

# THE LINCOLN HILLS ITALIAN CLUB

## Article 1

### 10. Purpose

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

### 11. Name

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

### 12. Membership

- A. Any person of Italian descent and his/her spouse or significant other residing in Sun City Lincoln Hills may apply for membership. A non-Italian spouse or significant other who is a current member "in good standing" with his/her Italian spouse, remains qualified for membership upon the death or divorce of his/her Italian spouse.
- B. Prospective members may attend one Italian Club function before deciding to join, but are not eligible for special events or prizes.
- C. The organization does not contemplate pecuniary (monetary) gain or profit to the members thereof and is organized for nonprofit purposes.
- D. The LHIC Board of Directors (herein called "Board") shall have the authority, by a majority vote of the Board members in attendance at a regularly scheduled meeting or a special meeting, to suspend or expel a member for conduct, which, in the Board's judgment reflects negatively on the reputation and character of the club and/or Board. (Refer to Board Policy #1)
- E. The Board reserves the right to refuse membership to any previous member for prior conduct, which has reflected poorly on the reputation and character of the club and/or Board. The vote by the Board shall be a two-thirds vote of the Board members in attendance at a regularly scheduled Board meeting or a special meeting to refuse membership for prior inappropriate conduct, which is detrimental to the reputation and character of the club and/or Board. (Refer to Board Policy #1)

### **13. Dues**

A. The Board may adjust the dues annually for the calendar year, which is from July 1 to June 30. Dues will be considered delinquent after August 1 and the delinquent member will not be allowed to attend any LHIC events until their dues are paid and they are re-instated by the Board. Membership dues are non-refundable. All members will sign a Liability Waiver at the time of enrollment.

### **14. Officers and Governing Board**

- A. All members in good standing are eligible to hold a position on the Board.
- B. As a prerequisite for the office of President, a member must have served on the Board for a minimum of one year.
- C. The Board shall consist of the elected positions and appointed positions as described below. The Board shall consist of a maximum of 13 members, which includes the Immediate Past President.
- D. There will be four elected officers of the Club. They are: President, Vice President, Secretary, and Treasurer.
- E. The four elected members, along with the Membership Director and Activity Director(s)-maximum of two, shall be named the Executive Committee. The Executive Committee will be a maximum of 7 members. The Executive Committee has the authority to make binding decisions in between scheduled board meetings.
- F. The President shall appoint the following positions: Membership Director, Activity Director(s)-maximum of two, Publicity Director, Webmaster, Photographer, Historian and Officer-at-Large.
- G. The 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.
- H. Each board member shall have one (1) vote.
- I. 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.
- J. An elected officer shall not serve more than two consecutive years in the same position. If, however, an incumbent's term is over and no member has stepped forward to run for the elected position, the current incumbent, if willing, may

continue to serve an additional one or two years with approval of the Board. If the incumbent is not willing to serve another one or two years, the President, with approval of the Board, may appoint a member in good standing to that position.

- K. The Immediate Past President shall serve in an ex-officio capacity as a member of the Board for up to two years.
- L. In the event an appointed Board position can't be filled, the President may, with Board approval, recruit outside the membership and that person shall become an "honorary member" and/or" a paid staff member. Note: An honorary member does not pay annual dues to the club.

### **15. Officer Duties**

A. The Officers' duties, as enumerated in these By-laws, may be temporarily changed each fiscal year at the request of the President and with approval of the Board.

### **President**

#### **The duties of the President are as follows:**

- A. Prepare an agenda for, distribute the agenda, and preside at all club meetings.
- 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
  - Historian
  - Officer-at-Large

## **Vice President**

### **The duties of the Vice President are as follows:**

- A. Fulfill all duties of the President in his/her absence.
- B. Perform any other duties assigned by the President.
- C. Review the Bylaws annually with a committee of three board members at the beginning of each fiscal year.
- D. Report the findings of the Bylaw review committee to the Board by October of each year.
- E. Present any changes to the Bylaws to the General Membership at the October AGM.
- F. Maintain and administer the Bylaws.
- G. 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**

### **The duties of the Membership Director are as follows:**

- A. Provide information to all new prospective members.
- B. Maintain all paid membership records and e-mail address lists for current members.
- C. Provide a list of all prospective members who have made application to the Board for the members to be approved at the next Board Meeting.
- D. Annually establish a Membership Matters Committee whose function it is to create a membership drive for the new year.
- E. The plan for the new membership drive plan should be reported to the Board by May of each year.
- F. Annually appoint an Ambassador Program Chairperson. The Ambassador Program is designed for a member Ambassador to greet new members at their first attended function and introduce them to other members in an effort to make them feel welcome.

## **Secretary**

### **The duties of the Secretary are as follows:**

- 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**

### **The duties of the Treasurer are as follows:**

- 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. Submit records and books to the Audit Committee in July.
- G. Prepare and submit all required yearly tax forms with the assistance of a board-approved accountant.

## **Activities Director**

### **The duties of the Activity Director are as follows:**

- A. Plan, supervises, and coordinates 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," to the Webmaster and Publicity Director.
- C. Each July, the Activities Director shall form and serve as Chairperson of the Activities Committee by appointing at least six (6) persons from the membership to the Committee to help plan, assists, or chairs the monthly events. They are encouraged to include new members who have requested to help out with events.
- D. Maintain a list of attendees and guests at all functions and report the final number to the treasurer for their records.
- E. The Activities Director will receive and record all registrations/checks for the monthly activities.
- F. Share list of attendees and guests with the Ambassador Program Chairperson so he/she can arrange Ambassadors for upcoming events.

## **Publicity Director**

### **The duties of the Publicity Director are as follows:**

- A. Submit all information to the Lincoln Hills Compass, Lincoln Messenger and the Sun City Senior News regarding monthly events for all Italian Club members.

## **Photographer**

### **The duties of the Photographer are as follows:**

- 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. By August of each year, photograph all board members and new members and forward to the Webmaster for viewing on the website.

## **Webmaster**

### **The duties of the Webmaster are as follows:**

- A. Maintain, update and post all club information to the Italian Club website as requested by the Board.
- B. Maintain the LHIC email system/software associated with the website.
- C. Should develop a back-up plan to insure the maintenance of the website due to their absence.

## **Historian**

### **The duties of the Historian are as follows:**

- A. Serve as the official custodian of all club records, except those specifically assigned to others.

## **Officer-at-Large**

### **The duties of the Officer-at-Large are as follows:**

- A. Shall aid the other officers in the management of the LHIC.
- B. Keep an inventory of all Club equipment purchases.
- C. Undertake special projects at the request of the President.
- D. In the case of any office becoming vacant, she/he, at the request of the President, may fill that office and assume all of the responsibilities of that office.

## **Immediate Past President**

- A. The Immediate Past President shall remain a member of the Board up to two years following their Presidential term.
- B. They shall vote only in the case of a tie vote.
- C. They are able to make a motion at a Board Meeting.
- D. They will serve as an LHIC Ambassador.

## **MEETINGS AND ACTIVITIES**

### **Article 2**

#### **20. Board Meetings/AGM Meeting:**

- A. 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.
- B. An amendment is not required from the membership to change an officer's duties during a fiscal year. The changes will be presented to the general membership at the Annual General Membership (AGM) Meeting in October.
- C. The LHIC shall have an annual General Membership Meeting (AGM) in October of each year. This event is for current members only. The Annual Finance Report will be distributed at the meeting. An updated copy of the Bylaws will be reviewed and all new revisions will be discussed. The membership will vote on the new Bylaws after the Vice-President has reviewed them. The President will discuss the Board's goals for the upcoming year and will discuss any new ideas with the membership during the meeting.
- D. The membership agrees to host one "Thank You" dinner a year as an expression of gratitude and appreciation for the dedicated volunteers that comprise our Board and to limit spending for this dinner to a maximum of \$500.

#### **21. Club Activities:**

- A. The Activities Director will be responsible for planning the activities.
- 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. Single members may bring a guest and that guest will be counted in determining whether a quota has been met. Waiver rules will apply.
- 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. Notwithstanding any of the above statement of purposes and powers, this organization shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization.

# ELECTIONS

## Article 3

### **30. Nominating Committee**

- A. The Nominating Committee shall be formed in January consisting of five (5) members chosen by the President from the general membership.
- B. The President shall appoint the Chairperson.
- C. The Nominating Committee will seek out members who may be interested in running for one of the vacant positions on the Board. A member of the LHIC, in good standing, may submit their name for an open position on the Board by March 30 of each year.
- D. The committee chair will present a list of qualified and consenting nominees to the Board at the April Board meeting.
- E. The Board will present the list of candidates who would like to be elected to the officer positions to the membership after the April Board meeting and the candidates may begin campaigning.

### **31. Voting Procedures**

- A. Voting will begin by the 10th of May by mailed ballot, in a format approved by the Board. Each member is entitled to one vote for each position. All votes must be received by May 24th in order to be counted.
- B. The President shall appoint a three-member committee to tabulate the ballots. This shall be completed by May 30. When the votes are tallied, those candidates receiving the highest number of votes will be considered elected by the Board.
- C. Those newly elected officers will meet with the returning officers at the June Board meeting. The President will appoint the Publicity Director, Photographer, Webmaster, Historian and the Officer-at-Large at the June Meeting. The newly elected officers will assume their duties at the July meeting.
- D. In the case of an uncontested election, where only one candidate is running for each position, the Board at their May Meeting may approve the new Board for the following year.
- E. An officer shall not serve more than two consecutive years in the same position. If, however, an incumbent's term is over and no member has stepped forward to run for the elected position, the current incumbent, if willing, may continue to serve an additional one or two years with approval of the Board. If the incumbent is not willing to serve another one or two years, the President, with approval of the Board, may appoint a member in good standing to that position.



## **INCAPACITY OR RESIGNATION OF A BOARD MEMBER**

### **Article 4**

#### **40. Resignation/New Positions**

- A. If an appointed member of the Board 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 their 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 LHIC Bylaw 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.

## **COMMITTEES**

### **Article 5**

#### **50. Committees**

- A. The LHIC Board may form standing committees to complete the goals of the organization.
- B. The Membership Matters Committee has been established to increase the number of members of the LHIC. The Membership Director will chair this committee. This committee's function will be to reach out to new members each spring/summer.

## **PARLIAMENTARY AUTHORITY**

### **Article 6**

#### **60. Parliamentary Procedures**

- A. Robert's Rules of Order shall govern the Italian Club in all parliamentary procedures. The Board shall review the Bylaws annually. The Board shall approve proposed amendments to the LHIC Bylaws before they are presented to the membership. Approval by a majority of the membership voting is required for acceptance of the proposed amendments.

Updated on October 14, 2016