



# **BYLAWS OF THE AFRICAN AMERICAN HERITAGE CLUB OF LAGUNA WOODS VILLAGE (2016)**

## **ARTICLE I NAME**

The name of this Organization shall be the African American Heritage Club of Laguna Woods located in Laguna Woods, California.

## **ARTICLE II MISSION STATEMENT**

Recognize and celebrate African American culture through social, educational and cultural events.

## **ARTICLE III MEMBERSHIP**

1. New members will be considered any time throughout the year. Formal induction of new members will occur at the annual meeting.
2. There are four categories of membership.: Charter Membership, Regular Membership, Associate Membership and Life-Time Membership.
  - a. Charter Members are the individuals that signed the original petition or held a temporary office prior to the installation
  - b. Regular Membership is open to any resident of Laguna Woods who is 55 or older.
  - c. Associate Membership is open to anyone who lives outside of Laguna Woods and has been recommended or sponsored by an existing member in good standing
  - d. Life-Time Membership is open to anyone who lives in Laguna Woods and is 55 or older.
3. Requirements for maintaining Active membership, Regular or Associate, are:

- a. assuming the financial obligations outlined in Article IV;
- b. supporting fundraising activities in the manner decided upon by the membership
- c. participating in the community projects identified by the membership

## **ARTICLE IV FINANCIAL CONTRIBUTIONS AND OBLIGATIONS**

1. Each member is required to make a yearly contribution in the form of Annual Dues of the African American Heritage Club (AAHC) of not less than the minimum amount specified by the Executive Board of Officers.
2. The annual dues will be reviewed annually in June.
3. All dues are payable at or before the August meeting. Dues will be prorated for new members during their first year. The fiscal year will be based on a July date.
  - a. Regular Membership dues shall be \$25.00 annually
  - b. Associate Membership dues shall be \$35.00 annually
  - c. Life-Time Membership dues shall be \$125.00 one-time fee.
4. All Members shall support the Ways and Means fundraiser by purchasing a minimum of one unit.

## **ARTICLE V EXECUTIVE BOARD**

1. The **Officers** of this organization shall consist of: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Chaplin and Historian/Parliamentarian. The length of their term will be limited two (2) years. They will be elected from the Active Membership and they will constitute the Executive Board.
2. **Eligibility** for an Officer position is preferably limited to members who have held active membership in the AAHC for a minimum of one (1) year. Eligible candidates must also have held a similar position and have a working knowledge of the Robert's Rules of Order. An Officer can be appointed to hold more than one position if appointed by the President.
3. **Duties** of the officers:

**a. President shall:**

- i. be the executive officer and shall preside at all meetings;
- ii. serve as the ex-officio member of all committees except the Nominating Committee;
- iii. appoint, the Chairmen of the standing committees and any necessary replacements;
- iv. create as many committee chairmanships and co-chairmanships as she/he may deem necessary to carry out the responsibility of the organization and make use of the talents of the members; and
- v. attend an Officer's workshop.

**b. Vice President shall:**

- i. assume the duties of President in their absence
- ii. Chair the membership committee
- iii. Plan all meetings utilizing input from the President and standing committee chairs
- iv. Coordinate the Calendar
- v. Attend Officers workshop

**c. Corresponding Secretary shall:**

- i. conduct all correspondence of the Organization, and coordinate all publicity regarding activities of AAHC including but not limited to:
  1. Direct public relations programs designed to create and maintain a favorable public image
  2. Create company literature and other forms of communication
  3. Create marketing and promotional materials both print and electronic
  4. Copyedit, proofread, and revise communications
  5. Develop marketing communications campaigns
  6. and attend Officers workshop.

d. **Recording Secretary** shall:

- i. keep an accurate account of proceedings of all meetings;
- ii. furnish the President with a copy of the minutes of the previous meetings at least one week prior to the next business meeting;
- iii. keep accurate attendance records; and
- iv. attend the Officer's workshop.

e. **Treasurer** shall:

- i. be the custodian and controller of all general funds;
- ii. be responsible for all collections and disbursements; and work with the Ways and Means committee on event collections
- iii. present a month-end financial statement at all meetings;
- iv. keep a complete record of all financial transactions
- v. close the books as of July 31, at which time a final audit may be made; and
- vi. attend the Officer's workshop.

f. **Historian/Parliamentarian** shall:

- i. attend all executive and general meetings, ensuring that the meetings are conducted in accord with Robert's Rules of Order (latest edition);
- ii. keep an account of all significant activities of the organization (includes scrapbook, video and other electronic forms of communications); and
- iii. attend the Officer's workshop

g. **Chaplin** shall:

- i. Lead the club in devotional/inspirational time at the meetings
- ii. Represent the club at any and all ecumenical affairs
- iii. Attend the Officers workshop

4. The **Executive Board** shall transact necessary business between meetings of the general membership – one week prior.

5. **Vacancies** among officers shall be filled by a majority vote of the Executive Board upon recommendation of the Nominating Committee. Persons so elected shall serve until the next General Election.

## **ARTICLE VI MEETINGS**

1. Monthly meetings shall be held from August through June unless otherwise directed by the Executive Board.
2. A quorum is required at any regular or special meeting with the majority of those in attendance needed to carry a motion.
3. One quarter (1/4) of active members shall constitute a quorum at regular meetings.
4. The Executive Board shall meet as necessary. One half (1/2) of the total Executive Board plus one shall constitute a quorum.

## **ARTICLE VII NOMINATIONS**

1. The Nominating Committee shall be appointed by the Executive Board. The President shall name the committee chair. This committee shall consist of a minimum of three (3) members. Included in the three (3) members will be one (1) member of the Executive Board and one (1) from the general membership.
2. The Nominating Committee shall present a slate of officers to the membership, providing the nominees have consented to serve.
3. Officers shall be elected in June. If there is but one candidate for each office, by unanimous vote the membership may dispense with ballots and by voice vote direct the Recording Secretary to cast a unanimous ballot for all officers nominated.
4. The new officers shall assume their duties on July 1, following their election.

## **ARTICLE VIII AMENDMENT PROCEDURES**

The bylaws may be amended by a two-thirds vote of the members present and voting at any meeting of the Executive Board, provided that the proposed amendment has been presented to the Executive Board at least 10) days prior to the date of the meeting. These bylaws may also be amended by the affirmative vote of the two-thirds of the Executive Board at any regular or special meeting of the Executive Board called by reason of written notice. Any proposed amendment must be preceded by a 30-day written notice.

## **ARTICLE IX PARLIAMENTARY RULE**

Robert's Rules of Order Newly Revised, latest edition, shall be the parliamentary authority for all matters of procedure not specifically covered in the bylaws or in the recognized Standing Rules of the AAHC.

## **ARTICLE X STANDING COMMITTEES**

1. Officers and Standing Committee Chairmen must keep procedure books/records and turn them over to those succeeding them in office.
2. Standing Committees of this organization include, but are not limited to: Membership, Public Relations, Hospitality, Education, and Ways and Means.
3. Duties:
  - I. **Membership Committee** shall:
    1. recruit new members;
    2. keep a record of and contact persons whose names have been provided as potential members;
    3. introduce guests and new members at meetings;
    4. maintain an accurate attendance record;

5. prepare a roster and submit to the Executive Board upon request;
6. ensure that all members fulfill the Annual Dues obligation;
7. assist with installation; and
8. attend the Membership workshop.
9. The Membership committee shall handle all the arrangements for general and social events along with the Hospitality Committee. Responsible for planning and implementing installation if prescribed by the Executive Board, the chairman will purchase gifts for retiring chairmen and present at installation. This committee reports directly to the Vice President.

a. **Public Relations committee** shall coordinate all publicity regarding activities of AAHC including but not limited to:

1. Direct public relations programs designed to create and maintain a favorable public image
2. Create company literature and other forms of communication
3. Create marketing and promotional materials both print and electronic
4. Copyedit, proofread, and revise communications
5. Develop marketing communications campaigns
6. and attend Publicity Chair workshop.

a. This committee reports directly to the Corresponding Secretary.

b. **Ways and Means Committee** shall:

1. Consider and report on fundraising ideas presented;
2. Implement at least one annual fundraiser, subject to Executive Board's approval;

3. Coordinate the fundraiser, assembling the necessary committees and maintaining a separate Ways and Means accounting of all monies; working with the Treasurer.
4. Attend a Ways and Means Chair workshop
5. Distribute and account for tickets to members and coordinate volunteers.
  - a. The committee chair reports directly to the Treasurer.

c. **Hospitality Committee** shall:

1. Coordinate room, refreshments and room setup for meetings
2. Welcome all meeting participants
3. Work with the Membership Committee to ensure that all new participants and members receive the “Information Packet/Brochure”. The Information packet will include the Bylaws, Calendar, Membership roster, Club History and a club Application
4. Handle arrangements for all general social events;
5. Assist with planning and implementation of event when described by the Executive Board.
6. Attend a Hospitality Chair workshop
  - a. The committee chair is a member of the Planning Committee and reports directly to the Vice President.

d. **Education Committee** shall:

1. Determine what types of educational impact AAHC can provide to the community
2. Arrange for educational seminars and learning opportunities for AAHC members based on the needs of the members
3. Focus on K12 – University to determine where AAHC can best lend its support



4. Responsible for creating and maintaining the “Did You Know” educational facts at both the local and national level; solicit input
  5. From others and validate accuracy and appropriateness of submissions; and
  6. Attend a Education Chair Workshop
- a. The committee chair reports directly to the Vice President.