Chi Am Circle Club Bylaws

ARTICLE I Name

The name of this organization shall be “Chi Am Circle Club,” aka Chi Am Circle.

ARTICLE II Purpose

This club shall be a non-profit organization devoted to community service, social activities and the preservation of our cultural heritage.

ARTICLE III Membership

SECTION 1. Membership in this organization shall be open to all who are interested.

SECTION 2. Membership shall be effective upon payment of annual dues for the current year (January 1 through December 31). See Article VIII, Section 1.

SECTION 3. Members must serve on a minimum of one general committee during the year.

SECTION 4. Membership renewals shall be due by January 1. Membership continues upon receipt of annual dues (see Article VIII, Section 1). Founding members shall be exempted from paying dues.

SECTION 5. No member of the Club shall incur indebtedness or otherwise obligate the Club without majority approval of the Board or a majority approval of its members.

SECTION 6. No member of the Club shall be allowed to engage in any verbal abuse, cyberbullying, name-calling, or physical abuse of other members. “Cyberbullying” is defined as bullying that takes place over digital devices, including posting, sending, or sharing harmful, inaccurate, negative or unkind content about someone else. Members violating this policy will be disciplined. This can include termination of membership from the club.

ARTICLE IV Structure

SECTION 1. The duration of this organization shall be perpetuated or until it is dissolved by a two-thirds vote of the Board of Directors and a two-thirds vote of the general membership.

SECTION 2. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit charitable organization as determined by a two-thirds vote of the Board of Directors and a two-thirds vote of the general membership.

SECTION 3. Chi Am Circle Club maintains a General Reserve Fund in Checking, Savings, and/or CD account(s). The General Reserve Fund can be used to cover operating and administrative expenses. Chi Am Circle Club can use from its General Reserve Fund any amount up to or equal to 20% of the annual dues collected that year.

ARTICLE V Officers and Duties

SECTION 1. The elective officers of the Club—referred to as the Board—shall consist of:

President	Vice President of Sponsorship	Vice President of Membership	Recording Secretary
Newsletter Editor	Treasurer	Assistant Treasurer	Program Chairperson
Assistant Program Chairperson	Hospitality	Historian	Auditor
Webmaster	Parliamentarian	Public Relations Officer	Technology Officer

Any position can be a co-position. A President's office is a two-year term. All positions except the co-presidents report to the President(s) and Board of Directors.

SECTION 2. President

Whose duties shall be to preside at all meetings, shall exercise general supervision over the affairs and the activities of the Club and shall have the authority to appoint special Chairpersons as required. The President shall sign checks in the absence of the Treasurer and Assistant Treasurer and handle correspondence of the Club. The President shall be an ex-officio member of all committees.

SECTION 3. Vice President of Sponsorship

Whose duties shall be to assume the duties of the President during her absence at meetings. She shall serve as Chairperson of the Sponsorship Committee which supports the Club's scholarship and service programs. On behalf of the Board, she shall act as coordinator between the Chairpersons of the Scholarship Selection Committee and Scholarship Awards Dinner Committee.

SECTION 4. Vice President of Membership

Whose duties shall be to serve as Membership Chairperson by maintaining current membership information. On behalf of the Board, she shall coordinate the content, printing, and distribution of the Membership Directory and be Chair of the Membership Tea. She shall oversee the Chairs of the annual social event and the Installation Luncheon.

SECTION 5. Recording Secretary

Whose duties shall be to record, distribute and keep the Minutes of all meetings of the Club, and to upload all such Minutes to online storage.

SECTION 6. Newsletter Editor

Whose duties shall be to prepare and distribute soft or hard copy monthly newsletters to the general membership.

SECTION 7. Treasurer

Whose duties shall be to handle all finances of the organization. The Treasurer shall receive all club funds and make deposits in the name of the Club in the bank(s) designated by the Board. Checks issued for the organization are to be signed by the Treasurer, Assistant Treasurer or the President. Any checks in the amount of $500 or more will require two authorized signatures.

SECTION 8. Assistant Treasurer

Whose duties shall be to assist the Treasurer in carrying out her responsibilities.

SECTION 9. Program Chairperson

Whose duties shall be to produce a Board approved event schedule from March of the current year through February of the following year. Program Chair shall enlist event chairs and committee members to coordinate events (in particular the Scholarship Dinner in May and Installation Luncheon in December).

SECTION 9A. Assistant Program Chairperson

Whose duties shall be to assist the Program Chairperson in carrying out her responsibilities.

SECTION 10. Hospitality

Whose duties shall be to keep members' name tags up-to-date and to distribute and collect them at events and general meetings. Hospitality Chair shall also be responsible for sending special occasion correspondence to members, welcoming new members at events, and setting up small gatherings for new members. She shall keep an up-to-date inventory of the Club's supplies, signs, and banner for events.

SECTION 11. Historian

Whose duties shall be to maintain a complete and up-to-date permanent record of official Club documents and event photos online.

SECTION 12. Auditor

Whose duties shall be to examine and verify the Treasurer's reports and binder of records for accuracy and completeness.

SECTION 13. Webmaster

Whose duties shall be to maintain and update our website with information about the Club's affairs and activities for the general membership and the public.

SECTION 14. Parliamentarian

Whose duties shall be to give advice on parliamentary procedures according to Robert's Rules of Order. The office of Parliamentarian shall be filled by the immediate Past President. If not, the nomination committee or a Board member can nominate. The nomination is voted upon by the Board. With the Board's approval, the Parliamentarian may succeed to the office of the President if the office becomes vacant.

SECTION 15. Public Relations Officer

Whose duties shall be to build and maintain a positive image for the Club. The Public Relations Officer helps to project the Club's image and appearance by marketing it to the public through relationships with community and media representatives.

SECTION 16. Technology Officer

Whose purpose is to oversee Chi Am Circle's digital presence, communication tools, website, data systems and the implementation of systems/tools. This is to ensure smooth operation and secured recordkeeping used for supporting the work of all committees for the fulfillment of Chi Am Circle's mission and goals.

ARTICLE VI Election

SECTION 1. A nominating committee of at least three, consisting of one past president and at least two members (either from the Board or general membership) shall be appointed by the Board in June.

SECTION 2. The nominating committee shall prepare a slate of candidates for Board approval by September/October.

SECTION 3. The nominating committee shall present the slate for vote to the general membership at an October/November meeting. Additional candidates may be nominated from the floor before voting occurs.

SECTION 4. Candidates receiving a majority of votes shall be considered elected.

SECTION 5. Board vacancies shall be elected by the Board for the remaining term. However, if a vacancy occurs in the office of the President, the Parliamentarian may succeed to that position or a nomination may come from a Board member and be voted upon by the rest of the Board.

ARTICLE VII Meetings

SECTION 1. The Club shall meet regularly at least two (2) times per year; date and place to be determined by the Board.

SECTION 2. The Board shall meet at least six (6) times annually as designated by the President. The President must give one week's advance notice.

SECTION 3. Special Meetings of the membership may be called by the Board, when necessary.

SECTION 4. Fifty-one percent (51%) of total Board members shall constitute a quorum for all Board Meetings.

SECTION 5. Twenty-five percent (25%) of the membership shall constitute a quorum for all membership meetings. In the event a quorum is not met and a membership vote is needed, online voting shall be implemented.

SECTION 6. The Board may conduct electronic voting to reach the membership. Hardcopy newsletter recipients shall be notified by postal mail or by phone.

ARTICLE VIII Dues and Assessments

SECTION 1. Annual dues are payable to the Club Treasurer on January 1. A 10% late fee will be applied after March 15. Payment of dues must be dated no later than March 15 to guarantee inclusion in the

directory. New members who join after June 30 of said year will pay 50% of the annual membership dues.

SECTION 2. Assessments of members and guests and meetings shall be based on the particular activity.

ARTICLE IX Amendments

SECTION 1. These bylaws may be amended by a majority vote of the Board. Upon Board approval, the general membership will be notified of any proposed amendments. A simple majority vote of the membership is required; voting can be conducted either online or at general meetings.

Chi Am Circle Standing Rules

Board Meeting Attendance

All directors are expected to attend all board meetings. If a director is unable to attend a board meeting, the director is responsible for alerting the president(s) beforehand and for submitting her report to the president(s).

Document Change Log since Dec 14, 2024

Date	Change Description	Approval	Change done by
Dec 5, 2025	Added ARTICLE V Officers and Duties Section 16: Technology Officer Added ARTICLE V Officers and Duties Section 9A: Assistant Program Chairperson	Approved at General Meeting on Nov 9, 2025 Approved via e-vote by General Membership on Nov 30, 2025	Juliet Sham Juliet Sham
Dec 14, 2024	ARTICLE IV Structure Section 3 Rewritten	Approved at General Meeting on Nov 4, 2024	Juliet Sham