

# **ITALIAN-AMERICAN CLUB OF THE VILLAGES**

PREFACE: THE CLUB WAS ORGANIZED ON APRIL 23, 1992

## **ARTICLE I. - MEMBERSHIP**

Any person residing in The Villages who is of Italian heritage and his or her spouse is eligible for membership in the Italian-American Club by applying and paying the required dues. Proof of Villages residence is required for all members.

### **ARTICLE IA. - PURPOSE**

- A. The purpose of the Club is to promote appreciation of the Italian-American heritage of its members.
- B. To encourage fraternity among its members.
- C. To present a social environment that shall be non-partisan and non-political. As such and due to a limited income, there will be no monetary contributions of any kind to any person(s) or organizations.
- D. Funds raised for targeted charities are allowed.

## **ARTICLE II. - ORGANIC STRUCTURE**

- A. The organic structure of the Club shall be composed of the Executive Board and chairpersons of appointed committees.
- B. The Executive Board is the administrative and controlling body of the Club when the Club is not in session. The Board has the power to administer and control the affairs of the Club. The Board will present new assessments for approval by the general membership at the regular monthly meetings.
- C. The Executive Board is composed of the following elected officers and Trustees:  
President, Vice-President, Secretary, Treasurer, 2 Sergeant-at-Arms and 4 Trustees. The immediate past President of the Club is an ex-officio member of the Board.
- D. All Club officers shall be elected for two (2) year terms. The President,

Vice-President and Secretary will be elected during “odd year” elections and the Treasurer and Sergeant-at-Arms will be elected during “even years”. Four (4) Trustees will be elected for two (2) year terms, two (2) in even years and two (2) in odd years.

### **ARTICLE III. - ELECTIONS**

- A. The club shall hold elections during March every year. Refer to Article II for designated offices and the election process involved with each position.
- B. The Board is composed of the elected officers, Trustees, and ex-officio members as defined in Article II-C. The Board meets in ordinary session once each month and in special session whenever called by the President. All vacancies occurring among the Officers and Directors by resignation or otherwise shall be filled by a successor appointed by the President for the unexpired term.
- C. Should the office of the President become vacant, the Vice President shall assume the office of the President. Should said event occur, then the office of Vice President shall be filled by the new President as per above paragraph B.
- D. The nominating committee will present a slate of nominees for Officers and Trustees to the general membership at the February meeting each year. Nominations can also be made from the floor at that time.
- E. In the event there is only one candidate for a position, the candidate shall be elected by acclamation.
- F. All elected individuals assume office on May 1, following the election.

### **ARTICLE IV. - PRESIDENT**

The President is the highest ranking officer of the Club and shall:

- A. Call and preside over all meetings of the Board and general membership.
- B. See that the Rules of Order are observed.
- C. Appoint all committees of the Club of which the President serves as an

ex-officio member.

D. Refrain from making proposals at general meetings and participates in discussion only to clarify issues and votes only in case of a tie.

#### **ARTICLE V. - VICE-PRESIDENT**

The Vice-President is the second ranking officer of the Club and shall:

A. Assist the President and take the President's place when the President is absent or unable to act.

B. In the absence of the President, perform the duties and exercise the prerogatives of the President to the same extent and with the same power which the President would have, if present.

#### **ARTICLE VI. - TREASURER**

The Treasurer is the custodian of the funds of the Club and as such:

A. Records and keeps up-to-date the check book of the Club, in which the Treasurer shall record all income and disbursements of the Club.

B. Not later than five (5) days after each meeting, shall deposit in the designated bank account the funds received by the Treasurer.

C. Issue and sign checks upon the receipt of proper order of payment.

D. The Treasurer shall prepare an annual financial report during the month of January each year and submit to the Trustees of the Board for audit.

#### **ARTICLE VII. - SECRETARY**

A. The Secretary shall take and record the minutes of all meetings and said minutes will be read at the next general meeting. As a convenience for the general membership, Board meeting notes will be posted on the Club's website.

## **ARTICLE VIII. - SERGEANT- AT- ARMS**

- A. The Sergeant-at Arms is responsible for maintaining order at all meetings, and for recruiting assistants to aid in checking for badges.
- B. The Sergeant-at Arms is responsible for caring for both the American and Italian flags and leading the membership in the Pledge of Allegiance.

## **ARTICLE IX. - TRUSTEES**

The Trustees shall supervise the affairs of the Club and are members of the Board.

- A. They shall examine and audit the books maintained by the Treasurer of the Club prior to the February meeting each year.
- B. They shall perform additional duties in matters pertaining to their office imposed upon them by the membership of the Club and they shall also assist the President and other Club officers in matters pertaining to operation of the Club.

## **ARTICLE X. - MEMBERSHIP CHAIRPERSON**

- A. The Membership Chairperson is responsible for the sign-up of all new members ensuring they are legitimate Village residents. Names, addresses, phone numbers and all pertinent information are to be verified. Responsibilities further include collection of annual dues, and informing members of the Club's dues policy, etc.
- B. Responsible for the issuing annual stickers to returning members.
- C. Prior to the start of each general meeting will present to the President a list of new members so they may be introduced to the general membership. Collected dues will be turned over to the Treasurer with a count of the new members.
- D. Will maintain a club data base and provide updated membership lists which will be distributed to those Board members and Chairpersons on an as needed basis.

## **ARTICLE XI. - MEETINGS**

- A. Regular meetings are held once a month with the possible exception of July and August, as per the Board of Directors and are conducted in accordance with the Rules of Order. In the absence of the President, Vice-President and immediate Past President, the meeting will be presided over by the Treasurer and/ or Secretary.
- B. Roberts Rules of Order shall govern the proceedings of the meeting in all cases to which they are applicable and in which they are not inconsistent with the By-Laws.
- C. QUORUM;
  - 1. Membership meetings one fifth (1/5) of the members in good standing of the Club shall constitute a quorum for the transaction of business.
  - 2. For the Board of Directors meeting, five (5) shall constitute a quorum

## **ARTICLE XII. - CHANGES IN RULES OF ORDER**

- A. Changes shall be submitted in writing to the President.
- B. They shall be discussed and recommendations made at the next Board meeting.
- C. Final changes will be presented for approval at the next General meeting.

## **ARTICLE XIII. - ABSENTEEISM OF OFFICERS**

- A. Any officer or Trustee of the Club who misses three (3) unexcused consecutive meetings shall be removed from office.

## **ARTICLE XIV. - REFRESHMENT & SET- UP CHAIRPERSON**

- A. Responsible for meeting room set-up and refreshment selections for all general membership meetings.

## **ARTICLE XV. - ENTERTAINMENT CHAIRPERSON**

- A. In charge of the programs for the monthly meetings of the Club.
- B. Will have at least two (2) other members assisting in these duties.

C. Will designate someone to act in his/her place if absent.

#### **ARTICLE XVI. - SPORTS CHAIRPERSON**

A. The Sports Chairperson will be responsible for all sports events, such as: Bocce, Bowling, Golf Matches, and Shuffleboard. These events can be planned for Club members only or, he/she may challenge another Club. All events will be presented to the Board for approval prior to presentation to the general membership.

B. The chairperson will have at least two (2) other Club members assisting in these projects.

#### **ARTICLE XVII. - PUBLICITY CHAIRPERSON**

A. In charge of the publication of monthly meetings and Club events to local media on an as-needed basis.

B. The Secretary will act on behalf of the Publicity Chairperson in case of absence..

#### **ARTICLE XVIII. - SUNSHINE CHAIRPERSON**

A. When informed of illnesses, accidents or bereavements of active club members, takes appropriate approved actions, i.e. sending cards, flowers or other gifts, keeping within the monetary limits set by the Board.

#### **ARTICLE XIX. - SPECIAL EVENTS CHAIRPERSON**

A. Plans all special events such as trips, dinners and other additional venues.

#### **ARTICLE XX. - WEBSITE COORDINATOR/CHAIRPERSON**

A. Appointed by the Club President, and will have major responsibilities which include updating the monthly newsletter, maintenance of the IAC web site.

#### **ARTICLE XXI. - DUES**

A. Membership in the Italian American Club will require annual dues of ten(\$10) per person to be classified as a member in good standing. The

calendar year will be September to August. All new members will also purchase permanent name badges for seven (\$7). Old pin type badges are acceptable but will not be replaced if lost or damaged.

- B. All Past Presidents and their spouses will be exempt from dues, as a reward for their services.

## **ARTICLE XXII. - DISBURSEMENT OF FUNDS**

- A. Upon termination of the Italian-American Club of the Villages, disbursement of funds will be donated to charities agreed upon by the Executive Board.

Revised on November 13th, 2014 by vote of General Membership