

THE LINCOLN HILLS ITALIAN CLUB

CONSTITUTION AND BYLAWS

Preamble

The Lincoln Hills Italian Club is a social club. The Club's purpose is to promote the Italian Culture, acquaint its members with other Italians, and live life to the fullest.

Name

The name of this organization shall be known as *Lincoln Hills Italian Club*.

Membership

Any person of Italian descent and his/her spouse or significant other residing in Sun City Lincoln Hills may be a member. If a non-Italian who was a spouse or significant other of a deceased Italian remains single, or a non-Italian who is divorced from an Italian and remains single, s/he may remain a member of the Italian Club. However, if that person then marries a non-Italian, s/he must relinquish membership in the Italian Club.

Prospective members may attend one Italian Club function before deciding to join, but are not eligible for special events. For example, bus trips, door prizes, prize drawings, etc.

Dues

The annual dues shall be twenty dollars (\$20) per person (effective 7/1/2011) for the calendar year beginning July 1 and ending June 30. Dues will be considered delinquent after August 1 and the delinquent member will be notified of his/her termination from the Club. Membership dues are non-refundable. All members will sign a Waiver at the time of enrollment.

Officers and Governing Board

- A. Members in good standing are eligible to hold office in the Club
- B. As a prerequisite for the office of President, a member must have served on the Governing Board for a minimum of one year.
- C. There will be six elected officers of the Club. Officers shall be the President, Vice President, Membership, Secretary, Treasurer, and Activities.
- D. The Governing Board shall consist of the Officers and Publicity, Webmaster, and Photographer.

- E. The Governing Board shall transact all Club business. A quorum (50% of elected officers) is required to transact all binding policies or non-budgeted dispersal of funds
- F. Each elected officer shall have one (1) vote.
- G. It shall be incumbent for each Board member to provide for the continuity of their duties at any scheduled meeting or event, in the event of his/her absence.
- H. An officer shall not serve more than two consecutive years in the same position.
- I. The Immediate Past President shall serve in an ex-officio capacity as a member of the Board for a term of one year.

Officer Duties

President

- A. Prepare an agenda for, distribute the agenda, and preside at all meetings of the club.
- B. Call additional meetings when necessary.
- C. Sign on account for the Club with the Treasurer.
- D. Oversee all activities of the Club.
- E. Appoint an audit committee of three (3) members at the beginning of each fiscal year to review the past year's financial accounts.
- F. Appoint a club member to fill the following Board positions at the start of the fiscal year:
 - Publicity
 - Webmaster
 - Photographer

Vice President

- A. Fulfill all duties of the President in his/her absence.
- B. Perform any other duties assigned by the President
- C. Maintain and administer the Bylaws.
- D. Endeavor to have a listing available, from within the membership, of qualified persons willing to serve in the event of incapacitation of key Board members.

Membership Director

- A. Welcome and provide information to prospective members.
- B. Each July, form and serve as the Chairperson of the Greeters Committee by appointing six persons from the membership to the Committee whose duties are to greet all members, and especially new members at all activities, to foster goodwill,

provide information and camaraderie.

- C. Maintain all paid membership records and e-mail address lists for current members.
- D. Direct the Greeters Committee to monitor attendance at all Activities.

Secretary

- A. Serve as the official custodian of all club records except those specifically assigned to others such as Treasurer's books.
- B. Record and read minutes at all Board meetings where business is conducted.
- C. Act as correspondence secretary receiving and answering all Club mail.
- D. Send Get Well, Sympathy, and Thank You cards to members as needed.

Treasurer

- A. Be responsible for all general Club funds.
- B. Deposit all monies received into the Lincoln Hills Italian Club account.
- C. Pay all Club bills on the order of the Board accounting for any disbursements with a receipt.
- D. Keep accurate records which shall include monthly financial reports, accounts received, and all bank records.
- E. Prepare a summary of the fiscal year's expenses to be presented to the incoming President, Treasurer and membership.
- F. Keep an inventory of all Club equipment purchases.
- G. Submit records and books to the Audit Committee in July.

Activities

- A. Plan, supervise, and coordinate all monthly events, scheduling for events at least six months in advance, and report all activities to the Board for approval.
- B. Submit all activity information and current activity "flyer," including "reminder" notices of all current events, to the Webmaster and Publicity.
- C. Each July, the Activities Director shall form and serve as Chairperson of the Activities Committee by appointing six (6) persons from the membership to the Committee to help plan and assist with the monthly events.

Publicity

- A. Submit all information to the Lincoln Hills Compass and the Sun City Senior News regarding monthly events for all Italian Club members.
- B. Prepare a quarterly newsletter for posting on the website.

Photographer

- A. Photograph all Italian Club activities. Submit all photos to the Webmaster for posting on the Italian Club website for member viewing, and provide for annual archiving.
- B. Assist the Webmaster with e-mail communications as necessary.

Webmaster

- A. Maintain and update the Italian Club website as necessary.
- B. E-mail all activities, updates, or other significant information.
- C. Post the bylaws on the website.
- D. Post all relevant Club information to the website as directed by the Board.

MEETINGS AND ACTIVITIES

Board Meetings:

The Board shall meet monthly on a designated date. The President may call special Board meetings as necessary. There shall be one General Meeting of the membership per year.

Club Activities:

- A. All Club activities will be planned by the Activities Director.
- B. All activities are open to members only, unless specifically provided by action of the Board. If a quota is required and it has not been met by the cutoff date, then guests can be invited.
- C. No reservations will be honored without payment in full.
- D. All guests must sign a Liability Waiver before they are permitted to attend an event. This must be done at the time the event fee is paid, or at the time of entry. Without a signed Waiver on file prior to the event, a guest will not be allowed entry.
- E. Attendance lists will be monitored at all activities by the Greeters Committee. Unmarried members may bring a guest and that guest will be counted in determining whether a quota has been met. Waiver rules will apply.

ELECTIONS

- A. A Nominating Committee shall be formed in March consisting of five (5) volunteers chosen by the President from the general membership.
- B. A Chairperson shall be selected by the Nominating Committee.
- C. Names may be submitted to the Nominating Committee for consideration of the open Officer positions.
- D. Names of the nominees will be presented to the Committee by April 30.
- E. The candidates may begin campaigning in May, upon approval of the Nominating Committee.
- F. A list of candidates who would like to be elected to the Officer positions will be created by the Committee and presented to the membership for vote by June 1, by mailed ballot, in a format approved by the Board. Each member in a household is entitled to one vote for each position. This list will not offer the opportunity to vote for any officer that was elected the previous year for a term of two years. That

officer will return to serve another year either in the same capacity or a new capacity.

- G. Ballots will be tabulated by a three member committee appointed by the President, no later than June 15. When the votes are tallied, those candidates receiving the highest number of votes will be considered elected by the Board.
- H. Those newly elected officers will meet with the returning officers to decide who will be the President, prior to July 1. Once that is decided, the new President will appoint the Vice President, Membership Director, Secretary, Treasurer, and Activities Chairperson from the remaining elected officers. The newly elected officers will assume their duties at the July meeting.

INCAPACITY OR RESIGNATION OF A BOARD MEMBER

- A. If an appointed member of the Board of Directors becomes incapacitated or resigns, or is unable to serve his/her term, the President shall appoint a replacement from the membership to fulfill the remainder of the term.
- B. If an elected Officer becomes incapacitated or resigns, or is unable to serve his/her term, the Board will, by majority vote, appoint a replacement to fulfill the remainder of the term. This person will not be subject to the two year limitation rule and may run for office at the end of his/her immediate term.
- C. If a constitutional change creates a new Officer position prior to the time that normal elections are held, the Board will, by majority vote, appoint a member to serve the remainder of the fiscal year. This person will not be subject to the two year limitation rule, and may run for office at the end of his/her immediate term.

PARLIMENTARY AUTHORITY

In all parliamentary procedures, the Club shall be governed by Robert's Rules of Order. The governing Board shall review the Bylaws yearly. Proposed amendments to these Bylaws shall be approved by the Governing Board before they are presented to the membership. Approval by a majority of the membership voting is required for acceptance of the proposed amendments.