

# Bylaws of the Agondonter Boot Camp Society

January 2018

## 1. Membership

### 1.1 Appeal from Denial of Membership

The following procedure shall be used to appeal a decision to deny membership: (a) The applicant shall submit a written petition to the Membership Committee which sets forth the grounds and any mitigating circumstances for re-consideration for his or her application; (b) the Membership Committee shall reconsider the application at the next Agondonter Boot Camp Society (Society) meeting and approve the applicant; or report to each member of the Executive Committee its reasons for declining membership; (c) within two (2) months of receipt of the Committee's recommendations for declining membership, the Executive Committee shall confer to either accept the applicant's appeal for membership or deny membership; and (d) the Secretary shall provide the applicant written notification of the Executive Committee's decision. An applicant may reapply for membership six (6) months following a denial of membership.

### 1.2 Definition of Memberships – There are two levels of membership:

- Active
- Associate

1.2 A Definition of an Active Member: An Active Member is one who has been initiated into the Society, who has participated in any of the activities of the Society, who has been current in the payment of dues, and who has not become an Associate Member.

1.2 A1 Voting Members shall have the right to vote on any proposals brought before the membership at Annual Business or special-called meetings.

1.2 B Definition of an Associate Member: An Associate Member has all the rights of an Active Member except the right to vote. There is no cost to apply for or maintain Associate Membership. Membership continues until an Associate Member requests to be removed from membership or by majority vote of the executive committee.

1.2 C Conversion of Active Member to Associate Member: Any member who does not take part in any of the activities of the Society for a period of twelve (12) months or more; or who is one hundred eighty (180) days delinquent in payments of the annual dues; or who makes a written request for inactive status to the Secretary. The member shall be deemed an Associate Member and shall be transferred from the roll of Active Member to the roll of Associate Members by the Secretary. The Secretary shall notify the member thirty (30) days prior to such a change in status.

1.2 C1 Associate Status: The status of an Associate Member is altogether honorable and the individual shall continue to be reckoned as part of the total membership of the Society. An Associate Member will not be reckoned part of the active membership in determining a quorum of the Society.

1.2 C2 Return to active status: An Associate Member may choose or return to active status by writing to the Secretary requesting active status, and making payment of current year dues (prorated) to the Treasurer.

### 1.3 Expulsion of Members

1.3 A Grounds for Expulsion: No member shall be expelled from membership of the Society unless, as adjudged by the Society, the attitude, the conduct, or influence of such a member shall be prejudicial to the interest and work of the Society.

1.3 B Procedure for Expulsion: Expulsion of a member of the Society may occur only as a result of the following procedure: (a) any three(3) members of the Society may submit a written petition to the Membership Committee which sets forth the grounds for requesting expulsion and which shall be signed by each of the requesting members; (b) within two (2) months of the receipt of such a petition, the Membership Committee shall confer and report its recommendation in writing to each member of the Executive Committee; (c) within two (2) months of receipt of the Committee's recommendation, the Executive Committee shall confer either to deny further consideration of the petition, with the Secretary providing a written report to the petitioning members, or to accept the petition for further consideration; (d) within two (2) months of accepting the petition for further consideration, the Executive Committee shall contact the subject to query him about the complaint. (e) If the Executive Committee decides to pursue expulsion, the issue will be addressed at the next scheduled Society meeting. (f) Following the presentation of all facts, a majority vote by secret ballot shall determine the outcome and become effective immediately; (g) if the member is expelled, the Secretary shall provide the subject written notification.

1.3 C Procedure for Appeal: Expulsion of a member of the Society by vote of the membership is beyond appeal. Re-application for membership may be considered no earlier than one year after expulsion, at the next business meeting.

## 2. Officers

2.1 Election of Officers - Candidates shall be nominated by an ad hoc Nominating Committee established in Article VII of the Society's Constitution, or nominated from the floor. Nominees shall be asked in advance of their nomination concerning their willingness to serve as an officer. Voting shall be by a show of hands unless a secret ballot is requested by one third (1/3) of the present voting members. Votes shall be tallied by two (2) members designated by the President. In the event of a tie, balloting shall continue until a candidate for each office has received a majority vote of those present. Where there are more than two (2) candidates and no majority, the candidate receiving the fewest votes shall be dropped. Installation of the newly elected officers shall be at the conclusion of the Annual Business Meeting.

### 2.2 Duties of Officers

2.2 A Duties of President: The President shall be the principal executive officer and shall preside at all formal meetings of the Society and the Executive Committee established in Article VI of the Constitution, and shall make an annual report on the status of the affairs and

activities of the Society at the Business Meeting.

2.2 B Duties of Vice-President: In the event of the inability of the President to act, the Vice-President shall perform the duties and exercise the powers of the President. The Vice-President shall also serve as Chair of the Membership Committee established in Article VII of the Constitution and shall be a voting member of that committee.

2.2 C Duties of Secretary: The Secretary shall keep and preserve the records of the proceedings of all formal meetings of the Society and shall:

2.2 C1 Keep a permanent record of each member.

2.2 C2 Notify all Active Members of all formal and special meetings of the Society.

2.2 C3 Maintain a record of Active and Associate Members and notify by written or electronic methods, any member thirty (30) days prior to a change in membership status.

2.2 C4 In the event that both the President and Vice-President are unable to act, the Secretary or Recording Secretary shall perform the duties and exercise the powers of the President.

2.2 D Duties of the Treasurer: The Treasurer shall be the principal financial officer and shall administer the monies and properties to the Society as authorized by the Executive Committee. The Treasurer shall:

2.2 D1 Collect membership dues, notify members who have not paid dues within sixty (60) days of the scheduled date, and notify the Secretary if the dues are not paid in full within thirty (30) additional days.

2.2 D2 Pay out money for current operating expenses as authorized by the Executive Committee and the membership.

2.2 D3 Render a full and complete report on the financial affairs of the Society at the Business Meeting.

2.2 D4 Submit annual federal, state, and local income tax returns as needed to comply with tax exempt status within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

2.2 D5 Prepare a report of the financial condition of the Society, together with a recommended budget and recommended annual dues for the following year. Budget and dues recommendations shall be presented by the Treasurer for membership approval at the Business Meeting.

### 2.3 Removal of Officers

2.3 A Removal may be initiated by a member of the Executive Committee or by petition from the majority of Society members. The petition may be brought to any officer of the Executive

Committee, who, in turn, must bring the matter to the Executive Committee to discuss further courses of action.

2.3 B The Executive Committee, comprised of the officers, will present their recommendations to the Society members in a special-called meeting to take place within sixty (60) days of the Executive Committee's meeting.

2.3 C Two-thirds of the Active Members must vote for the removal of the officer in question to finalize the removal procedure. If there is not a two-thirds (2/3) vote then the matter is dropped.

### **3. Executive Committee**

The Executive Committee is authorized to approve expenditures up to \$500. Capital expenditures in excess of \$500 must be approved by a majority vote of the membership at any Business meeting.

## **4. Committees**

### 4.1 Standing Committees

4.1 A Membership Committee: The Membership Committee is a permanent standing committee that shall pass upon the eligibility and qualification of all candidates for membership in the Society and shall notify each member of the Executive Committee of such action. The Membership Committee shall consist of two (2) members and the Vice-President of the Society, elected at the Annual Business Meeting with the same election and vacancy provisions as the officers. A quorum for membership consideration shall consist of all three (3) members (absentee ballots included) with a unanimous decision required for membership in the Society.

4.1 B Additional Standing Committees: If deemed expedient, the membership of the Society may establish additional standing committees. The purpose, functioning, compositions, and selection of committee members shall be determined at the time the standing committee is established. The following standing committees have been established

4.1 B1 Education: Educating children, training teachers, conferences, fostering family values.

4.1 B2 Outreach: Book placements, book fairs, events, etc.

4.1 B3 Publications: Newsletter

### 4.2 Ad Hoc Committees

4.2 A Establishment of Ad Hoc Committees: Each project or event approved by the membership of the Society in the annual program for the following year shall have an Ad Hoc Committee that is responsible for its implementation.

4.2 B Composition of Ad Hoc Committees: The Chair of the Ad Hoc Committee, who is a Society member, shall be elected at the Business Meeting by a majority of those present and shall serve until the Business Meeting of the following year or until completion of the project or event. The committee Chair shall select at least two (2) other persons for membership on the committee, and these persons shall serve a term concurrent with the Chair.

4.2 C Responsibilities of Ad Hoc Committees: Each Ad Hoc Committee will be responsible for seeing that the project or event is completed as proposed. The Chair is responsible for keeping the Executive Committee informed of progress and may be asked to attend Executive Committee meetings as needed. The Chair is responsible for making a summary report of the project or event at the Business Meeting of the following year.

4.2 D Additional Ad Hoc Committees: Additional Ad Hoc Committees may be established by majority vote of the Executive Committee as is deemed necessary for special projects or events. The name and purpose of the committee shall be determined at the time it is established. The Executive Committee shall appoint a Chair who will in turn select at least two (2) additional members.

4.2 E Nominating Committee: An Ad Hoc Nominating Committee shall be established and the Chair elected by the membership of the Society preceding the next scheduled election of officers. The Nominating Committee shall attempt to provide at least two (2) names for each elective position.

## **5. Dues**

5.1 New Members: Dues for each new Active member of the Society shall be prorated from the annual amount and shall begin the month he or she is accepted for membership by the Membership Committee.

5.2 Hardship: Upon written petition stating financial hardship, the Executive Committee has discretion to discount, postpone, or waive the dues of a member in a given dues period.

5.3 Failure to Pay: Any member who fails to pay his or her dues within one hundred eighty (180) days of the scheduled date shall be notified by the Treasurer. If such dues are not paid in full within thirty (30) additional days or are not postponed or waived for hardship, the Treasurer shall notify the Secretary. The Secretary shall in turn notify the member of their transfer to the roll of Associate Membership.