

LEISURE VILLAGE WEST CHAPTER OF ORT AMERICA

(ORGANIZATION FOR RESEARCH & TECHNOLOGY THROUGH EDUCATION AND TRAINING)

BY-LAWS - Revised March 2019

Article I - NAME

- a.) The name of this organization shall be known as the Village West Chapter of ORT America

Article II - PURPOSE

- a.) The purpose of this organization is to raise funds for the work that ORT does: operate vocational and technical schools to help the disadvantage and underprivileged in the United States and overseas by teaching them a trade, thereby enabling them to support themselves and be free of charity.

Article III - MEMBERSHIP AND DUES

- a.) Eligibility for membership is open to all residents of Leisure Village West upon payment of annual dues as specified by the organization.
- b.) Dues are paid annually on January 1.

ARTICLE IV - MEETINGS

- a.) Regular meetings of this organization shall be held on the first Thursday of each month except for the winter months of January-February when it will be on the last Thursday in January. Installation of officers shall be on the 1st Thursday of December and/or can be changed when necessary.

ARTICLE V - OFFICERS AND THEIR ELECTION

- a.) The officers of this organization shall be:

President

Executive Vice President (which can be combined with one of the following:)

Vice President (3) Membership, Fundraising, Programming and/or Publicity

Treasurer

Assistant Treasurer

Financial Secretary/Membership Renewal Person

Assistant Financial Secretary/Assistant Member Renewal Person

Recording Secretary

Corresponding Secretary

Board Members at Large (MAL - 4)

- b.) Officers shall be elected for the term of one (1) calendar year.

c.) The Nominating Committee shall consist of seven (7) members - the chairperson to be appointed by the president, three (3) members of the Board and three (3) from the general membership. This committee shall serve for one (1) calendar year.

d.) Announcement of the Nominating Committee shall be made at the July meeting. The committee will meet in August, present the new slate of officers at the September and October general membership meetings and elections shall be held at the November meeting. Nominations will be taken from the floor. Installation shall occur at the December general membership meeting.

ARTICLE VI - DUTIES OF THE ELECTED OFFICERS

a.) The President shall preside at all meetings and perform duties that pertain to the office as specified in these by-laws.

b.) Vice Presidents shall assume duties as assigned by the President or as nominated by the Nominating Committee i.e.: Membership, Fund-Raising, Programming and/or Publicity.

c.) The Treasurer shall be responsible for all disbursements of monies from the organization and for the deposit of all monies into a bank account under the organization's name. All checks must be co-signed by two (2) of the following: the President, the Executive Vice-President or the Treasurer. Two (2) qualified signatures are required on every check. The Treasurer shall also be responsible for the receipt of all monies due, with the exception of membership dues. The Assistant Treasurer will work with the Treasurer and be prepared to assume all duties of the Treasurer should that become necessary.

d.) The Financial Secretary/Membership Renewal person is responsible for collecting and remitting all membership information and dues checks to the ORT National Headquarters. The responsibilities also include the distribution of membership cards and keeping accurate lists of all paid members. In addition, the Financial Secretary/Membership Renewal person will catalogue all incoming checks from the different fund raisers as a check & balance for the Treasurer. The Assistant Financial Secretary will work with both the Treasurer and the Financial Secretary/Membership Renewal Person and assist in making sure these tasks are completed.

e.) The Recording Secretary shall keep a record of the Minutes and proceedings at the Board meetings.

f.) The Corresponding Secretary shall be responsible for all correspondence pertaining to the organization.

ARTICLE VII - BOARD

a.) The Board shall consist of all elected officers, past Presidents and all chairpersons of standing committees.

b.) The Board shall meet the third (3rd) Thursday of each month and/or whenever necessary.

c.) At any meeting of the Board a majority of its members shall constitute a quorum.

- d.) Each Board member shall be entitled to one (1) vote.
- e.) Each Board member shall serve for a maximum period of four (4) consecutive years. If there are no new candidates for a position, the current officer may continue to serve.
- f.) All elected officers and chairpersons of standing committees are expected to attend each board meeting.
- g.) All Members at Large (MAL) must attend board meetings. Missed meetings without a valid reason (illness, special occasion, etc.) will not be excused. After missing three (3) unexcused absences in a row the MAL can be replaced with Board approval.
- h.) Members at Large (MAL) do have a vote.

ARTICLE VIII - AMENDMENTS

- a.) An amendment to the by-laws may be made by a two-thirds (2/3) vote of the members present at an Executive Board meeting.
- b.) Should the Chapter dissolve, all remaining funds in ANY and ALL bank accounts shall go to the National Organization of ORT, 75 Maiden Lane, Floor 10, New York, NY 10038

*Approved by Ex Board
4-18-19
as per P. Schwartz*