

## **Kenmore Community Club, Inc.**

### **By-Laws**

#### **Purpose**

These By-Laws are intended to provide guidelines to meet the intent of the Constitution of the Kenmore Community Club, Inc. hereafter referred to as the Club, for the general operation.

#### **Meetings**

The second Wednesday of each month at 6:30 p.m. shall be reserved exclusively for the Club members' potluck social and/or business meeting.

The fourth Wednesday of each month at 5:30 p.m. shall be scheduled as the date for the Executive Board Meeting.

#### **Membership Classifications**

**Individual Membership:** Membership is open to any individual regardless of religion, or sexual preference, eighteen (18) years of age or older upon payment of annual dues and agreement to abide by the Club Constitution, By-Laws and Policies. Children of members are welcome as non-voting participants.

**Associate/Corporate Membership.** Associate/Corporate membership is open any to individual eighteen (18) years of age or older, business, civic or cultural organization regardless of race, creed, religion or sexual preference, upon payment of annual dues Associate/Corporate members shall not be eligible to hold elected office or to vote.

**Life Membership:** Life Membership may be awarded to a member who has made an outstanding contribution over an extended period of time to the Club's mission. Life membership would be a recommendation of the Board of Directors and approved by majority vote of the membership. Life members shall be afforded rights and privileges of individual membership.

**Honorary Membership:** Honorary Membership may be awarded to a business or individual who has been honored by the Club as an outstanding contributor to the Club's mission. Honorary members shall not be eligible to hold elected office or to vote.

**Members in Good Standing:** Members in good standing shall be current in their annual dues and participate in a majority of the regular potlucks, membership meetings, work plates, and club activities to maintain their status as a member in good standing.

#### **Dues**

Individual member dues shall be twenty dollars (\$20) per year, payable on January 1.

Association/Corporate member dues shall be fifty dollars (\$50) per year payable on January 1.

Members who have not paid their dues by March 1, shall have their membership cancelled.

The Executive Board shall recommend changes in dues amounts. The changes shall be mailed to all members at least two weeks prior to the business meeting. The recommended changes shall be approved by a majority vote of the membership present at the business meeting.

### **Standing Committees**

The Standing Committees shall be Audit, Awareness, Entertainment, Hospitality, Sunshine. Membership, Newsletter, Nominations, Promotion and Special Committees as needed

The President shall appoint committee chairpersons and with their concurrence select and appoint committee members.

The President shall serve on all committees except the Nominations Committee.

All committee chairs shall submit a report of their activities, if any, the Executive Board either in writing or orally.

All committee chairs shall submit a final written report of their activities and expenditures.

### **Finances**

The Club fiscal year shall be from January 1 through December 31.

All checks written to the Club account(s) excess of eight hundred dollars (\$800) shall require two (2) authorized signatures of non-related officers.

All checks written to club members for reimbursement shall require a signed Club Form with signed receipts attached.

An annual internal review/audit of the Club accounts shall be made under the authority the Executive Board at the close of the fiscal year. Every three years there shall be an external review/audit of the Club accounts. Whenever there is a change in Club Treasurer, there shall be an external review/audit.

### **Records Retention**

All official Club records including minutes of Executive Board and Membership Business

Meetings, Newsletters, financial Reports, etc., shall remain on file at the Club House except current working copies. Records may be temporarily removed after the President or Vice President approves the removal. Check out cards must be completed and placed in location of the removed file.

### **Newsletter Editor**

A Newsletter Editor shall be appointed by the President, The Editor shall be responsible for publishing a monthly newsletter delivered to the membership prior to the monthly potluck meeting.

### **Election of Officers**

The Nominations Committee shall present a slate of qualified candidates published in the October and November Club Newsletters. Qualified candidates shall be members in good standing for a minimum of six months immediately prior to the election. This slate of candidates will be presented at the November Business Meeting. Nominations from the floor shall be accepted.

Annual elections shall be held at the November business meeting. Only those members in good standing present at the November meeting shall be eligible to vote. No proxy or absentee votes will be allowed. A simple majority of the votes of those members present shall constitute election of officers.

Special elections may be called by the President or Executive Board as needed.

### **Amendments**

These By-Laws may be amended, repealed or altered in whole or in part as follows.

1. Proposed By-Laws changes shall be submitted in final form to the Executive Board for review.
2. The Executive Board shall present the proposed By-Laws change(s) to the Club membership at a regular or special meeting prior to a vote with a recommendation for approval or non-approval and open the floor to discussion.
3. The proposed By-Laws changes(s) shall be published in the monthly newsletter prior to the vote by the membership with statements of support and/or non-support.
4. The proposed By-Laws change(s) shall require a simple majority vote of those members in good standing present at the meeting after proper notification as outlined in steps 1, 2 and 3 above.

### **Previous By-Laws**

These By-Laws approved as of the certification date below supersede all other By-Laws previously written.

### **Certification of Adoption**

The undersigned Officers of the Kenmore Community Club, Inc., certify that at a meeting of the Membership of the Club held on the 12th day of January, 2011, these By-Laws were adopted by a majority vote of the Membership present.

Dated on this 20<sup>th</sup> day of January, 2011.

_____ President	_____ Vice-President
_____ Secretary	_____ Treasurer
_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee-At-Large

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