



# LOS AMIGOS DEL SOL

## BYLAWS

A 501 (c) (3) Organization  
Revised July 23, 2024

### ARTICLE I – NAME

The name of the Club shall be Los Amigos Del Sol. Founded on February 14, 1976.

### ARTICLE II – OBJECT

The object of this organization shall be to provide an opportunity to form friendships through participation in a variety of social services and fund-raising events in support of our community.

### ARTICLE III – MEMBERS

**Section 1:** A person shall be declared a member of the club upon payment of the first month's dues. Each new member will be required to sign a release form, which releases the Club from liability for injuries at any Club activity or function.

**Section 2:** The monthly dues shall be five (5) dollars. Dues may be paid in advance or on a monthly basis, either by mail or at the monthly meetings. Member(s) paying for one year's dues in advance will receive the thirteenth (13) month free. The treasurer shall notify member(s) when dues become two (2) months in arrears. Past due dues must be paid by the next monthly meeting or the member(s) shall automatically drop from membership in the Club.

**Section 3:** Only members in good standing shall have the right to exercise their vote. A new member is eligible to vote two (2) months after the month of joining. For example: If a person joins Los Amigos Del Sol any day in June, he/she is eligible to vote in August.

**Section 4:** Members shall not use the Club emblem or name in any political or public activity not sanctioned by the club.

**Section 5:** Each member is encouraged to volunteer for planning, organizing or helping out with at least one (1) activity every year.

**Section 6:** All members shall be respectful of all other Club members and guests. Members shall not bring discredit to the Club through other activities in or outside the Club. Violators may be evaluated on an individual basis and may be expelled from the club as deemed appropriate by the membership.

#### **ARTICLE IV – Officers:**

**Section 1:** The officers of the club shall be President, Vice President, Secretary, Treasurer, Public Relations, and Historian. These officers shall comprise the Executive Committee. These offices shall perform the duties as prescribed by the Bylaws and by the authority of Parliamentary Procedure adopted by the club.

#### **Section 2: Duties of the Officers:**

**A. President:**

The President shall preside at all meetings of the Club and shall have the responsibility for developing an agenda for the meeting. The President shall have ultimate responsibility for assuring that all activities of the Club are carried out and for assuring that all other officers and committed chairpersons perform their assigned duties. The president shall vote only when a vote is needed to break a tie and shall be an ex-officio member of all committees.

**B. Vice President:**

The Vice President shall perform the duties of the President in his/her absence and shall assist the President in Club affairs. The Vice-President is to be responsible for social, fund raising and other activities and shall have the authority, with the approval of the Executive Committee to appoint chairperson to carry out these activities. It shall be the responsibility of the Vice President and/or whomever the Vice President designates to prepare an activities calendar at least six (6) months in advance to be approved by the membership. This calendar shall be provided to Public Relations for inclusion in the Club Newsletter.

**C. Secretary:**

The Secretary shall keep minutes of each Club Meeting and Executive Committee meetings and maintain a permanent file of such minutes. The Secretary is responsible for all Club correspondence and for maintaining a file of important correspondence and documents.

**D. Treasurer:**

The Treasurer shall collect all dues, obtain a signed release form from all new members and maintain a file of such records. The Treasurer shall keep an accurate account of all funds available to the Club and shall present monthly financial reports at Club Meetings and monthly Newsletter, which include a statement of current club funds. A detailed report of all transactions

(receivables and expenditures) will be available to any member upon request and shall be provided within seven (7) days. An annual financial statement shall be sent to all Club members in March. The Treasurer is responsible for assuring that guest fees and dues are collected at appropriate Club functions.

The Treasurer shall maintain an up-to-date membership list, including name, address, phone number, e-mail address and birth date and will provide this updated list to Public Relations on a monthly basis. The Treasurer shall notify, by mail/e-mail, members whose dues are two (2) months in arrears. The Treasurer shall reimburse Club Officers and Club members for any expenses incurred in the performance of their duties.

The Treasurer is responsible for providing each new member with a copy of the bylaws and other club literature.

**E. Public Relations:**

The Public Relations shall maintain the website and social media and mail/e-mail the quarterly Newsletter at least one week in advance of that quarter's first meeting of the Club. Public Relations shall appoint, with the approval of the Executive Committee, a Newsletter staff to assist with the reporting, preparations, and mailings of the Newsletter. The Newsletter should include a report on past activities, a calendar of current and future activities, a list of members birthdays for the current month and other items of interest. Public Relations shall ensure extra copies of the Newsletter are available at all membership meetings and functions. Public Relations is responsible for printing ballots for all elections.

**F. Historian:**

The Historian shall take photographs at Club functions and maintain a photo library of these photographs.

### **Section 3. Election of Officers**

- A. Only members in good standing shall be eligible to hold office in the Club.
- B. All elected offices shall be filled at an annual election to be held at the regular meeting in March. Nominations for the floor for all offices will be accepted at the regular meeting in February.
- C. The officers shall be elected by ballot to serve for one year and their term in office shall begin with the close of the annual meeting at which they are elected.
- D. Two tellers shall be appointed from the membership to count the ballots and report the results of the election.

- E. Absentee ballots will be used in the annual election.

#### **Sections 4. Resignation and Removal of Officers**

- A. Any officer may resign at any time by giving notice of such resignation to the Executive Committee.
- B. In the event of the resignation or vacancy in the office of President, the Vice President will be appointed by the Executive Committee to fill the unexpired portion of that term of office with the membership approval.
- C. An officer may be relieved of his/her duties for just cause by a unanimous vote of the Executive Committee members or by vote of two thirds of the members attending a regular meeting. Notice of the action shall be promptly given to said officer.

#### **ARTICLE V – Meetings:**

**Section 1:** The regular meetings of the Club shall be on the first Saturday of each month at 1:00 p.m., or on a day and time voted and approved by the membership at a prior meeting. The Executive Committee will give notification through the monthly Newsletter of the location of the meetings.

**Section 2:** The regular meeting on the first Saturday in March shall be known as the annual meeting and shall be for the purpose of electing officers and for other business that may rise.

**Section 3:** The meetings shall be conducted according to the current edition of the Robert's rule of Order Newly Revised.

**Section 4:** The rules contained in the current edition of Robert's rule of Order Newly Revised shall govern the Club in all cases to which they are applicable, in which they are not consistent with these Bylaws and any special rules of order the Club may adopt.

#### **ARTICLE VI – Executive Committee:**

**Section 1:** The officers of the club shall constitute the Executive Committee.

**Section 2:** The Executive Committee shall oversee the general supervision of the affairs of the Club. They shall maintain responsibilities of setting guest and other dues for Club events and shall be responsible for filling vacancies with the approval of the membership in all offices except the office of the President.

**Section 3:** The Executives shall meet a minimum of once per quarter to discuss Club business. Minutes of these meetings shall be available to the membership upon request.

**Section 4:** The Executive Committee may invite Chairpersons of Special Committees to attend the Executive Committee meetings.

**Section 5:** All club monies shall be deposited in a financial institution and shall be withdrawn by check or electronic transfer.

#### **ARTICLE VII – Committees:**

**Section 1:** The President, Vice President, or Executive Committee, may appoint the SOS Committee annually. The Committee will accept and investigate nominees for the SOS Award (Up to \$300 maximum for member or up to \$200 maximum for non-member).

#### **ARTICLE VIII – Amendment of Bylaws:**

**Section 1:** These bylaws may be Amended at any regular meeting of the Club by two-thirds of the vote of the members present, provided the Amendment has been submitted in writing to the Secretary at least three weeks prior to the regular Club Meeting. It shall be the responsibility of the Secretary to mail/e-mail a copy of the proposed amendment to all members at least one week prior to the meeting at which the amendment will be voted upon by ballot.

#### **ARTICLE IX – Annual Audit of Club Monies:**

**Section 1:** An audit of the Club Treasury shall be conducted on an annual basis. The audit shall be conducted after the January general business meeting and prior to the February general business meeting each year.

**Section 2:** An Audit Committee consisting of not less than three or no more than five members of Los Amigos Del Sol shall be appointed by the executive Committee to conduct the audit.

**Section 3: The qualifications of the Audit Committee shall be as follows:**

**A:** Shall not consist of more than one member of the Executive Committee.

**B:** Shall not reside with a member of the Audit Committee.