laws may be amended, modified, or new by-laws added thereto by a majority vote of the membership present at a general meeting.

Section 2. An amendment to these by-laws must be submitted in writing by four (4) members in good-standing, a By-Laws committee, consisting of three (3) members in good standing appointed by the Board, or by a recommendation from the Board at a general meeting; after due discussion, the final draft of the amendment shall be submitted to the membership for approval or disapproval by a majority of votes. (Amended 02/06/06)

ARTICLE XVII. DISSOLUTION

Section 1. The dissolution of this Organization shall require three-fourths (3/4) majority of the membership in special session called for such a purpose.

Section 2. In the event of authorized dissolution of this Club, all assets and property shall be disbursed and distributed to non-profit charitable organizations.