

# By-Laws

## German American Club of Spring Hill, Florida, Incorporated

Adopted February 26, 2010 - Revised November 4, 2010, March 6, 2014 and April 3, 2014

### ARTICLE I – MEMBERSHIP - LIFETIME MEMBERSHIP, DUES

#### Section 1. MEMBERSHIP - LIFETIME MEMBERSHIP

- A. The calendar year for membership and all administrative duties will be defined as January through December.
- B. To achieve membership, a prospective member must file an application as stated in the Constitution. Application will be reviewed by the Board of Directors and applicant will be notified of decision prior to next scheduled meeting. Newly accepted members should be present at next possible meeting. To be accepted into membership, new members must pay annual dues of \$30 or a 50% prorated reduced fee covering the period of September to December plus an initiation fee of \$15.
- C. All members who are eighty (80) years of age and have been a member in good standing for a minimum of ten (10) consecutive years in this Club will receive Lifetime membership **in the year following such achievements**. Exceptions may be ruled by recommendation of the Board and majority (over 50%) vote of the membership present.
- D. A member must attend a minimum of 3 unsubsidized dances during a period of one year commencing Dec. 31<sup>st</sup> to qualify for the reduced member price at the Christmas dance and other events at the discretion of the Board. Exceptions will be granted only by majority (over 50%) decision of the **entire** Board.

#### Section 2. DUES

- A. To maintain membership, a member must pay annual dues of \$30. Lifetime members, as defined in By-Laws Article I Section 1C, will receive a 50% reduction in dues. Annual membership dues are payable on January first (1<sup>st</sup>) and must be paid no later than March first (1<sup>st</sup>). Members past due on payment will be dropped from the membership roll. Exceptions will be granted only by majority (over 50%) decision of the **entire** Board.

### ARTICLE II – ADMINISTRATION

#### Section 1. BOARD OF DIRECTORS

- A. All officers of the Board of Directors will be elected annually to serve for a term of one calendar year and will not hold any one office for more than 5 consecutive years. Any officer seeking re-election after more than 5 consecutive terms in any one office, must receive a majority (over 50%) approval of the membership present by an open vote (show of hands) or, if requested by the membership, a written ballot, preferably at the September meeting but no later than prior to the close of nominations as presented by the nominating committee at the October meeting. If such a candidate is nominated off the floor at the November meeting, he/she must first be approved by a majority vote (over 50%) of the membership present, either open vote (show of hands) or, if requested by the membership, a written ballot, prior to elections at such meeting. However, if such a candidate has already been rejected once by a prior membership vote during that calendar year, he/she may not be nominated from the floor for that election unless approved by another majority vote (over 50%) of the membership present, either open vote (show of hands) or, if requested by the membership, a written ballot, prior to elections at such meeting.

- B. Board of Director meetings will be held once a month subject to the discretion of the Board. The place, date, and time of meetings will be determined by the President in agreement with a majority (over 50%) approval of the Board. When Board meetings are held at the private homes of Board members, such Board member will be entitled to compensation for expenses to be no greater than 50% of comparable hall rental expenses for such meetings.
- C. A quorum to conduct business will consist of a majority (over 50%) of the **entire** Board.

## **Section 2. DUTIES OF THE BOARD OF DIRECTORS**

- A. **TREASURER** will keep a petty cash fund not to exceed two hundred dollars (\$200.00) for incidentals and keep receipts of all disbursements. He/she will have the power to sign bank checks and disburse funds of the Club up to two hundred dollars (\$200.00) without authorization and over two hundred dollars (\$200.00) with a majority (over 50%) approval of the Board.

## **Section 3. COMMITTEES AND DUTIES** - All of the following committees/chairpersons will be appointed by the President and approved by a majority (over 50%) vote of the Board. Special committees may be appointed as needed by the President with a majority (over 50%) vote of the Board.

- A. **AUDITING COMMITTEE** will be appointed at the November meeting and consist of three (3) members who do not hold office. Before the end of February, the committee will examine the books of the Treasurer, including all records of income, disbursements, bank statements then report all findings to the Board upon completion. The Board, together with auditors, will report all findings at the next membership meeting.
- B. **NOMINATING CHAIRPERSON** will be appointed at the May membership meeting. He/She will select two (2) additional committee members, propose candidates for office that meet the requirements as outlined in the Constitution Article IV Section 1A and the Bylaws Article II Section 1A and preside over elections according to procedures outlined in Article VI of the Constitution and Article IV of the By-Laws.
- C. **HOST/HOESSESS CHAIRPERSON** will be responsible for the purchase and record keeping of supplies necessary to serve coffee and baked goods at meetings and social events. He/She will be custodian of all necessary items and request voluntary assistance as needed.
- D. **NEWSLETTER CHAIRPERSON** will be responsible for the publication and distribution of Club newsletter to include all information pertaining to Club events as approved by the Board. Frequency of publication will be determined by the Board.
- E. **ARCHIVER** will be responsible for all properties of historical value belonging to the Club, excluding Secretary and Treasury records, which he/she will hand over to his/her successor with an inventory. He/She will be responsible for neat storage of all such properties including photos and newspaper articles related to the Club and its members. He/She will keep all matters pertaining to Club history updated in written form.
- F. **WEB ADMINISTRATOR** will be the sole person responsible for constructing and maintaining web site contents to include details of club administration, club functions, newsletters and any matters relating to club events. All content matter is subject to a majority (over 50%) approval of the Board. He/She will be responsible for keeping all such information as current as possible. The web site shall not be used for personal or political gain. The Web Administrator, as well as, a club member of his choosing - subject to a majority (over 50%) approval of the Board - and the President will share responsibility of having the access code for the web site.
- G. **UGAS of FL (United German American Society of Florida) REPRESENTATIVE** will attend scheduled meetings of this organization on behalf of the German American Club of Spring Hill and keep the board and

membership apprised of all pertinent matters and details concerning the organization. He/She will coordinate our club's participation (i.e. work details) at any UGAS related events, when needed.

### **ARTICLE III – MEMBERSHIP MEETINGS**

#### **Section 1. MONTHLY MEETINGS**

- A. The Board will schedule nine (9) monthly membership meeting from January to May and September to December and additional meetings as needed. Deviation from this schedule must be approved by a majority (over 50%) vote of the membership present.
- B. The place, time and date of such meetings will be determined by the Board subject to a majority (over 50%) approval of the membership present.
- C. A minimum of 10% of the entire membership must be present to constitute a quorum to conduct business.
- D. Proxy and absentee ballots will not be permissible.

### **ARTICLE IV – ELECTIONS**

#### **Section 1. NOMINATIONS**

- A. Qualifying candidates for office (see Constitution Article IV Section 1A and By-Laws Article II Section 1A) will be presented to the membership by the nominating committee at the October meeting following the guidelines outlined in By-Laws Article II Section 1A.
- B. Qualifying candidates for office (see Constitution Article IV Section 1A and By-Laws Article II Section 1A) may be nominated off the floor at the November meeting.

#### **Section 2. VOTING**

- A. The proposed slate as well as nominations off the floor will be voted upon at the November meeting.
- B. When more than one candidate is nominated for any office of the Board of Directors, a separate written ballot election will be held in the order as stipulated in the Constitution Article VI Section 3. A majority vote (over 50%) of the membership present wins.
- C. The system of double elections will be used when more than two people are running for an office and no single candidate receives a majority vote (over 50%) of the membership present. A second vote between the top two candidates will then determine the winner. A majority vote (over 50%) of the membership present wins.
- D. If there are no opposition candidates, the Secretary will cast one ballot for the entire proposed slate.
- E. Proxy and absentee ballots will not be permissible.

### **ARTICLE V – AMMENDMENTS TO THE CONSTITUTION AND THE BY-LAWS**

All members must be notified one month in advance of first reading of proposed amendments to the Constitution and/or By-Laws.

### **ARTICLE VI – DISSOLUTION**

All members must be notified one month in advance of the first meeting scheduled to discuss dissolution of the club.