

Italian American  *San Giovanni*
Citizens Club *Battista*

Bylaws
as of
September 2013

21 Allen Lane
Dedham, Mass.

Article 1

Name and Location

Section 1 – The name of this organization shall be the Italian American Citizens Club – San Giovanni Battista, located in the Town of Dedham, County of Norfolk, Massachusetts.

Article II

Objects

Section 1 – The object of this organization is primarily to instruct all Italian residents, in the duties of good American Citizens, to conduct naturalization classes, and to accomplish anything which will bring about the Americanization of all eligible Italians.

Article III

Officers and Elections

Section 1 – The officers of this organization shall be:

President
Vice President
Recording Secretary
Financial Secretary
Treasurer
Three Auditors
Sergeant at Arms

All of the officers shall constitute the Executive Board.

Section 2 – All the foregoing officers shall be elected by the majority of the members present, and voting at the Annual Meeting.

Section 3 – The President shall each year in October regular meeting preceding the Annual Meeting appoint a nomination committee whose duty it shall be to bring a list of candidates for various officers. Nominations may also be made from the floor at the November meeting. After the November meeting is adjourned nomination will be closed. The election will be held at the Annual Meeting in December.

Section 4 – The term of office of the foregoing officers shall be for one year starting January 1.

Section 5 – Any officers who shall be absent from three consecutive meetings without valid excuse, as determined by the President, shall be considered automatically removed from office.

Section 6 – The President may appoint any member to perform the function of any officer who is temporarily absent.

Section 7 – Permanent vacancies which occur may be filled by election at any regular meeting of the Corporation, provided that notice of such election is contained in the notice of said meeting.

Section 8 – Any member not in good standing is ineligible to hold any office.

Article IV

Duties of Officers

Section 1 – The President shall preside at all meetings of the members, and at all meetings of the Executive Board. It shall be his duty to enforce strict observance of the By-Laws, Rules and Usages of the Club and to appoint the officers and committees whose appointment is not otherwise provided for herein. He shall be a member, ex-officio of all committees, and shall be Chairman of the Executive Board. The President shall countersign all checks for disbursement of Club Friends.

Section 2 – The Vice President shall assume and discharge the duties of the office of President in the absence or disability of the President. He shall at all times assist the President in preserving order at the meetings and perform such other duties as may be delegated to him by the President or may be required by these By-Laws.

Section 3 – The Recording Secretary shall keep accurate and complete minutes of all meetings of the members and of the Executive Board. He shall give notice of all meetings in the manner provided by these By-Laws. He shall, under the direction of the President, prepare all reports and returns required of him. He shall conduct the correspondence and keep a list of the names, age and addresses of all the members. The Recording Secretary shall serve as the Clerk as that term is understood under Massachusetts law.

Section 4 – The Financial Secretary shall collect all dues and assessments from members of the Corporation, keep an accurate record of the same. At the close of each meeting he shall turn all receipts and money over to the Treasurer obtaining proper receipts therefore. He shall keep an index file of the members issue due cards and bills when necessary and shall keep each member informed of his status. He shall prepare a detailed report of the new candidates for membership accepted or rejected, if any, and those dropped from the rolls at each meeting, and he shall furnish a copy of said report to the Recording Secretary. He shall, under the supervision of the President, give bond in such sum and with such sureties as the Executive Board may require.

Section 5 – The Treasurer shall be in charge of all money, funds, securities and other property of the Corporation. He shall receive all money due the Corporation, giving receipt therefore, except for such dues and assessments from the members collected by the Financial Secretary. He shall promptly pay all bills and other accounts and shall make disbursements only by check, unless otherwise directed by the Executive Board, such checks to be countersigned by the President. At the close of each meeting, the Treasurer shall receive all money collected by the Financial Secretary or Committees and keep accurate record of the same in permanent form. Quarterly or at the expiration of his term of office, he shall render a detailed report of all receipt and expenditures and status of all funds. He shall under the supervision of the President, give bond in such sums and with such sureties as the Executive Board may require.

Section 6 – Five Directors may be elected by the Executive Board to superintend and examine the financial affairs of the club on a monthly basis including all bills paid by the Treasurer.

Three Auditors shall audit the books of the Financial Secretary and Treasurer quarterly, that is, immediately after the last day of February, May, August, and November of each year when directed to do so by the Corporation. They shall endorse, if correct, the quarterly reports of the Financial Secretary, and Treasurer, and may report to the Corporation.

Section 7 – The Sergeant-At-Arms shall assist the President in maintaining order. He shall station himself near the entrance of the meeting place and shall allow only properly qualified and eligible persons to enter and shall not permit anyone to retire before the meeting has adjourned without permission of the President. He shall introduce visitors, act as escort at ceremonies and perform such other duties that may be required of him by the President or by these By-Laws.

Section 8 – Past President – It shall be the duty of the Past President to install the officers of this club, and in the absence of the President and Vice-President he shall preside at the meeting of the club and perform such duties as are required of him.

Section 9 – No member shall hold more than one elected office.

Article V

Executive Board

Section 1 – All the elected Officers shall comprise the Executive Board.

Section 2 – The Executive Board shall be charged with the general management and administration of the Corporation serving in all respects as the Board of Directors of the Corporation as that term is understood in Massachusetts law, and shall be the custodians of all the properties of the Corporation not specifically entrusted to any officer of committee. It shall draw up a budget for each fiscal year and shall make reports and recommendations to the members.

Section 3 – Meetings of the Executive Board be called by the President at his discretion, or after written demand signed by three members of the said Board. A quorum at any meeting of the Executive Board shall be at least five members of the Executive Board.

Article VI

Standing Committees

Section 1 – There may be a Ways and Means Committee consisting of at least three members appointed by the members. The Vice-President shall appoint any of the other members. This Committee shall inquire into and consider methods and source of raising revenue and to propose to the club ways and means to providing the funds needed by the club.

Section 2 – There may be a Social Committee consisting of at least three members appointed by the President. This Committee shall arrange and provide social entertainment for the members of the association.

Section 3 – There may be an American Committee consisting of at least three members appointed by the President. This Committee shall make efforts to interest Italians in the Community who are not citizens to take naturalization courses and become citizens, to provide whenever possible instruction and guidance in Americanization, and to encourage citizens to assume the responsibility and privileges of their status.

Section 4 – There may be a House Committee consisting of at least three members who are appointed by the President. This Committee shall propose House Rules to the club and have general supervision and control of the conditions, repairs and maintenance of the Clubhouse and grounds.

Article VII

Membership

Section 1 – Any Italians or persons of Italian extraction who is a naturalized citizen, or who is eligible to become a citizen of the United States and is 21 years old is eligible for membership.

Section 2 – New Members must submit along with their application, an initiation fee and the first year's dues.

Section 2a - At any time during the course of the year. The Executive board may develop a membership drive not to exceed three months in duration that is designed to encourage new desirable members to join and may require a drop in fees not to impact more than one years Fees and or Dues.

Section 3 – The spouse of any existing member may apply for membership to the Club by submitting an application with the first years dues attached. The initiation fee is waived for the spouse of an existing member in good standing.

Section 4 – All applications are to be screened by the Executive Board.

Section 5 – A rejected applicant shall not again be proposed for membership for at least one year after rejection.

Life Membership

Section 6 – Any member with 10 years paid membership who reaches age 65 will become a life member.

Section 7 – Any member who has paid their yearly dues for thirty consecutive years will become a life member regardless of age.

Section 8 – Life members are exempt from paying annual dues but are required to pay any assessments levied on the Club members.

Social Membership

Section 9 – Individuals that are not of Italian extraction may become Social Members. Social Members must be sponsored and approved by the Executive Board and are subject to dues and initiation fees.

Section 10 – Social Members may not vote in matters or affairs of the club in any general or annual meeting.

Article VIII

Discipline of Members

Section 1 – Members of this club may be suspended or expelled only upon proper showing of cause by the Executive Board. Charges shall be based upon disloyalty, neglect of duty, dishonesty or conduct unbecoming a member of this club.

Section 2 – All charges must be under oath in writing signed by the accusers and submitted to the Executive Board of the club, who shall thereupon within ten days forward to the accused a copy of the said charges. The Executive Board shall set a date for a hearing on said charges within 30 days after receipt thereof, and the accused may be present at the said hearing and if so desires offer evidence in his own behalf. The accused member shall be given a fair trial and the Executive Board shall keep a transcript of the evidence offered at the trial. After hearing, the Executive Board may by a two-thirds vote of the entire Board suspend or expel said member from membership in the club. The member may appeal from the decision of the Executive Board within 10 days. The decision of the Executive Board and the action of the Executive Board shall thereupon be sustained or revoked by a majority vote of the members of the Corporation present and voting. Penalties, if any shall become effective immediately after such meeting of the members.

Section 3 – At the expiration of the period of suspension, the member will automatically be reinstated, provided that the member shall have paid all dues and assessments accrued up to the time of such reinstatement.

Section 4 – A member under suspension is no longer allowed in the club until suspension is over.

Section 5 – A member who is expelled may not again be proposed for membership until after one year from his expulsion; and then may be readmitted only upon application as a new member.

Article IX

Meetings

Section 1 – The Annual Meeting of this Corporation shall be held on the third Tuesday in December of each year; or if such day is a holiday, then the following day.

Section 2 – A Regular Meeting of this Corporation shall be held on the third Tuesday of each month; or if such day is a holiday, then the following day, or upon such day as the Executive Board shall from time to time determine.

Section 3 – A Special Meeting may be called at any time by the President, Vice-President or a majority of the Executive Board, or upon the written request of eleven members made to the President, which requests shall state the purpose of such Special Meeting and no other business unless related to such purpose shall be transacted at such Special Meeting.

Section 4 – Written notice of any meeting shall be mailed to each member in good standing not less than four days before the time of such meeting. Notice of any Special Meeting shall state by who called and its purpose.

Section 5 – A quorum at any meeting of the club shall be at least eleven members.

Section 6 – No member will be allowed to vote unless he is a member in good standing and dues have been paid for six months prior to election.

Article X

Parliamentary Practice

Section 1 – The rules of parliamentary practice and procedure as laid down in (Cushing's Manual) shall govern the meetings of the club whenever applicable.

Article XI

Fiscal Year

Section 1 – The fiscal year of this club shall begin on January 1 of each year and end on the last day of December.

Article XII

Monetary Fees

Section 1 – Initiation fee for a new membership application is \$100. Initiation fee is waived for spouses of existing members. The Executive Board may also eliminate or reduce the initiation fee during a membership drive.

Section 2 – Annual Dues are \$50 per year. Life Members are exempt from paying annual dues.

Section 3 – Non-payment of Dues by January 30th will result in a suspension of member privileges.

Section 4 – Assessments may be levied periodically against the entire membership of the Club to pay for non-standard expenses, which may contribute, to the maintenance, operations or improvements to the Club. When levied, all members will be charged and must pay Assessments including Life Members.

Section 6 – In the case where any monetary fees remain unpaid by any member for a period of three months after they become due, the Financial Secretary shall notify the member in writing about the arrears due.

If the arrears are not paid by the time of the next meeting after said notice, such member shall be suspended from the membership without further notice and will no longer be considered a member in good standing.

Within one year of suspension the members may reinstate themselves by paying the arrears due.

Article VII

Amendments

Section 1 – The By-Laws may be amended, altered, or repealed at a Regular Meeting or the Annual Meeting by a two-thirds vote of the members present and voting at such meeting, provided that the proposed amendment shall have been submitted in writing and read at the next previous meeting of the club and provided further that written notice shall have been given to all members at least four days in advance of the date when such amendment is to be voted upon, notifying such members that at such meeting a proposed amendment to these By-Laws is to be voted upon and setting forth the substance of the proposed amendments.