

**CONSTITUTION AND BY-LAWS
OF THE
IRISH-AMERICAN CLUB OF LEISURE VILLAGE WEST**

ARTICLE I – NAME

This organization shall be known as the Irish American Club of Leisure Village West, hereafter referred to as "The Organization" or "This Organization."

ARTICLE II – PURPOSE

The purpose of this Organization shall be to promote and organize events and programs, to stimulate and promote interest in Irish ancestry, history and folklore. This Organization is a non-profit, non-political organization. The objectives of this Organization are:

- A to provide cultural enrichment and entertainment for members and guests.
- B to donate to organizations which provide benefits to Leisure Village West and outside charitable organizations.

ARTICLE III – MEMBERSHIP

Membership of this Organization shall be open to all residents of Leisure Village West.

ARTICLE IV – DUES

Annual dues for members of this Organization shall be fixed from time to time by the Executive Board.

ARTICLE V – CALENDAR YEAR

The fiscal year shall run from July 1 to June 30 of the following year. All members must pay their dues for the ensuing year by June 30 to be in good standing.

ARTICLE VI – MEETING DATES

Board meetings shall be held approximately one week prior to the monthly membership meeting, as determined by the Executive Board.

General meetings will be held monthly, except during July and August, on a date, time and location as determined by the Executive Board. Should the meeting date fall on a holiday, the meeting may be rescheduled as determined by the Executive Board.

ARTICLE VII - OFFICERS

A Officers of this Organization shall be:

- President
- 1st Vice President
- Recording Secretary
- Treasurer
- Immediate Past President

B Officers shall be elected and take office at the Annual Meeting of Election of Officers in June.

C Only a member in good standing in this Organization shall be eligible to serve as an elected officer, or on any committee of this Organization.

D The Executive Board shall be comprised of the officers. It shall recommend and oversee the policies and actions of this Organization.

E The Executive Board shall hold office for a term of two years. The term of office for ensuing elections shall be one year. In the event that any elected position shall be vacated for any reason, said position shall be filled by a temporary appointment by the President, with the approval of the Board, until the next annual election. The term of any vacated position shall be the unexpired time of the original term.

ARTICLE VIII – DUTIES OF OFFICERS

PRESIDENT:

- The President shall preside at all Executive Board and General Meetings and shall conduct the proceedings in an orderly and authoritative manner. The President shall not vote except to resolve a vote.
- The President, upon assuming office, shall name the Standing Committee Chairpersons, with the approval of the board.
- The President shall be Ex-officio member of all committees.

1st VICE PRESIDENT:

- The Vice President shall assume all duties of the President in the President's absence.
- The Vice President shall coordinate all Special Events and Programs and serve as an Ex-officio member of each committee.

RECORDING SECRETARY:

- The Recording Secretary shall record the minutes of all meetings of the Executive Board and general meetings, prepare them in a clear and accurate manner for readings and approval.
- All minutes must be typed and prepared in book form for the Archives

- The Treasurer shall receive all membership dues and keep accurate records.
- The Treasurer shall prepare and maintain an accurate membership file and sign the membership cards.
- The Treasurer shall report the financial status of the Organization at all meetings. All checks will be signed by the Treasurer and one other officer. Should the Treasurer be unavailable, any two officers shall co-sign all checks.
- The Treasurer's responsibilities shall include accounting for and depositing all funds collected.

IMMEDIATE PAST PRESIDENT:

- The Immediate Past President shall serve in an advisory capacity and is a non-voting member of the Executive Board.

ARTICLE IX – NOMINATIONS AND ELECTION OF OFFICERS

The Nominating Committee shall be appointed in October and will prepare a slate of officers consisting of qualified members in good standing. At the general meeting in May, the slate will be read and nominations will be taken from the floor. At the annual meeting in June, the slate will be read again and the election will then proceed. The installation will take place immediately thereafter.

ARTICLE X – QUORUM

Board – a quorum is the majority of the people on the Board.

Meeting – a quorum consists of a majority of the members in good standing present.

ARTICLE XI – AMENDMENTS TO BY-LAWS

A Proposals for amendment shall be offered in writing to the Executive Board. The Executive Board shall review the amendment proposals. Amendments must be approved by a majority vote of the Board.

B All amendments to the original By-Laws shall be read two times to the general membership at two general membership meetings before being voted on. If passed by a majority of the members in good standing in attendance, they shall become effective at the next regular meeting.

ARTICLE XII - FINANCIAL RECORDS

The financial records of the Organization shall be audited annually, by a qualified professional. All regulatory requirements will be met.

Should the organization be dissolved at any time, 50% of any monies accrued will be appropriated to the Leisure Village West Recreation Department. The remaining 50% to be allocated/donated to a worthy organization or cause selected by the Executive Board of this organization

ARTICLE XIII – RULES

In the absence of specific By-Laws and/or rules, the Parliamentary Procedures as outlined in Robert's Rules of Order shall be followed.

ARTICLE XIV – COMMITTEES

A STANDING COMMITTEES:

Nominating
Membership
Programs
Publicity
Hospitality
Sunshine
Special Events

B Ad Hoc Committees as deemed necessary.

C The President, with the approval of the Board, shall appoint the chairpersons of all Standing Committees. The Chairpersons will in turn appoint members as needed to their respective committees.

D No committee may formulate any policy for this Organization.

August 2003

Revised June 2007

Revised September 2010

Revised September 2012

Revised April 2022