

The BridgeMill Sixes Service League Constitution and Bylaws

Article I – Name

The name of the club shall be The BridgeMill Sixes Service League and shall and may be referred to as the “BSSL.”

Article II – Membership

Section 1: Qualifications

Any female of good character, older than twenty one (21) and living in the local community, who is interested in the objectives and purposes of the club shall be eligible to become a regular member upon fulfillment of the requirements set forth herein.

Section 2: Resignation

Any member may resign by informing the secretary of President in writing, of their desire to resign. The resignation shall become effective when accepted by the majority vote of the Board of Directors.

Section 3: Honorary Members

Honorary membership may be bestowed upon any person who is not, nor has been, a regular member of the club. The manner of election to honorary membership shall be by a majority vote of the Executive Board.

Article III – Objectives and Purpose

Section 1: To provide community outreach assistance in our local area by organizing various events and programs to raise money or provide needed materials and/or services.

Section 2: To stimulate and foster friendships among women with similar interests and aspirations to work towards providing assistance to those less fortunate in our community.

Section 3: To provide social activities to members who wish to meet their neighbors and enjoy their community.

Article IV – Participation Requirements

Section 1: All members are required to volunteer for at least 3 events or others volunteer opportunities that are approved by the Board of Directors.

Section 2: It is a member’s responsibility to inform an event coordinator if they provided assistance in order for their volunteer requirements to be tracked. It is also the responsibility of

the member to give updated information to the Vice President of Membership, such as address, phone or email changes.

Section 3: Members who do not fulfill their volunteer requirements will not be regarded as in good standing and will not be allowed to renew their membership for the following year.

Section 4: Participation in all affiliated BSSL groups/committees or events requires paid membership in good standing.

Article V – Application and Dues

Section 1: Any prospective member shall submit a written application for membership and the prospective member must sign such application. Applicants must pay in advance the dues set forth herein and satisfy the indoctrination requirements as established by the policy of the Board of Directors.

Section 2: Dues for new members shall be the sum of \$30 and shall not be prorated regardless of when a new applicant joins.

Section 3: Dues shall be determined by a majority vote of the Board of Directors and may change from year to year.

Section 4: Dues are due and payable when an application is submitted. If the dues are not submitted with the application, the application shall be considered void. Renewing member's dues may be discounted by a majority vote of the Board and are due and payable by January 31 of the renewing year. If a renewing member does not remit dues by January 31st, they forfeit their membership and must complete a new application. Any member dropped from the roster for nonpayment may be reinstated upon submitting a new application for membership and by paying in advance the dues provided for herein.

Article VI – Government

Section 1: Governing Body

The Board of Directors shall be the governing body of the club and shall manage the business and affairs of the club and shall have control over its property, finances, and activities except as otherwise provided for in these Bylaws. Furthermore, the Board of Directors shall establish policy necessary to fulfill the duties specified herein. Those present at a meeting shall constitute quorum.

Section 2: Composition

The Board of Directors, also referred to as the “Board,” shall be composed of the Chairman of the Board, President, First Vice President, and any other Vice Presidents, the Secretary, and the Treasurer. The Executive Board consists of the Board of Directors and Executive Committee members – officers.

Section 3: Officers

The persons or classes of persons described in this Article shall be the officers of the club.

- A. The Chairman of the Board: The immediate past President shall serve as Chairman of the Board. If for any reason the immediate past President is unable to serve or complete their term of office as Chairman of the Board, the most recent, eligible past President shall serve as Chairman of the Board.
- B. Elected Officers: The elected officers of the club shall be the President, the Vice President/s, the Secretary, and the Treasurer. They are referred to as the “Board” or Board of Directors.
- C. Appointed Officers: The appointed officers of the club shall be Historian, Hospitality, Member Care, Publications, Public Relations, Schools and Community Acting Together “SCAT,” Scholarship and Service Projects Committee. They shall be referred to as the Executive Committee Members.
- D. Group Chairpersons: They shall be appointed by the President and approved by the Board. They include: Book Club, Day Excursions, Bunco and Cards, Dining Out, Couples Dining Out and any other groups organized and approved by the Board of Directors.

Section 4: Eligibility

Any member who shall have been a member in good standing of the club for at least 6 months prior to the date of their taking office or anyone who shall have served as a member of the Board of Executives for at least three months prior to the date of taking office shall be eligible to serve as an officer or Board member.

Section 5: Term of Office

- A. The terms of office for the officers and Board member shall begin on January 1 of the year in which they are elected and end on December 31 of the same year.
- B. Partial Terms: At any time an officer or Board member is appointed or elected to complete a partial term of office, that term of office shall end at the same time the original term of office would have expired.
- C. Consecutive Terms: All officers and Board members may run for the same position again and it shall not affect eligibility of running for a different office.

Section 6: Vacancy

Vacancy in any office or Board position shall be filled as provided herein.

- A. President’s Temporary Absence: In the event of the President’s temporary absence or disability, the Vice President shall act in their stead until such absence or disability ceases.

- B. Vacancy of Presidency: If the office of President becomes permanently vacant for any reason, the vacancy shall temporarily be filled by the Vice President, or in the event of their unavailability, the Chairman of the Board. A new President shall be elected at the second general membership meeting following the creation of the vacancy.
- C. Elected Officer or Board Member: If any elective office or Board position shall become vacant for any reason, the vacancy shall be filled by an election to be conducted at the first or second general meeting following the vacancy. Provided, however, that should such vacancy occur within the last three months of the fiscal year, the vacancy shall be filled by an appointment by the President and approved by the Board president.
- D. Appointed Officers: If the appointed officer's position shall become vacant for any reason, the vacancy shall be filled by an appointment by the President and approved by the Board present.

Section 7: Removal

Any officer or Board member may be removed from office by any of the following means:

- A. By written resignation which shall become effective upon approval of the Board of Directors at any meeting thereof.
- B. By loss of status as a regular member in good standing.
- C. By removal for cause upon the vote of at least two thirds (2/3) of the members of the Board present at any duly held meeting thereof. The President shall give written notice to such member stating the causes for removal at least ten (10) days prior to such meeting. The party to be removed shall have the opportunity to show cause why they should not be removed, and after a fair hearing, the Board shall vote. It shall take the signature of at least three members of the Board to require a member to show cause why they should not be removed under this subsection.

Article VII – Appointment, Nomination and Election of Officers and Board Members

Section 1: Appointed Officers

The appointed officers shall be appointed by the incoming President as soon as possible after the elections have terminated. Appointed officers shall be presented to the new Board of Directors prior to January 1 of that year. A majority of the Board members present at a Board meeting must vote in favor of approval of such appointed officers. There shall be an orientation meeting held in January of all outgoing and incoming officers to assist the new officers learn their responsibilities.

Section 2: Elected Officers and Board Members

The office of the President shall be filled by nomination and election at the first regular membership meeting in November of each year. The Vice Presidents, to include the Secretary and Treasurer shall be nominated and elected at this same meeting.

Section 3: Procedure

In the election there should be at least one nomination for each position. The nominee with the most votes shall fill the position. In the event of a tie, both nominees may co-chair the position or either person may elect to hold a runoff at the next general meeting.

Section 4: Nominations and Campaign Speeches

At the election, the floor shall be open to nominations from the general membership. The time allotted for nomination and campaign speeches for each candidate to be as follows: Presidential candidates will have five minutes; all other candidates will have three minutes. The order of nomination and campaign speeches shall be determined by the President, by a coin-toss or other like method. No member's name shall be placed on the ballot until the President and Secretary have certified that they are eligible to serve.

Section 5: Voting

Each regular member present in good standing shall be entitled to cast one vote for each office to be filled. No member shall be entitled to cast more than one vote for any candidate. If there are two or more candidates for any one office, and one candidate does not receive a majority of the votes cast, there shall be a run-off between the candidate receiving the highest number of votes and the candidate receiving the second highest number of votes on the last ballot. Such run-off shall continue until one candidate receives a majority.

Such run-off shall be held at the same meeting as the initial ballot and are to include more than two candidates only in the event that more than two ties for the highest number of votes or one receives that highest number and there is a tie for the second highest number. There shall be no absentee ballots. Further election procedures may be defined by the policy of the Board of Directors so long as such policy is not in conflict with these Bylaws.

Article VIII – Duties of Board of Directors

Section 1: Chairman of the Board

The Chairman of the Board shall advise at all meetings of the Board and Executive Meetings. They shall advise the President on all operations of the club and discharge all duties assigned to them by the President or Board. At the request of the President or in her absence, the Chair will preside over the meeting of the Board.

Section 2: President

The President shall preside at all meetings of the Board, executive and at all regular and special meetings of the club and shall supervise the affairs of the club as chief executive officer. They shall appoint officers as these Bylaws outline and assign portfolios as approved by the Board to officers. They shall be an ex-officio member of all groups and committees of the club. The President shall make such reports as required of their office, including an annual report to the members.

Section 3: Vice President

The First Vice President shall preside over all general meetings the President is unable to attend, supervise all activities within the portfolios assigned to them by the President, and shall be responsible for the planning and carrying out of those portfolios. They shall oversee all community outreach programs and shall carry out all other duties assigned by the President and the Board of Directors.

Section 4: Vice President of Membership

The Vice President of Membership is responsible for supervising all activities within the portfolios assigned to them by the President and shall be responsible for the planning and carrying out of these portfolios. They shall carry out all other duties assigned by the President and the Board. They shall process all applications and keep a current membership roster with updated information. They shall oversee all membership drives and contests. They shall report to the Board monthly on membership and list all members not in good standing.

Section 5: Secretary

The Secretary shall supervise and be responsible for the correspondence of the club and shall see that all notices are duly given in accordance with the Bylaws or as required by the Board or the President. They shall attend all meetings of the Board. They shall be responsible for keeping minutes of all meetings of the general membership, Board and Executive meetings. Such minutes shall be typed and filed in the notebook of the Secretary. They shall be responsible for recording and filing all amendments, policy and Bylaws. They shall be responsible for all activities within their portfolios and all other duties assigned by the President or Board.

Section 6: Treasurer

The Treasurer shall have charge and custody of, and be responsible for all funds of the club. They shall receive and give receipt for all monies due and payable to the club, shall deposit all receipts in the name of and to the account of the club, or see that all receipts are so deposited; render a monthly statement of the condition of the finances of the club to the Board, or more often as the Board shall require; present to the Board and to the general membership an annual report of the financial condition at the close of the fiscal year; and in general performance of the duties incident to the office of the Treasurer, or assigned to them by the President or Board.

Article IX – Duties of Executive Committees Members and Officers

Section 1: Executive Committee/Board

The Executive Committee shall be composed of the Board of Directors; the Chairman of the Board, President, Vice Presidents, Secretary and Treasurer, as well as all other Officers of the club. The Executive Committee shall hold a regular meeting at least once a quarter on a day, time and place elected by the President. Special meetings may be called by the President upon

reasonable notice of such meeting. Those present at a regular or special meeting shall constitute quorum. The Executive Committee shall monitor the condition of the club and supervise the activities of the club. At the beginning of each fiscal year, the Executive Committee shall formulate a program and budget for the entire year of its administration and shall present same to the Board of Directors for adoption. This shall be the planning meeting of the year and should be held sometime in January.

Section 2: Officers

- A. Public Relations: This Officer is responsible for writing and submitting approved club information to outside publications such as newspapers, magazines, newsletters, etc. These reports may be on a monthly basis. All membership inquiries are to be directed to the Vice President of Membership. They are also responsible for carrying out and organizing all assignments in their portfolio.
- B. Marketing: This Officer is responsible for ensuring all events that are determined to need raffle prizes, advertising or other marketing materials are supplied as necessary. They may enlist or assign other members to this committee. They are responsible for carrying out and organizing all assignments in their portfolio.
- C. Meeting Coordinator: This Officer is responsible for booking and reserving all meeting rooms, tracking all RSVPs for general meetings and special events as well as coordinating all other related assignments as deemed necessary for events. They are responsible for carrying out and organizing all assignments in their portfolio.
- D. Historian: This Officer is responsible for keeping accurate records of all event dates as well as taking pictures and organizing a club scrapbook to include memorabilia from club events. They must take pictures or assign this task for every event and keep records as assigned to them by the Board indefinitely. They are also responsible for carrying out and organizing all assignments in their portfolio.
- E. Publications: This Officer is responsible for publishing news of interest in a monthly newsletter. All officers will be responsible for submitting their information in a timely manner to the Publications Officer by a predetermined deadline. They are also responsible for carrying out and organizing all assignments in their portfolio.

Section 3: Nominating Committee

The Nominating Committee shall be appointed by the President with the approval of the Board at least sixty (60) days prior to the annual election of officers (preferably at the September meeting). This committee shall be composed of the Chairman of the Board, or other experienced member, who shall insure that at least one qualified person be nominated for each office and submit a list of known candidates to the Elections Committee prior to each election. They should present a slate of nominees at the October or November general meeting.

Section 4: Election Committee

The Election Committee shall be appointed by the Chairman of the Board, or President if there is no chairman, subject to approval by the Board. It shall consist of three members in good standing and is charged with directing and supervising all elections of directors of the club including

mailing of notices and other material, distributing and counting of ballots. The voting shall be by written ballot only.

Article X – Meetings

Section 1: Membership Meetings

The general membership meetings shall meet on the third Thursday of each month at a time and place to be selected by a majority of the Board. Special meetings may be called at the direction of a majority of the Board by notifying members in advance of such meeting of the date, time and place. The members present and in good standing shall constitute a quorum at membership meetings.

Section 2: Board

The regular Board of Directors meeting shall be held at least once quarterly at a place and time selected by the President with notice of time and place. A majority of Board members present shall constitute quorum at any Board meeting.

Section 3: Executive Committee

The Executive Committee shall meet at least once a quarter on a day, time and place selected by the President. Special meetings may be called by the president upon advance notice in writing, by telephone, in person or by email of the date, time and place of such meeting. The Board members and officers present constitute a quorum at any meeting of the Executive Committee.

Article XI – Rules of Procedure and Policy

Section 1: Notices

The notice requirements contained in these Bylaws shall be deemed to have been met by timely mailing of written notice to the latest known mailing address of each member, publication in an official BSSL publication, or by other means reasonably designed to give actual notice. It shall be the duty of each member to keep their current address recorded with the Secretary and Vice President of Membership.

Section 2: Rules of Order

Robert's Rules of Order, as currently in effect, shall govern the proceedings of all official meetings of the Board of Directors, the general membership and official committees of the club except modified by these Bylaws.

Section 3: Policy

The Board of Directors shall establish policy for the club. Such policy shall be established by motion and approval of two-thirds (2/3) vote of the Board of Directors. Such policies shall be

maintained by the Secretary. No policy may be enacted if such policy is in conflict with these Bylaws.

Section 4: Voting of the Board of Directors

In reference to voting requirements imposed on the Board of Directors by the Bylaws, "Board of Directors" or "Board" shall be defined as Board members present at any meeting where a quorum has been reached.

Article XII – Amendments

Section 1: Amendments

The Bylaws may be amended by not less than a two-thirds (2/3) affirmative vote of those regular members in good standing and present at any duly held membership meeting, provided that:

- A. At least ten days prior to such meeting a copy of the proposed amendment or amendments shall have been made available by email or posting to all regular members in good standing at their latest address recorded by the Secretary or Vice President of Membership, or shall have been otherwise delivered to such members, and:
- B. The proposed amendment or amendments shall have been approved by majority vote of the Board, or shall have been contained in a petition signed by at least twenty-five (25) regular members in good standing and presented to the Secretary.
- C. Approved amendments shall take effect immediately following the amendment passing by a 2/3 vote of the General Membership, unless such date is specifically addressed in the amendment.

Article XIII – Authentication

Section 1: Authentication

These Bylaws shall become effective May 21st 2009, and shall supersede any and all other prior Bylaws enacted or approved by the league. These Bylaws were approved by majority vote of the Board of Directors on May 12th 2009 and two-thirds (2/3) vote of the general membership at the regular meeting held on May 21st 2009.

This is the last page of the official Bylaws of the BridgeMill Sixes Service League.