

SVEADAL

CLUB

Constitution and By-Laws



Revised April 2015

Sveadal Club

CONSTITUTION

Article I

Name

The name of this organization shall be **THE SVEADAL CLUB**.

Article II

Aims and Purposes

The founding of The Sveadal Club is for the express and basic purposes of maintaining and improving Sveadal recreation grounds, both materially and socially, and for the promulgation of traditional Swedish customs among its members. The club also has as its objective the initiation and support of youth participation in social and recreational programs of Swedish-American activities, and through this participation, the developing of a spirit of good fellowship, moral integrity and sportsmanship.

Article III

Non-Profit Organization

The Sveadal Club shall be a non-profit organization wherein no part of the income or profits shall inure to the benefit of any officer, director or member, except as specifically enumerated in this Constitution and its By-Laws.

Article IV

Qualification of Members

Sec. 1: Any person eighteen years of age or older and interested in the aims and purposes of The Sveadal Club and willing to participate in the work for their fulfillment, is eligible for membership.

Sec. 2: A prospective member will complete the application form and return it to the membership chairman. The applicant must be sponsored by two members in good standing, each of whom must submit a "Personal Referral Form" supplied by the membership chairman. (Refer to Article VI of the By-Laws)

Sec. 3: Approval by two thirds of the members present at either the October, February or May membership meetings shall be required to admit an applicant to membership. This vote shall be by secret ballot for each applicant.

Sec. 4: Applicants who are being voted on may not attend the meeting at which the vote will take place.

Sec. 5: All prospective applicants must participate in two work weekends and/or committee contributions within the 12 months prior to applying to The Sveadal Club.

Examples of contributions are as follows:

1. Participate at a work weekend.
2. Any committee work on the following activities: Love 30's, Sveadal Golf Tournament, Sveadal Day, Christmas parties or help cook a Wednesday night or other volunteer dinner.
3. Attend a dinner meeting.

Sec. 6: Both sponsors must attend the dinner meeting at which the applicant will be voted on. If both sponsors do not attend the applicant will not be voted on.

Sec. 7: All members are encouraged to participate in the items listed in Article IV, Section 5.

Article V

The Officers, Directors And Their Selection

Sec. 1: Elected Officers of the Club are: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The Board of Directors of the Club shall be the elected officers of the Club, plus four elected members, and the Junior Past President who shall serve as an ex-officio member.

Sec. 2: Appointed officers are Auditor and Parliamentarian.

Sec. 3: Officers shall be elected for the term of one year; such elections to take place at the meeting in October of each year.

Sec. 4: Elected officers can serve as long as needed. The nominating committee can nominate any position and will be voted on in the October meeting.

Sec. 5: The election of officers shall be by secret ballot.

Sec. 6: Sec. 5 qualified: The secret ballot may be dispensed with by unanimous vote when there is but one candidate for the office being filled.

Sec. 7: There shall be a nominating committee of three members named by the Board of Directors. This committee shall appoint one of their own members to act as chairman.

Sec. 8: The nominating committee shall be appointed in the month of September and report their nominations for office at the meeting in October.

Sec. 9: Suggestions for elective officers may be submitted in writing to the chairman of the nominating committee by any member of the club at any time before the October meeting.

Sec. 10: Nominations may also be made from the floor at the October meeting.

Article VI

Meetings

Sec. 1: Unless otherwise ordered by the Club or by the Board of Directors, the regular meetings of this organization shall be held in each of the following months: February, May, and October.

Sec. 2: Special meetings may be called by the Board of Directors providing all members are notified in writing previous to such meetings. Such notice will state the purpose for which the meeting is called, and the time and place where it is to be held. The meeting shall be limited to these stated purposes.

Sec. 3: No meeting shall extend beyond a period of four hours from the time of its being called to order.

Article VII

Amendments

Sec. 1: This Constitution and its By-Laws may be amended at any regular or special meeting by a two-thirds vote of the members present providing the amendment or amendments has been read at the previous meeting and the members have been notified for a special meeting.

Sec. 2: Amendments when passed shall be distributed to the membership and shall bear the date of passage.

BY-LAWS

Article I

Duties of the Officers of the Club

Sec. 1 President: The President shall preside at the meeting of The Sveadal Club and Board of Directors, appoint chairmen and members for each of various committees when they are not elected by the membership, and with the approval of the Board of Directors, fill the offices of Auditor and Parliamentarian. The President, jointly with the Treasurer, shall be a signer on all fund accounts of the Club.

Sec. 2 Vice-President: In the absence of the President, the Vice-President shall perform the duties of the President and will assist in devising and executing plans of action. In the absence of the Vice President the officers shall preside in their order of rank.

Sec. 3 Recording Secretary: The Recording Secretary shall keep the minutes of the Club and of the Board of Directors. The Recording Secretary shall file all papers and records pertinent to the office and shall furnish records of appointments and elections and perform other such duties as may be required of the position. In addition to the duties herein enumerated, it shall be the responsibility of the Recording Secretary to act as historian and to keep a permanent record of the activities of the Club.

Sec. 4 Corresponding Secretary: The Corresponding Secretary shall notify all members of impending meetings and gatherings, notify all members who are in arrears of the payment of their dues at the instance of the Treasurer, and perform such services necessary to the organization's correspondence as may be required.

Sec. 5 Treasurer: The Treasurer shall collect all dues, notify members of arrearages through the Corresponding Secretary before they become delinquent, collect all monies gained by the Club and disburse same upon the direction of the Club.

The Treasurer shall be a signer, jointly with the Present, on all funds accounts of the Club.

The Treasurer shall render to the Board of Directors, whenever required, an account of the financial condition of the organization and his/her transactions as Treasurer, and as soon as may be practicable after the close of each fiscal year shall make and submit to the Board of Directors a report of the financial activities for that fiscal year.

Sec. 6 Auditor: The Auditor may at any time be called upon by the President, Board of Directors, or the membership to investigate and report on the financial condition of The Club. He/she shall together with an auditing committee of two, appointed by the President, examine the books of the Treasurer in September and present a written and/or oral report to The Sveadal Club in October of each year.

Sec. 7 Parliamentarian: The Parliamentarian shall advise the President in parliamentary procedure.

Sec. 8: The order of rank is: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. If none of the above named persons are present then a chairman pro tem shall be appointed by the President if he/she knows that there will be no one to preside at a Club function. In the absence of all of the above persons the membership shall appoint a chairman pro tem to preside.

Article II

Quorum at General or Social Membership Meetings

Sec. 1: Nine members shall constitute a quorum for the transaction of business.

Sec. 2: Once a quorum is present and the meeting is called to order all business transacted shall be proper and binding and any subsequent withdrawal of any fraction thereafter shall not invalidate the proceedings although the number thereafter present may fall below the number required to constitute a quorum.

Article III

Board of Directors

Sec. 1: The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, all of the Club; four elected members and the Junior Past President who will be an ex-officio member.

The four elected members shall serve for a term of two years each, two being elected at the Annual Meeting during all even numbered years and two being elected at the Annual Meeting during odd numbered years.

Sec. 2: The Board of Directors shall hold meetings at the call of and at a place designated by the President. The members thereof shall fill all vacancies of elective officers except as qualified by Article XI of these By-Laws, approve the appointed officers as named by the President and call special meetings. It is the responsibility of the Board of Directors to devise ways and means of promoting all duties and operations organic to the functioning of the Club and its projects.

Sec. 3: The Board of Directors shall have no power to change the fundamental aims of the organization without the consent of the membership.

Sec. 4: The Board of Directors shall have the authority to issue checks or expend the Club funds for the operation of the Club and its projects.

Sec. 5: Six members shall constitute a quorum for the transaction of business.

Sec. 6: No member of the Board of Directors may vote by proxy or absentee ballot.

Sec. 7: The President shall appoint, with the approval of the Board of Directors, a successor to any position.

Article IV

Voting

Sec. 1: Each member is entitled to one vote. Majority rules except in such cases as specifically require a greater vote as enumerated in the Constitution or By-Laws.

Sec. 2: If the request is made to have a secret ballot, such request will be granted at any time.

Sec. 3: No voting shall be by proxy or absentee ballot.

Article V

Dues

Sec. 1: Sveadal Club dues bill will be mailed to each member in September making dues payable in October. Dues are \$25.00 per year per member. Bills will be sent out by the Corresponding Secretary.

Sec. 2: If dues are not paid by November 30th, a reminder will be put in the newsletter, by the Corresponding Secretary at the instance of the Treasurer, announcing the names of members who have not paid their dues.

Sec. 3: Dues shall become delinquent if not paid by December 31st. A second, separate bill shall be sent to all delinquent members by the Treasurer. If dues are not paid in 30 days, that member will be dropped from the membership.

Sec. 4: Members who have forfeited their membership voluntarily or upon the regulations stated in Sec. 3; Article V of the By-Laws, must reapply for membership as stated in Article IV of the Constitution. The rules governing dues for new members shall be enforced.

Sec. 5: Dues of new members are payable on the date of their acceptance as members.

Article VI

Membership Chairman

Sec. 1: The Membership Chairman is appointed by the President with the approval of the Board of Directors and he/she shall submit the application of each prospective member to the Board of Directors. The Board of Directors will then approve or deny recommendation to the membership on the prospective applicant. The applicant shall then be voted on by the membership on the prospective applicant at either the February or May membership meetings.

Article VII

Parliamentary Authority

Sec. 1: The rules contained in Robert's Rules of Order, Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the Constitution, By-Laws or special rules of order of The Sveadal Club.

Article VIII

Limitation of Authority

Sec.1: No officer or member shall have the authority to make any contact on behalf of The Sveadal Club or to obligate the organization by note, check or in any way unless so directed by the Constitution, By-Laws, Board of Directors or membership at a duly called meeting.

Article IX

Compensation

Sec. 1: The officers, committee chairman and members shall serve without compensation for services rendered.

Sec. 2: Sec. 1 shall not be construed as prohibiting a gratuity to any or all of the above named persons if such is deemed proper by majority vote of the members present at any regular or special meeting.

Article X

Fiscal Year

Sec. 1: The fiscal year of The Sveadal Club shall be from the October meeting of one year to the October meeting of the year following. In no event, however, shall the fiscal year extend from October 31 of one year beyond October 31 of the year following.

Article XI

Succession

Sec. 1: In the event of the death, resignation, or impeachment of the President, VicePresident shall succeed to the office of President and he/she shall appoint, with the approval of the Board of Directors, a new Vice-President to take his/her then vacated office.

Sec. 2: The new President and Vice-president shall thereafter be considered in the scope of this Constitution and its By-Laws as duly elected officers.

Article XII

Annual Meeting

Sec. 1: The annual meeting of The Sveadal Club shall take place during October of each year. It shall be a general meeting at which time the year end reports of the officers and committee chairmen shall be received.

Sec. 2: The election of officers shall take place at the annual meeting.

Article XIII

Terms of Office

Sec. 1: Elected officers shall commence their term of November 1, and serve through October 31 of the following year.

(Revised February 2007)

Order of Business

1. Opening
2. Reading of the minutes
3. Treasurer's report
4. Reading of bills and communications
5. Reports of boards and standing committees

6. Election of new members
7. Reports of special committees
8. Unfinished business
9. Election of officers
10. New Business
11. Welfare of the Club
12. Set time and place of next meeting
13. Closing