American Sokol

Constitution & Bylaws

2026-2030

Adopted at the American Sokol Convention
Bloomington, Minnesota
June 12-14, 2026

TABLE OF CONTENTS

Historical Perspective……3
Declaration of Principles……3
Definition of Terms 4

NATIONAL

Article 1. Name, Location, Languages 4
Article 2. Purpose 4
Article 3. Ways and Means of Attaining the Purpose 4
Article 4. Structure 5
Article 5. Administration of the Organization 5
Article 6. The Convention…… 5
Article 7. Board of Governors 8
Article 8. The Executive Board 9
Article 9. Duties of the Officers of the Executive Board 10
Article 10. Standing Committees of the Executive Board 11
Article 11. Auditing Committee 11
Article 12. American Sokol Board of Instructors 11
Article 13. Budget and Finance Committee 12
Article 14. Constitution and Bylaws Committee 12
Article 15. Educational Committee 13
Article 16. Foundation Committee 13
Article 17. Membership Committee 14
Article 18. Public Relations Committee 14
Article 19. Official Sokol Publication 14
Article 20. Income of the Organization 14
Article 21. Financial Obligations of Units and Members to the American Sokol 15
Article 22. Establishment and Acceptance of New Units 15
Article 23. Temporary Loss of Unit Membership (Suspension) 16
Article 24. Inactive Units 16
Article 25. Termination of Unit Membership in the American Sokol 16
Article 26. Appellate Procedure 17
Article 27. Voting on Amendments to the Constitution and Bylaws and Special Issues 18

DISTRICT

Article 28. Name, Location, Languages 19
Article 29. Purpose 19
Article 30. Ways and Means of Attaining the Purpose 19
Article 31. Relationship of Districts to Units 20
Article 32. District Administration 20
Article 33. Duties of the Officers of the District Executive Board 22
Article 34. Standing Committees of the District Executive Board 23
Article 35. District Auditing Committee 23
Article 36. District Board of Instructors 23
Article 37. District Constitution and Bylaws Committee 24
Article 38. District Educational Committee 24
Article 39. District Membership Committee 24

Article 40. District Public Relations Committee 24
Article 41. Income of the District 25
Article 42. Financial Obligation of the Units to the District 25
Article 43. Appellate Procedure 25

UNIT

Article 44. Name, Location, Languages 26
Article 45. Purpose 26
Article 46. Ways and Means of Attaining the Purpose 26
Article 47. Unit Administration 27
Article 48. Duties of Unit Officers 29
Article 49. Standing Committees of the Unit 29
Article 50. Auditing Committee 30
Article 51. Unit Board of Instructors Men-Women 30
Article 52. Unit Budget and Finance Committee 30
Article 53. Unit Constitution and Bylaws Committee 30
Article 54. Unit Educational Committee 31
Article 55. Unit Membership Committee 31
Article 56. Unit Property Committee (Board of Trustees) 31
Article 57. Unit Public Relations Committee 31
Article 58. Unit Ways and Means Committee 31
Article 59. Income of the Unit 32
Article 60. Financial Obligations of Units and Members 32
Article 61. Acquisition and/or Disposition of Property 32
Article 62. Establishment and Acceptance of New Units 33
Article 63. Merger of Units 33
Article 64. Temporary Loss of Unit Membership (Suspension) 34
Article 65. Inactive Units 34
Article 66. Termination of Unit Membership 34
Article 67. Sokol Membership 34
Article 68. Transfer of Membership 35
Article 69. Resignation of Membership in the Unit 36
Article 70. Suspension, Termination and Expulsion of Membership 36
Article 71. Unit Reconciliation Committee 37
Article 72. Appellate Procedure 38
Article 73. Voting of Units on Amendments to the Constitution and Bylaws and Special Issues 38

APPENDIX
Recommended American Sokol Rules of Procedure 39
General Meeting Procedure 39
Sokol Membership Pledge 41
Sokol Installation Ceremony *(suggested)* 42
Order of the Day *(suggested)* 43
American Sokol - Application for Membership *(suggested)* 44

HISTORICAL PERSPECTIVE

The Sokol organization has its roots in the Central European city of Prague. At the time the city and the surrounding Bohemian lands were part of the Hapsburg Empire. The Czech language, culture, and traditions had been suppressed for over two hundred years in favor of the German language and government.

In the early 1860's new laws made the re-emergence of ethnic identity possible. This emergence of nationalism was not lost on the young philosopher Miroslav Tyrs. In 1862, with the aid of his benefactor Jindrich Fuegner, he began a movement to unify the people who shared a common heritage. Tyrs established a program of building strong bodies, minds, and character — traits that were the foundation of all successful nations — to accomplish this goal. Tyrs called the vehicle that would bring about this change "Sokol". Sokol is the Czech word for falcon, a bird known for its strength and independence, a high-flying guardian of its own domain.

This development of body, mind, and soul became known as the Tyrs System. It was based on a wide variety of physical exercises to develop a strong body. Sokol also embraced the literary and artistic expressions of the freedom-loving people. The Sokol movement quickly grew from a local activity in Prague to an organization that spread throughout the land. In no time it crossed the borders into Moravia and the surrounding Slavic nations.

European political unrest and an archaic distribution of wealth caused Central Europeans, Czechs among them, to immigrate to the United States. In 1865 the first Sokol Unit on American soil was formed in St. Louis, Missouri. As this immigration continued more Sokol Units sprang up in the United States. Eventually these independent Units came together to form what is now American Sokol.

In Europe the long-standing principles of Sokol — freedom, democracy, and national sovereignty — were repeatedly challenged. Finally, with the defeat of the Austro-Hungarian Empire to end World War I, the independent nation of Czechoslovakia was established. With the backing of Sokols in America, the Czech and Slovak Sokols were instrumental in establishing the region's first democracy. Led by Tomas Garrigue Masaryk, the country modeled its constitution after that of the United States. Citizens celebrated in the streets. Many were proudly dressed in their Sokol parade uniforms.

Peace, prosperity, and democracy were short lived. Fifty years of foreign occupation began in 1938. First, there was the Nazi occupation and then the Soviet "liberation". Neither regime had any use for the freedom-loving democratic Sokols who refused to swear allegiance to either. Sokol leaders were executed or sent to concentration camps, their property seized, and the organization outlawed. The Sokol movement survived in its mother country only as an underground organization.

After the "velvet" revolution of 1989 the organization reemerged. The Sokol spirit was so strong in the hearts of the Czech and Slovak citizens that, after skipping almost two generations, the organization was able to quickly gain membership and achieve national prominence.

In the United States, Sokols have always changed and adapted to meet the needs of the community while teaching and practicing our core values: democracy, freedom, equality and physical fitness. Sokols always follow Tyrs' command, "Ku Předu, Ku Předu Zpátky Ni Krok!" (Forward, forward, not one step back!)

DECLARATION OF PRINCIPLES

American Sokol is a multi-faceted organization guiding its members throughout life from early youth through maturity, to physical and moral health, good citizenship and responsible patriotism, combined with continuous self-improvement. These goals are pursued through general physical fitness activities, gymnastics and sports, as well as varied cultural and social activities.

Sokols value moral integrity and expect that members will live their lives honorably and be faithful to the truth. Our sense of morality rejects bias and prejudice.

Sokols affirm that they are proud of their citizenship in our great country, the United States of America; that they continue to vigilantly guard the democratic principles on which our country and our organization is based; that we honor the sacrifice of Sokols who fought valiantly in past wars to defend our freedom and independence; and that our patriotism is deep, sincere and extends to commitment and action in our local and wider communities.

Sokols accept the ideal of a "sound mind in a sound body". In our gymnasium's participants strive for physical improvement through calisthenics, gymnastics, sports and fitness activities. As an educational organization Sokol has the ability to teach, develop and mentor young and old alike without concern for race or creed. It is a place of working together, learning new skills, helping one another, and giving of oneself.

Sokol was born from noble goals and a willingness to give to others. The future of Sokol is in the hands of those who accept the mantle and carry it forward. NAZDAR! (ON TO SUCCESS!)

DEFINITION OF TERMS

Whenever the Constitution and Bylaws shall employ the terms member, representative, officer, applicant, or any personal pronoun, etc., they shall be considered non-gender specific unless stated.

Whenever the term Convention is used, it shall be taken to mean the Convention of the American Sokol Organization, an Educational and Physical Culture Organization.

A “Slet” is a gathering of Sokols to engage in competitions, exhibitions and celebrations.

CONSTITUTION AND BYLAWS

Article 1. Name, Location, Languages

1. The name of this organization is American Sokol Organization, an Educational and Physical Culture Organization, hereinafter referred to as “American Sokol”.
2. The headquarters of American Sokol is in the Chicago area, in accordance with the decision of the Convention of American Sokol.
3. The official language is English.

Article 2. Purpose

1. Fulfill the needs of Americans through the activities and traditions set forth by Miroslav Tyrs, Doctor of Philosophy and founder of the Sokol movement, and the forefathers who brought the Sokol Idea to the United States.
2. Provide training in good citizenship in the spirit of the Constitution of the United States of America.
3. Provide training and means for individuals to enhance their physical and moral well-being.
4. Educate succeeding generations in the Czech and Slovak language and cultural life.
5. Perpetuate Sokol history and contribute to the advancement of the Sokol movement worldwide.

Article 3. Ways and Means of Attaining the Purpose

1. Support the associated Units and direct them in all Sokol activities; assist in the establishment of new Sokol Units and assign them to Sokol Districts.
2. Conduct Sokol training programs according to the Tyrs system.
3. Conduct physical fitness, sports and recreational programs.
4. Conduct educational, cultural and leadership training courses.
5. Provide, when feasible, traveling instructors to assist in instruction, education, and organizational activities of Districts and Units.
6. Conduct Sokol Slets, exhibitions, competitions, and other activities, remaining respectful of the Czech and Slovak cultural and traditional aspects of the Sokol movement.
7. Conduct lectures for members and the general public and arrange discussions concerning the Sokol system and Sokol principles.
8. Promote a family environment which fosters creativity, moral values, discipline, innovation, respect, ethics, self-reliance and the traditions of democracy.
9. Organize juniors and children into groups within Sokol Units and arrange educational meetings and junior gatherings for the purpose of fostering a deeper knowledge of Sokol ideas.
10. Issue an official Sokol publication.

11. Encourage public relations services and independent District and Unit publications.
12. Maintain contact and direct cooperation with other democratic, national and international gymnastic, other sports, fraternal and cultural organizations.
13. Employ all legal means which shall contribute to the aims of American Sokol.
14. Participate in community activities and provide service to the community in a charitable and/or educational manner.
15. Work with the World Sokol Federation and its member organizations.
16. Foster a working relationship with the Ceska Obec Sokolska (COS) and other Sokol organizations worldwide for the mutual benefit of all organizations.

Article 4. Structure

Membership in American Sokol shall be open to every Sokol Unit in the United States that abides by the purpose of the American Sokol Constitution and Bylaws.

Units shall be associated regionally in Sokol Districts.

Article 5. Administration of the Organization

The activities of American Sokol shall be governed by:

1. Federal, State and Local Laws for non-profits;
2. The Convention of the American Sokol;
3. The Board of Governors of the American Sokol;
4. The Executive Board of the American Sokol.

Article 6. The Convention

The Convention of the American Sokol is the Supreme Executive Body of the American Sokol. The Convention shall be held every four (4) years.

I. The Purpose

1. The Convention shall determine the aims and activities of the American Sokol and the American Sokol Executive Board for the following inter-Convention period.
2. The Convention shall decide with final authority all matters which concern the American Sokol.

II. Prior To The Convention

A. Timeline

1. At least ten (10) months prior to the Convention, the American Sokol Headquarters will send notification of the call to the Convention. The date, location, request to review Bylaws, procedure to submit Bylaws changes, duties of Standing Committees and schedule will be included.
2. At least eight (8) months prior to the Convention, Units, at their annual meeting or at a specially called meeting, will elect delegates and alternate delegates to the Convention.
3. All submissions for change or consideration are to be made through official channels. Submissions must be made through a Unit, District or Standing Committee to the American Sokol Headquarters who will forward the information to the appropriate committee.

4. At least seven (7) months prior to the Convention, the standing committees of Board of Instructors, Budget and Finance, Educational, Foundation, Membership and Public Relations shall prepare their committee business plans and submit for review and consideration any Budget recommendations for the next one (1) year.

5. The American Sokol Bylaws Committee comprised of the Bylaws Chair from each District shall meet prior to the Convention for the purpose of reviewing submitted American Sokol Bylaws proposed changes. These committee members shall serve from the adjournment of the Convention through the next Convention. The Bylaws Chair shall be recommended by the incoming Constitution and Bylaws Committee. A Secretary for this committee may be appointed by the American Sokol Bylaws Chair and shall attend the Convention, travel and daily expenses authorized, without voting privileges, if necessary.

6. A Chair appointed by the American Sokol Executive Board and one (1) member from each District shall comprise the Nominating Committee. The Nominating Committee may undertake a search for nominees for any office. They shall prepare a list of qualified candidates. This list, along with resumes, will then be sent to all Convention delegates at least one (1) month prior to the Convention. The final list will then be presented to the Convention floor.

7. At least six (6) months prior to the Convention, the site of the American Sokol Headquarters will be recommended by the Board of Governors. A request for nominations for Convention officials, including Chair and Parliamentarian, along with nominations for the American Sokol Executive Board, will be sent to the District Presidents by the American Sokol Headquarters.

8. At least five (5) months prior to the Convention, recommendations regarding Budget and Bylaws are due from the American Sokol Officers and Standing Committees.

9. Three (3) months prior to the Convention, the Bylaws and Budget Committees will distribute their first drafts for review by the membership. Nominations for Convention Officials and American Sokol Executive Board must be submitted to the American Sokol Headquarters.

10. Two (2) months prior to the Convention, comments regarding the first drafts of the Bylaws and Budget are due.

11. One (1) month prior to the Convention, nominees for Convention Chair and Parliamentarian and Sergeant at Arms will be notified; the second draft of the Bylaws, the second draft of the Budget and the report of the Nominating Committee will be distributed.

12. At least one (1) month prior to the Convention, motions or suggestions to the Convention that do not come from a Standing Committee shall be presented in writing to the American Sokol Headquarters.

B. Delegates to the Convention

1. Each Unit shall be entitled to one (1) delegate for the first one hundred fifty (150) voting members or fraction thereof and an additional delegate for each one hundred (100) voting members or fraction thereof as per the membership at the beginning of the quarter nine (9) months preceding the Convention. Travel and daily expenses shall be paid from the Convention Fund. Any Unit which dissolves, withdraws, ceases to exist because of a merger, or is expelled between the beginning of the quarter nine (9) months preceding the Convention and the commencement of the Convention shall lose its right to have a delegate(s) at the Convention. In the event a Unit merges with another Unit during this time, delegates will be allowed from the consolidated Unit, the number being figured using the total membership figures of the merging Units as of the beginning of the quarter nine (9) months preceding the Convention.

2. Units shall ensure that, as far as possible, the delegate shall have a practical knowledge of the Sokol program and the American Sokol Constitution and Bylaws, is a member in good standing and has been an active member at least two (2) years prior to the Convention. The two (2) year requirement shall be waived if the membership was approved as a transfer from the junior class. (See Article 67 - Sokol Membership, Section II).

3. A Unit may be represented by a member of another Unit in the same District. Delegates representing more than one (1) Unit or acting in more than one (1) capacity shall be reimbursed only once.

4. It is obligatory for the following officers and members of the American Sokol Executive Board to attend the Convention: the President, First Vice-President, Second Vice-President, Secretary, Financial

Secretary, Treasurer, Educational Director, Foundation Director, Membership Director, Public Relations Director, Physical Director(s) and At-Large Board Members. These officers have one (1) vote each, with all privileges of delegates. Should an Executive Board Member not be able to attend the Convention, they will decide who on the Executive Board will represent their position and receive their voting rights.

5. The four (4) Assistant Physical Directors shall attend the Convention, each having one (1) vote, with all privileges of delegates.

6. The following District officers shall attend the Convention: the President, Physical Directors, Bylaws Chair, Membership Director, Educational Director, Foundation Director and Budget and Finance Director. All shall enjoy full rights and privileges of delegates, each having one (1) vote.

7. Only those delegates attending all the sessions of the Convention will be eligible to receive travel and daily expenses from the Convention Fund. Lodging will be based on double occupancy.

III. The Conduct of The Convention

A. Procedure

1. The Convention shall be opened by the President of the American Sokol. After the Credentials Committee presents its report, the assembled accredited delegates shall elect the officers of the Convention. The officers of the Convention shall be a presiding Chair, as many Vice Chairmen as deemed necessary by the Convention, and a Parliamentarian.

2. The Convention shall revise, supplement and amend the Constitution and Bylaws of the American Sokol. Each change or amendment shall require a two-thirds (2/3) majority vote of the Convention delegates present. (See #B3 below). Additional recommendations will be considered on the Convention floor only if proposed by a committee and accepted for consideration by a simple majority of the Convention without debate. Approval of the amended Constitution and Bylaws shall take place by means of a roll call of the Units, the vote being obligatory.

3, The Convention shall address all other motions submitted through official channels prior to Convention.

4, The Convention shall elect an Executive Board comprised of the following: President, First Vice-President, Second Vice-President, Secretary, Financial Secretary, Treasurer, Foundation Director, Membership Director, Educational Director, Public Relations Director, and three (3) At-Large Board Members. All Districts should be represented on the Executive Board.

   a. The officers of the American Sokol, members of the Executive Board and members of all committees elected by the Convention must be citizens of the United States of America and shall be voting members of an American Sokol Unit for at least twelve (12) months preceding the Convention.

   b. The terms of all elected officers are limited to three (3) consecutive terms in the same office. Election into another office is permissible. No officer is to hold more than one (1) office.

5. The Convention shall confirm the election of the Physical Director(s), and Bylaws Chair, as submitted by their respective committees.

6. The Convention shall approve a one (1) year Budget and a projection for the remainder of the next inter-Convention period developed and presented by the Budget and Finance Committee.

7. The Convention shall charge the American Sokol Executive Board to elect an Auditing Committee of five (5) members to serve during the inter-Convention period. These shall not be members of the Executive Board.

8. Honorary membership in the American Sokol shall be bestowed on individuals, contributors, leaders, corporations, organizations and/or governments by the Convention, upon unanimous recommendation of the Executive Board, as recognition for outstanding work on behalf of the Sokol movement or in the national sphere. A two-thirds (2/3) majority vote of the delegates attending the Convention is required to carry the motion.

B. Voting

1. Each Unit shall be entitled to one (1) vote for each ten (10) voting members. A fraction of more than five (5) members shall be entitled to one (1) vote.) The number of votes per Unit shall be determined on the basis of the membership at the beginning of the quarter nine (9) months preceding the Convention. The votes may be cast by one (1) delegate or may be divided equally among several delegates as directed by the Unit. Payment of all required dues and contributions need to be made prior to the Convention.
2. A Unit which has not met all of its financial obligations in accordance with Article 21 as applies to Registration Fees, Dues and Special Assessments shall not have representation at the Convention.
3. The manner of voting shall be determined by the Chair of the Convention and the delegates there assembled. The Chair shall ask for approval of the motion presented by a hand count which must be approved by three-fourths (3/4) majority of the delegates assembled. Less than three-fourths (3/4) majority defeats the motion unless a roll call or ballot vote is requested which then requires a two-thirds (2/3) majority of those voting for approval of the motion.

IV. Special Conventions

A Special Convention shall be called in an emergency by the President, providing that the motion for such a Convention shall be approved by a two-thirds (2/3) majority of those voting in a joint meeting of the Executive Board and the Board of Governors.

The Special Convention shall be held at the headquarters of the American Sokol and shall consider only those matters for which the Special Convention was convened.

The expenses of the Special Convention shall be defrayed by a pro-rata contribution by all the Units on the basis of their membership.

Article 7. Board of Governors

The Board of Governors ("BOG") shall be responsible for reviewing the administration of the organization to ensure that decisions are based on the policies laid down by the Convention of the American Sokol.

1. The BOG of the American Sokol shall be comprised of all District Presidents, or their duly elected representative, and the American Sokol President. Officers, directors and committees shall submit reports and attend meetings when requested by the American Sokol President.
2. The BOG shall meet quarterly and other times when needed or in the event of an emergency. The President of the American Sokol shall preside at all such meetings and shall have the voting privileges of a Chair. The American Sokol Secretary shall attend all BOG meetings, without voting privileges, travel and daily expenses authorized.
3. A quorum of the majority of the BOG is required for any action at official meetings.
4. The BOG shall review such financial matters as annual membership dues and travel and daily expenses should such need arise.
5. The BOG may select an Executive Director of the American Sokol and determine the salary, term and conditions of employment.
6. The BOG shall meet at least six (6) months prior to the Convention to recommend a site for the American Sokol headquarters for the ensuing Convention period.

Article 8. The Executive Board

1. The Executive Board shall carry out the decisions and policies laid down by the Convention in accordance with the Constitution and Bylaws of the American Sokol. In addition, the Executive Board will also follow the directives of the Board of Governors in any matters not determined by the Convention.

2. The Executive Board shall be comprised of the President, First Vice-President, Second Vice-President, Secretary, Financial Secretary, Treasurer, Educational Director, Foundation Director, Membership Director, Physical Director(s), Public Relations Director and three (3) At-Large Board Members.

3. All members shall attend monthly Executive Board meetings where a quorum of a majority of elected Board members is required for any actions to be taken. All officers, board and committee members shall submit reports of activities. Special meetings may be called as need arises.

4. The duties of the Executive Board shall be:

   a) To provide, maintain and manage the Headquarters of the American Sokol and appoint/employ responsible managers and hire services as necessary;

   b) To determine the remuneration, duties, and bonds of the officers of the American Sokol; acquire appropriate insurance policies;

   c) To approve or reject all expenses incurred by the American Sokol;

   d) To elect an Auditing Committee (See Article 11);

   e) To oversee and approve the American Sokol Standard Operating Procedures (“SOPs”);

   f) To store and make accessible to all members the American Sokol Bylaws, Spending Authority Policy, approved SOPs and other official documents of the American Sokol;

   g) To accept new Units into the American Sokol, and approve their names;

   h) To determine the boundaries of Districts and to assign Units to them;

   i) To suspend and, if need be, to make recommendation for the expulsion of Units;

   j) To resolve disputes between Districts, Units and individual members. In cases of appeal, the Convention shall have final jurisdiction;

   k) To approve or reject reports of its officers;

   l) To review and approve all contracts;

   m) To ensure that all federal, state and local tax returns, registrations and reports are prepared and filed in a timely manner;

   n) To identify, develop, implement and monitor a risk management policy;

   o) To present motions to the Units for their consideration in matters which lie outside the Board’s jurisdiction, in which case the Units shall be required to communicate their determination within three (3) months;

   p) To establish all required Convention committees;

   q) To allocate funds consistent with the budget approved at the Convention for the purposes designated by the Convention and Bylaws or the Board of Governors, unless due to fiscal considerations, at least two-thirds (2/3) majority of those voting of the Executive Board vetoes such allocations;

   r) To fill vacancies on the Executive Board between Conventions, nominations will be requested from all Units. The Executive Board has the authority and responsibility to fill the vacancy in a timely manner;

   s) To recommend to the Convention Honorary Membership in the American Sokol;

   t) To annually elect representation to the World Sokol Federation;

u) To select and maintain a method of tracking American Sokol membership information that is effective and efficient for the National Headquarters and Units;

v) To maintain a website for the American Sokol with relevant links and secure payment methods.

5. The newly-elected members of the Executive Board shall assume the duties of their offices at the next regularly scheduled meeting of the Executive Board following the Convention. The retiring members shall deliver all property, books and records of the American Sokol to their successors not later than one (1) month after the Convention and support in-coming officers as needed during the transition.

Article 9. Duties of the Officers of the Executive Board

1. The President of the American Sokol shall open the Convention of the American Sokol; preside at meetings of the Executive Board; sign all official papers and orders for payment together with the appropriate officer(s) in accordance with the Spending Authority Policy in SOPs; make extraordinary decisions and arrangements in an emergency in accordance with the Constitution and Bylaws of the American Sokol; represent the American Sokol in public.

2. The Vice-President shall assist the President, when requested by the President, and shall perform the duties of the President in his absence.

3. The Second Vice-President shall assist the Vice-President, when requested by the Vice-President, and shall perform the duties of the Vice-President in his absence.

4. The Secretary shall have charge of all official correspondence of the American Sokol, Board of Governors, and Executive Board; record and prepare the minutes of Board of Governors and Executive Board meetings; send an accurate copy of these minutes in a timely manner to the Board of Governors and Executive Board as directed.

5. The Financial Secretary shall take charge of all membership records of the American Sokol; be responsible for the accuracy of the database and its contracts; accept quarterly reports of the Units; accept from the Units all membership payments and all other regular and special assessments; pursue reports and payments from delinquent Units; assist in training of the membership software and its uses; create reports for publication distribution; conduct verification of membership and the accounting of delegate certification; provide a summary of membership at the National, District and Unit levels quarterly, annually and a four (4) year report for each Convention.

6. The Treasurer shall accept and deposit all moneys for the Organization; make payments authorized by the appropriate officer(s) or authorities as outlined in the Spending Authority Policy; be responsible for all cash-on-hand, financial assets, and promissory notes of the American Sokol; present a report with the monthly and annual running status to forecast for each line item in the budget of the General Fund and for each additional account at each meeting of the Executive Board or other reports as requested by the Executive Board; ensure that all federal, state and local tax returns, corporate registrations, tax-exempt registrations and reports are prepared and filed in a timely manner; submit to the Auditing Committee all promissory notes, reports of cash-on-hand and bank statements at the time of its quarterly examination of the books; distribute to the Executive Board, the Board of Governors and each Unit President a copy of the annual audited financial statement showing all assets and liabilities; and prepare and file the end of year financial reports for publishing. Upon a drop lower than a 4-month reserve, the Treasurer will notify all directors with budgets about any temporary halt on expenses except salaries and essential products for the running of the organization.

7. The At-Large Board Members and Vice Presidents shall be assigned a specific portfolio of responsibility as identified in Article 8, Item 4, and others as necessary.

8. The duties of all other officers, although described in their respective paragraphs, may also include additional responsibilities.

9. Any elected officer who shall miss three (3) consecutive meetings, without reasonable excuse, shall forfeit the position.

Article 10. Standing Committees of the Executive Board

The program of American Sokol shall require the following standing committees:

Auditing

Board of Instructors

Budget and Finance

Constitution and Bylaws

Educational

Foundation

Membership

Public Relations

The chairmen of the standing committees shall be members of the Executive Board with the exception of the Auditing, Budget and Finance, and Constitution and Bylaws committees. To complete the committees, every effort should be made to secure the best qualified members outside the Executive Board. No Executive Board member shall have more than one (1) vote on the Executive Board. The committees, where these are not indicated in the Constitution and Bylaws, are organized by the Executive Board and their rights and duties are defined by the Executive Board.

The chairmen of these committees shall manage the creation and maintenance of SOPs related to the operation of their committee. These SOPs should include vendor selection and inventory management processes, if applicable, and shall be approved by the Executive Board.

Article 11. Auditing Committee

The Convention shall charge the American Sokol Executive Board to elect an Auditing Committee of five (5) members to serve during the inter-Convention period. These shall not be members of the Executive Board. They shall elect a Chair from among themselves.

The Auditing Committee shall be responsible for examining records of the organization, including all promissory notes, reports or cash-on-hand and bank statements at least annually and at such other times when an examination shall be deemed necessary. They shall also examine the accounts and records of any special committee with its own books.

At the end of the fiscal year immediately prior to the Convention, the Executive Board will secure the audit of the records by an independent Certified Public Accountant.

Article 12. American Sokol Board of Instructors

The Board of Instructors shall be responsible for determining the manner and scope of gymnastic and other physical activities of American Sokol.

One (1) or two (2) Physical Director(s) is/are elected to office by the combined vote of the Men's and Women's District Physical Directors at their discretion and based on the number of qualified candidates the election confirmed by the Convention of American Sokol. The National Physical Director(s) shall be voting members of the American Sokol Executive Board.

The Board of Instructors shall be comprised of:

a) Physical Director(s);

b) Four (4) assistants, appointed annually by the Physical Director(s), who are specifically knowledgeable in a variety of activities;

c) Additional assistants who are specifically knowledgeable in other disciplines or program areas, optionally appointed annually by the Physical Director(s) and approved by the District Physical Directors;

d) All District Physical Directors or their duly authorized representatives;

e) A recording secretary, appointed annually by the Physical Director(s);

f) A duly authorized representative of the Educational Committee;

g) Board Members appointed annually by the Physical Director(s) and approved by the District Physical Directors;

h) One or more youth director(s) appointed annually by the Physical Director(s). The Youth Director(s) are responsible for enhancing the membership experience of Sokol youth through sponsored national programs;

i) Any member appointed to the American Sokol Board of Instructors must be a member of an American Sokol Unit for at least twelve (12) months preceding their appointment.

1. The Physical Director(s), with the approval of the American Sokol Board of Instructors, has the authority to terminate Board membership of appointed assistants and staff members for, but not limited to, failure to attend meetings, failure to perform assigned tasks and violations of Sokol discipline.

2. All decisions of the Board of Instructors are subject to approval of the American Sokol Executive Board.

Article 13. Budget and Finance Committee

The Budget and Finance Committee shall be responsible for developing an annual operating Budget, which is subject to approval of the American Sokol Executive Board, based on the Budget provided to and approved by the Convention.

The Budget and Finance Committee shall be comprised of the American Sokol Treasurer, and one representative from each District. They shall elect a Chair from among themselves.

Article 14. Constitution and Bylaws Committee

The Bylaws Committee shall be responsible for reviewing submitted proposed American Sokol Bylaws changes prior to the Convention and the compiling, editing and proofreading of the Constitution and Bylaws after the Convention.

The American Sokol Bylaws Committee shall be comprised of the Bylaws Chairmen from each District, who shall serve from the adjournment of the Convention through the next Convention. The Bylaws Chair shall be recommended by this incoming Constitution and Bylaws Committee and confirmed by the Convention of the American Sokol. The Bylaws Secretary, appointed by the Bylaws Chair, shall attend all Bylaws Committee meetings, travel and daily expenses authorized, without voting privileges, if necessary.

The members of the Constitution and Bylaws Committee shall:

1. Submit to the Convention proposed American Sokol Bylaws changes as well as non-recommended submissions, along with the opinion of the committee;

2. Upon receipt, submit Unit and District Constitution and Bylaws and Amendments, along with any recommendations of the Committee, to the American Sokol Executive Board for final approval.

For instructions concerning other ways and means of making changes in the Constitution and Bylaws, see Article 27.

Article 15. Educational Committee

The Educational Committee shall be responsible for the education of the adult and youth members. The Education programs may include information on Sokol history, fitness, health and culture. The Educational Committee is responsible to manage the selection of the American Sokol Merit Award recipients.

The Educational Director is elected by the Convention and shall be a voting member of the American Sokol Executive Board. The Educational Director, or his duly appointed representative, represents the Educational Committee on the American Sokol Board of Instructors.

The Educational Committee shall be comprised of:

a) Educational Director of the American Sokol;

b) A librarian/archivist to be appointed by the Educational Director, as needed, to manage books, photos, archives, and other Sokol memorabilia;

c) Sokol Historian to be appointed by the Educational Director, as needed;

d) Secretary to be appointed by the Educational Director, as needed;

e) All District Educational Directors;

f) A member of the American Sokol Board of Instructors;

g) Other assistants as may be needed, appointed by the Educational Director for one (1) year, with the approval of the American Sokol Executive Board.

1. All decisions of the Educational Committee are subject to approval of the American Sokol Executive Board.
2. American Sokol may loan historical artifacts to a third party.
   a) These loans will be managed via a “bailment contract” between American Sokol and the third party.
   b) Any items loaned to a third party may continue to be stored at the American Sokol Headquarters.

Article 16. Foundation Committee

The Foundation Committee is responsible for raising and administering funds, acknowledging and/or publishing all donations, and for perpetuating the goals and purpose of the American Sokol as stated in the Constitution and Bylaws.

The Foundation Director is elected by the Convention and shall be a voting member of the American Sokol Executive Board.

The Foundation Committee shall be comprised of the American Sokol Foundation Director, a Foundation Financial Administrator, the Future Sokol Leaders Administrator, one representative from each District, and additional staff as needed.

1. The expenditure of Foundation funds, including administrative expenses of the Committee, shall be from the income earned only by that Fund. No part of the principal of the fund shall be expended without approval of two-thirds (2/3) vote of the Convention of the American Sokol.
2. The Foundation Committee will manage all restricted donated funds using the Internal Grant process.
3. The Endowment Foundation funds shall be held, administered and distributed by the Foundation Committee members in accordance with and pursuant to the provisions of this Article, in concert with the American Sokol Foundation Financial Administrator’s annual report of earned interest submitted to the Executive Board.
4. No gift, bequest or devise of any such property shall be received and accepted if it is conditioned or limited in such a manner as to require the disposition of income, or principal, to any person, other than for allowable purposes within the meaning of such terms as defined pursuant to Section 501(c) (3) of the Internal Revenue Code as now in force or afterwards amended.
5. All decisions of the Foundation Committee are subject to approval of the American Sokol Executive Board.

Article 17. Membership Committee

The Membership Committee shall be responsible for the development and support of the membership structure of the American Sokol.

The Membership Director is elected by the Convention and shall be a voting member of the American Sokol Executive Board.

The Membership Committee shall be comprised of the American Sokol Membership Director, the District Membership Directors, and additional staff as needed.

All decisions of the Membership Committee are subject to approval of the American Sokol Executive Board.

Article 18. Public Relations Committee

The Public Relations Committee shall be responsible for the development and support of comprehensive marketing and communications plans and programs for American Sokol.

The Public Relations Director is elected by the Convention and shall be a voting member of the American Sokol Executive Board.

The Public Relations Committee shall be comprised of the Public Relations Director, one representative from each District, and additional staff as needed.

All decisions of the Public Relations Committee are subject to approval of the American Sokol Executive Board.

Article 19. Official Sokol Publication

1. The purpose of the official publication of American Sokol shall be informative, technical, educational, and cultural.
2. The publisher shall be the American Sokol Educational and Physical Culture Organization.
3. The Editorial policy of the periodical shall be set forth by the American Sokol Executive Board.
4. The ideological aims of the periodical shall be those of the Sokol Movement.
5. The name of the publication shall be "*American Sokol*".
6. The American Sokol Executive Board will recruit an Editor and set the salary, terms and conditions of employment.

Article 20. Income of the Organization

The sources of income of American Sokol shall be:

a) Registration fees and dues from Units;

b) Special dues from all members in the event that available funds in the treasury of American Sokol shall fall below a workable balance;

c) Special assessments to make up a Convention Fund;

d) Other independent enterprises of American Sokol such as, but not limited to, magazine advertising, seals, souvenirs and promotional material, educational material, books and tapes, uniforms, gymnastic equipment and supplies, cultural events, and gymnastics and educational clinics and/or workshops on the National, District and Unit level;

e) Gifts, subsidies, bequests, endowments and all other legally permitted sources of income.

Article 21. Financial Obligations of Units and Members to the American Sokol

1. Each newly accepted Unit shall pay an application fee.
2. Each Sokol Unit shall collect membership dues from its members.
3 Each Sokol Unit shall submit annual adult membership dues to American Sokol as determined by the Convention based on the number of members reported to the American Sokol at the end of the first calendar quarter. Unit dues are considered delinquent if not received by American Sokol by the end of April. Any payment from American Sokol to the Unit shall be withheld until the Unit becomes current with its dues. In addition, a penalty of one and one-half percent (1 ½%) per month will be assessed for all delinquent amounts unless a valid written explanation acceptable to the American Sokol Executive Board is sent in by the end of April.
4. Each Unit that incorporates Sokol sponsored ongoing regular activities for youth shall submit annual Youth Membership dues to the American Sokol as determined by the Convention.
5. In a Convention year, all financial obligations must be met by the end of April or 30 days prior to the start of the Convention, whichever comes first.
6. Dues for all new members who join after the first quarter shall be on a pro-rated basis and must be paid to American Sokol at the next quarterly reporting period.
7. Dues for members who have been suspended but subsequently regain membership privileges by repaying all dues up to the time of suspension shall be considered full-year members and will keep their original join date. Payment to American Sokol by the Unit shall be for the full year and must be sent to American Sokol at the next quarterly or annual reporting period, whichever comes first.
8. Each Sokol Unit shall report to the American Sokol all new members during the quarter that the member joined. Resigned, transferred, terminated, expelled and deceased members will be reported at the conclusion of the specified grace periods. (See Article 70)
9. Each Sokol Unit shall pay a special assessment annually for each Voting Member to the Convention Fund. This payment shall be made on the basis of membership during the first calendar quarter and shall be used specifically and exclusively for the Convention Fund to cover the entire Convention expense. The minimum annual contribution to the Convention Fund for each Unit shall be based on ten (10) voting members. A prorated Convention fee will be assessed to new adult voting members joining after the first quarter.
10. Membership fees and all assessments due the American Sokol or the District cannot be used for Unit purposes.
11. Upon request, a Unit is required to submit to the American Sokol Executive Board a current financial statement (Unit's Statement of Assets, Liabilities and Fund Balance [Balance Sheet or equivalent] and a Unit's Statement of Revenue, Expenses and Changes in Fund Balance [Income Statement or equivalent]) as well as the financial statements for the three (3) preceding fiscal years.

Article 22. Establishment and Acceptance of New Units

A request for the acceptance of a new Unit as a member of American Sokol shall be submitted in writing to the American Sokol Executive Board by the requesting Unit directly or through the District closest to its vicinity. A minimum of seven (7) prospective adult members is required. Only combined Men and Women Units will be accepted as new Units. An application fee of $50.00 will be assessed.

Article 23. Temporary Loss of Unit Membership (Suspension)

1. A Unit shall be suspended (lose the right of membership) for any of the following reasons:
   a) Deliberately neglecting its financial obligations to the District and/or the American Sokol. If Unit dues and assessments are not received by the American Sokol Headquarters two (2) months after the end of the quarter, a notice of delinquency will be sent to the Unit President and Unit Financial Secretary. If still not received by the American Sokol Headquarters one (1) month after the notice was sent, the Unit's rights of membership shall be suspended. This shall not apply to Units which shall make a proper and acceptable explanation. The American Sokol shall cease sending the American Sokol Publication to each member of the suspended Unit. Each member shall be notified in writing of the reason for non-receipt of the publication;
   b) Failing to abide by the adopted Constitution and Bylaws of the American Sokol;
   c) Violating Sokol discipline.
2. A suspended Unit has the right to settle its account within a period of three (3) months. If within a three (3) month period after suspension all over-due payments and assessments, including those accumulated during the period of suspension, shall be remitted, the Unit shall regain its rights of membership. The Unit in question shall be informed of its suspension and reinstatement in writing.
3. Suspension of a Unit shall continue not longer than three (3) months during which time the District Executive Board shall investigate the cause of the suspension and recommend to the American Sokol Executive Board actions necessary to resolve the suspension.
4. If the suspension is not resolved within the three (3) month period, the American Sokol Executive Board may suspend the membership of each member of the Unit Executive Board and, through the District Executive Board, call a special meeting of the Unit for the election of a new Unit Executive Board.

Article 24. Inactive Units

1. A Unit shall be considered active if at a minimum it:
   a) Conducts regular membership meetings, and
   b) Is represented at scheduled District meetings, and
   c) Maintains educational or athletic programs, or
   d) Provides to the District sufficient documentation at the District Annual Meeting on an annual basis demonstrating intent to resume activities.
2. A potential inactive Unit shall be investigated by the District Executive Board with recommendation to the American Sokol Executive Board. The American Sokol Executive Board will determine the status of a Unit.
3. A Unit which is determined to be inactive shall immediately transfer all funds and real property to the American Sokol Executive Board to be held in trust. American Sokol will act as trustee until such time that the Unit becomes active or is dissolved.
4. American Sokol shall make funds available from the trust necessary to maintain the Unit's real property.
5. American Sokol shall make funds available to meet the needs of a properly documented reactivation plan.
6. Upon dissolution of the Unit the American Sokol shall distribute the funds as directed by Article 25.

Article 25. Termination of Unit Membership in the American Sokol

1. A Unit shall lose its membership in American Sokol for any of the following reasons:
   a) When by a two-thirds (2/3) majority of those voting in a specially-called meeting, the members shall decide to withdraw from American Sokol;

b) When the number of members becomes fewer than seven (7);

c) When the Unit shall be expelled for violation of Sokol discipline together with refusal to abide by the Constitution and Bylaws of the Organization. Expulsion becomes effective immediately.

d) When it is determined by the American Sokol Executive Board that the Unit is inactive with no plan for reactivation. (See Article 24)

2. The expelled Unit has the right to appeal pursuant to Article 26 - Appellate Procedure within three (3) months.

3. A Unit must notify the American Sokol Executive Board at least four (4) months prior to considering any motion to withdraw the Unit from American Sokol.

4. In the case of a dissolving, withdrawing or expelled Unit, the American Sokol Executive Board shall ask for an investigation by the District which shall consist of one (1) member from each Unit in the District and the District President.

   This investigation will check into the reasons for the termination and the assets and liabilities of the Unit. The investigation will be completed, and a written report submitted to American Sokol within two (2) months. At the conclusion of the investigation a special meeting will be held within two (2) months with written notification to the American Sokol Executive Board and to all the members of the potential dissolving, withdrawing, or expelled Unit. The sole purpose of this special meeting will be to discuss details/reasons for dissolution, withdrawal, or expulsion, options for the members, and to vote on the termination, if applicable.

5. The decision to expel a Unit lies with the Board of Governors upon the recommendation of the Executive Board.

6. The dissolving, withdrawing or expelled Unit shall surrender its gymnastic equipment, apparatus, and gymnastic material to its District. The remaining records, archives and all possessions of the Unit, including all real and personal property, shall be surrendered to the American Sokol Executive Board through its District. The American Sokol Executive Board, at its discretion, shall accept these assets. In no case is it permissible for a Unit to divide its assets among its members.

7. In the event that any Unit 1) sells, leases or otherwise disposes of its gymnasium, and does not conduct gymnastic or other physical activities, or 2) retains ownership of its facility but does not conduct gymnastic or physical activities, such Unit shall be obligated to deliver its gymnastic and other sports equipment to the Executive Board in the District of which it is a member. The Board may retain such property as a trustee, subject to the duties of a trustee, until such time as the Unit presents satisfactory evidence of intent to resume its gymnastic or other physical activities to the Board. After a period of three (3) years, the Board may dispose of said property.

8. No substantial assets (exceeding $10,000) of a Unit, including, but not limited to, real property, personal property, cash or other financial instruments, may be transferred from the Unit to another entity, except an American Sokol entity, without prior approval of the District and National Executive Boards and two-thirds approval of the membership at a special Unit meeting. The President and Secretary of the District and National Executive Boards must be notified by certified mail. The District and National Executive Boards must respond with a decision by certified mail within thirty (30) days of receipt of the notification from the Unit.

Article 26. Appellate Procedure

1. Members of Units shall be required to follow a prescribed business and appellate procedure in the presentation of written complaints, motions, and recommendations:

   a) From member to Unit;

   b) From Unit to District Executive Board;

   c) From District Executive Board to the American Sokol Executive Board;

   d) From the American Sokol Executive Board to the Board of Governors.

2. Further appeals or objections, if any, shall be referred to the Convention for a final decision.

Article 27. Voting on Amendments to the Constitution and Bylaws and Special Issues

1. A Unit shall be privileged to request a revision of the Constitution and Bylaws or a decision of the Convention even during the inter-Convention period if an important matter shall be involved. Upon receiving a petition from a Unit, supported by its District, the American Sokol Executive Board shall present it to all the Units for written referendum.

   If an urgent need to amend the Constitution and Bylaws or to change a decision of the Convention shall arise, or if the amendment shall be of such a character that only the Convention shall be competent to decide, and the Convention date shall be too distant, the matter shall be decided according to the following procedure:

   a) A two-thirds (2/3) majority vote of the Bylaws Committee approves the change, less than that defeats the proposal;

   b) If approved, change is submitted within one (1) month of said approval by the Bylaws Committee to the American Sokol Executive Board;

   c) The change and reason for change are submitted in writing to all District Presidents for notification and Units for ratification. The Executive Board will establish a deadline date (maximum of 60 days, not less than 30 days) by which Units must submit their vote. All negative votes should be accompanied by a written explanation. Votes will be acknowledged upon receipt. A two-thirds (2/3) majority of the votes received from the Units by the deadline date is needed for approval.

   d) A Unit receives the number of votes referred to in Article 6, Section III, Paragraph B, Sub-Paragraph 1. Voting will be consistent with Special Meeting procedures referred to in Article 47, Section IV.

2. Changes to the Bylaws proposed by a National Board or Standing Committee between Conventions will follow the procedure below:

   a) Proposal will be sent to the members of the Board of Governors and National Bylaws Committee 30 days prior to a regular or special Board of Governors meeting for initial consideration of the proposal;

   b) At this same time, the National, District and Unit Executive Boards will also receive this preliminary proposal copy for review and recommendation;

   c) If the proposal is deemed not ready for membership approval by the Board of Governors (“ready” requires simple majority of all Board of Governor members) or needs significant content revision, it goes back to the submitting entity for rework. When rework is completed, repeat 2a) and 2b) above;

   d) When the Board of Governors deems the proposal is ready for membership vote (“ready” requires simple majority of all Board of Governor members), the proposal will be sent to all Units for a vote; the Board of Governors will establish a deadline date (maximum of 60 days, not less than 30 days) by which Units must submit their vote. All negative votes should be accompanied by a written explanation. Votes will be acknowledged upon receipt. The ballot will go to the Unit Presidents or their designated representatives.

   e) If the proposal is approved by a 2/3 majority of the votes received by the deadline date, the proposal is accepted;

   f) A Unit receives the number of votes referred to in Article 6, Section III, Paragraph B, Sub-Paragraph 1. Voting will be consistent with Special Meeting procedures referred to in Article 47, Section IV.

SOKOL DISTRICTS

Each District shall have the right to draw up an independent District Constitution and Bylaws which shall answer local needs and resources. The basis of this Constitution shall be the existing Constitution and Bylaws of the American Sokol.

The independent District Constitution and Bylaws shall be examined by the American Sokol's Bylaws Committee for consideration and, if approved, shall be submitted to the American Sokol Executive Board for its approval. In the event the Bylaws Committee fails to recommend approval to the American Sokol Executive Board or the American Sokol Executive Board refuses to approve the independent District Constitution and Bylaws, such District shall have the right to appeal through the appellate procedure under Article 26.

In addition, every District Executive Board shall have the right to draw up Standard Operating Procedures (SOPs) to be written for the Board, as well as for each officer and committee. Standard Operating Procedures are rules related to the details of the administration of the District rather than to parliamentary procedure. The SOPs shall be approved by the District Executive Board and can be changed when needed under the same rules as any normal act of business of the District. The Standard Operating Procedure forms are to be kept physically and/or digitally in a location accessible to all and publicized to District delegates.

Article 28. Name, Location, Languages

The names of Districts shall designate geographical areas of the United States of America and shall include the headquarters, city and state.

Example:

Northeastern District of the American Sokol, Cleveland, Ohio

Western District of the American Sokol, Omaha, Nebraska

The headquarters of the District shall be determined by the Annual meeting of the District.

The official language is English.

Article 29. Purpose

The District shall provide a means to coordinate the efforts of individual Units of a geographical region to assist them in achieving the goals set forth in Article 2.

Article 30. Ways and Means of Attaining the Purpose

1. Support the associated Units and direct them in all Sokol activities; form Sokol Units and provide assistance whenever needed.
2. Conduct Sokol training programs according to the Tyrs system.
3. Conduct gymnastic, physical fitness and training programs, other sports activities, educational and cultural courses for instructors and members.
4. Provide, when feasible, traveling instructors to assist in gymnastics and other sports, educational and organizational activities of the Units.
5. Conduct District Sokol Slets, exhibitions, competitions, etc.
6. Conduct lectures for members and the general public and arrange discussions concerning the Sokol systems and Sokol principles.
7. Organize juniors and children into groups within Sokol Units and arrange special educational meetings and junior gatherings for the purpose of fostering a deeper knowledge of Sokol ideas.

8. Issue an official publication.
9. Encourage public relations services and independent District and Unit publications.
10. Maintain contacts and direct cooperation with other democratic, national and international gymnastic and other sports, fraternal and cultural organizations.
11. Employ all legal means which shall contribute to the aims of the American Sokol.
12. Participate in community activities and provide service to the community in a charitable and/or educational manner.

Article 31. Relationship of Districts to Units

1. The District shall constitute the organization of Sokol Units in its area.
2. A newly organized Unit shall be assigned to a designated District by the American Sokol Executive Board.
3. A Unit shall lose its membership rights in the District simultaneously with its loss of membership in the American Sokol.
4. The District shall, at the request of the American Sokol Executive Board, act as a mediator between a Unit and the American Sokol Executive Board.
5. The District shall have the right and obligation to look into the affairs of a Unit which may be in violation of the Constitution and Bylaws of the American Sokol, the District, or the Unit.
6. If a Unit shall lose its membership rights (by suspension), the judgment of the District shall determine any further action of the American Sokol Executive Board.
7. The District is to inform the American Sokol when a Unit has been suspended from District activities.

Article 32. District Administration

The activities of the District shall be administered by:

1. The Annual Meeting of the District;
2. The Executive Board of the District.

I. The District Annual Meeting

1. The Annual Meeting shall be the highest administrative body of the District. The Annual Meeting shall be held in accordance with the District's Constitution and Bylaws or other resolution. For technical reasons the Board of Instructors may hold their elections in the summer. Units shall be notified concerning the time, place and particulars of the Annual Meeting at least one (1) month in advance.
2. The calling of the Annual Meeting shall be announced to all of the delegates of the Units in the District. In exceptional cases, a Unit may be represented by a delegate of another Unit in the District.
3. The District shall have the right to determine the number of delegates.
4. In the selection of Annual Meeting delegates, attention should be paid to the candidates' practical knowledge of the Sokol program.
5. The following officers of the District shall participate in the Annual Meeting as members of the Executive Board: President, Vice-President(s), Secretary, Treasurer, Financial Secretary, Educational Director, Membership Director, Public Relations Director, Bylaws Chair, Foundation Director and Physical Director(s).
6. Should a District not be able to elect a full slate of officers, each District must at minimum elect and submit to the American Sokol the names of the following officers: President, Secretary, Treasurer, Bylaws Chair,

Membership Director, Educational Director, Foundation Director and at least one Physical Director.

7. The District Annual Meeting shall:

   a) Determine the aims of all activities of the District Executive Board for the following administrative period and shall carry out all directives of the American Sokol Executive Board;

   b) Prepare and approve the budget of the District for the following administrative period;

   c) Establish the remuneration for services performed;

   d) Elect the following District officers: President, Vice-Presidents, Secretary, Treasurer, Financial Secretary, Educational Director, Membership Director, Public Relations Director, Foundation Director and at least two (2) members of the Auditing Committee. It is permissible to accept a nomination in absentia provided a written acceptance from the nominee has been received;

   e) Elect at the Annual meeting preceding the Convention a Bylaws Chair who shall serve from the adjournment of the Convention through the next Convention;

   f) Elect as many additional members to the Executive Board as shall be deemed necessary to properly conduct the business of the District, these additional members will have no voting rights;

   g) Approve the election of the Physical Directors on the recommendation of the District Board of Instructors;

   h) Review and approve the reports of the officers, committees and departments;

   i) Pass on changes in the District Constitution and Bylaws and regulations of the District by means of two-thirds (2/3) majority vote of those present; be it noted that approved changes shall not contradict the American Sokol Constitution and Bylaws;

   j) Decide in case of doubt what shall be the official interpretation of the District Constitution and Bylaws and regulations of the District;

   k) Bestow District Honorary Membership upon Sokol members. Voting is done by ballot and the motion must receive at least two-thirds (2/3) majority of those voting.

8. No decision shall be approved by absentee ballot at a regular or Annual meeting except as pertains to Article 61.

II. The District Executive Board

1. The District Executive Board shall direct all matters of the District except those which come under the jurisdiction of the Annual Meeting and shall:

   a) Carry out all directives of the American Sokol and the District Annual Meeting;

   b) Establish the duties of officers and the amount of their surety bonds, if any;

   c) Obtain the surety bonds of officers from a bonding company;

   d) Approve the reports and carry out the recommendations of the officers and committees, or return them for revision;

   e) Submit to the Units for referendum all motions which are beyond its jurisdiction; Units shall report their vote within one (1) month;

   f) Administer the funds of the District and approve disbursements for purposes authorized by the District Constitution and Bylaws and the District Annual Meeting; motions for other disbursement of funds shall be passed by a two-thirds (2/3) majority of those voting;

   g) Ensure that all federal, state and local tax returns, registrations and reports are prepared and filed in a timely manner.

   h) Identify, develop, implement and monitor a risk management policy;

   i) If a vacancy occurs at any elected District position, a new election will be held to fill that position.

2. The officers and members of all committees of the District Executive Board must be citizens of the United States of America and shall be active members of their respective Units.

3. An officer or member who, with the approval of the District Annual Meeting or the Executive Board, represents the District shall be entitled to travel and daily expense.

4. The tenure of office of all officers and members of all standing and administrative committees, except the Bylaws Chair, shall be for the current administrative year unless the District has adopted an alternate plan of tenure of office.

5. Regular meetings of the District Executive Board shall be held monthly or as determined at the District Annual Meeting. All Executive Board officers and at least two (2) duly elected representatives from each Unit in the District shall attend, each having at least one (1) vote.

6. Special meetings of the District Executive Board shall be called by the District President if necessary. Notification of the meeting must be mailed first class, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days prior to the meeting. All Executive Board officers and at least two (2) duly elected representatives from each Unit in the District shall attend, each having at least one (1) vote.

III. Special Meetings of the District

In an emergency, a special District meeting shall be called by the District President, providing that the motion for such a meeting shall be approved by a two-thirds (2/3) majority of those voting of the District Executive Board. Notification of the meeting must be mailed first class to each District representative, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days prior to the meeting. The special District meeting shall consider only such matters for the settlement of which it was called into being.

Article 33. Duties of the Officers of the District Executive Board

1. The President shall preside at the meetings of the District Executive Board; sign all official papers; sign orders for payment as required by the District; make extraordinary decisions and arrangements in an emergency in accordance with the Constitution and Bylaws of the District and the American Sokol; represent the District in public.

2. The Vice-President shall assist the President when requested by the President, shall perform the duties of the President in his absence, and shall perform such other duties as required by the District.

3. The Second Vice-President shall assist the Vice-President when requested by the Vice-President and shall perform the duties of the Vice-President in his absence.

4. The Secretary shall have charge of all official correspondence of the District Executive Board; record and prepare the minutes of meetings; provide District minutes, upon request, to the American Sokol Headquarters.

5. The Treasurer and/or Financial Secretary shall accept all moneys for the District; accept annual membership reports of the Units; accept from the Units all membership payments and all other regular and special assessments; make payment on all properly authorized vouchers; have charge of all cash-on-hand, financial assets, and promissory notes of the District; arrange all payments made by check; prepare for the District Executive Board a monthly Income Statement and, upon request, Balance Sheet and Year-To-Date Income Statement; submit to the Auditing Committee all promissory notes, reports of cash-on-hand and bank statements at the time of its examination of the books; be prepared to submit without delay all cash-on-hand, promissory notes and bank statements if at any time the President or majority of the District Executive Board shall so require; deposit cash or promissory notes in a recognized financial institution whose assets are federally guaranteed or may invest the financial assets of the entity, up to the amount authorized by the District Annual Meeting in other accounts (i.e. Mutual Funds, Money Markets, Brokerage Accounts) which meet minimum quality ratings of high, superior, or excellent and which have been approved by the District Executive Board (these deposits are controlled by the signatures of two (2) officers); present to the District Annual Meeting an annual financial statement which includes a detailed Balance Sheet showing all asset, liability and inventory accounts, along with a Cash Flow Statement which includes an income and expense comparison to the Budget and statements of the Auditing Committee; prepare and file all federal, state and local tax returns, registrations and reports in a timely manner.

6. Any elected officer who shall miss three (3) consecutive meetings, without reasonable excuse, shall forfeit the position.

Article 34. Standing Committees of the District Executive Board

The program of the District Executive Board shall require the following standing Committees:

Auditing

Board of Instructors

Constitution and Bylaws

Educational

Membership

Public Relations

The Executive Board shall name additional committees or other working or planning bodies as shall be needed to carry out the programs of the District. (Example: Slet, financial, property, publications, travel, drama, choral, insurance and forms, etc.) These committees shall be organized by the District Executive Board and their duties defined by it.

Article 35. District Auditing Committee

Three (3) or more members, from different Units, if possible, shall comprise the District Auditing Committee. They shall be required to examine the books of the Financial Secretary, Treasurer, and other applicable committees at least once annually. The Auditing Committee shall present a report of each examination to the District Executive Board.

Article 36. District Board of Instructors

The District Board of Instructors directs the District-wide and inter-Unit physical activities and programs following the directives set forth by the Board of Instructors of the American Sokol.

The District Board of Instructors is comprised of:

1. Physical Directors (Maximum of two [2])
2. Assistant Physical Directors (Maximum of four [4]);
3. All Unit Physical Directors; and
4. A secretary and such additional members as needed.
5. A duly authorized representative of the District Educational Committee.

Annually, the Physical Directors shall be elected by their respective Unit Physical Directors for approval at the next District Executive Board meeting, subject to ratification at the District's Annual Meeting. The Physical Directors are voting members of the District Executive Board.

After election by the District Executive Board, the Physical Directors shall appoint their respective committees. All assistants, additional members and the secretaries appointed by the Physical Directors shall be approved by the District Executive Board at their next regular meeting.

Members are elected/appointed for a term of one (1) year. Any member who fails to attend three (3) consecutive District Board of Instructors meetings without reasonable excuse shall forfeit membership on the District Board of Instructors.

All decisions of the Board of Instructors are subject to the approval of the District Executive Board.

Article 37. District Constitution and Bylaws Committee

1. The District Bylaws Committee is comprised of the District Bylaws Chair and all Unit Bylaws Chairmen. After examination of proposed District Bylaws changes by the District Bylaws Committee (See Article 14, as applies to Districts) and approval by the District at the Annual meeting, the District Bylaws Chair shall submit them to the American Sokol Bylaws Chair for approval by the American Sokol Bylaws Committee and the American Sokol Executive Board.
2. A District has the right to appeal any decision of the American Sokol Bylaws Committee pursuant to Article 43 - Appellate Procedure.

Article 38. District Educational Committee

1. The District Educational Committee is responsible for the Sokol education of the adult members, juniors and children of the District.
2. The District Educational Director is elected by the District Annual Meeting. The District Educational Committee is comprised of:
   a) The District Educational Director;
   b) A historian and a secretary to be appointed by the Educational Director, as needed;
   c) All Unit Educational Directors;
   d) A member of the District Board of Instructors;
   e) Other assistants as may be needed.
3. The District Educational Director, or his duly appointed representative, represents the Educational Committee on the District Board of Instructors.
4. All assistants are appointed by the Educational Director for one (1) year, with the approval of the District Executive Board.
5. All decisions of the Educational Committee are subject to the approval of the District Executive Board.

Article 39. District Membership Committee

1. The District Membership Chair is elected by the District Annual Meeting. The members of the District Membership Committee shall be comprised of the District Membership Director, all Unit Membership Directors, and additional members as necessary. Additional members are appointed by the District Membership Chair for one (1) year, with the approval of the District Executive Board.
2. All decisions of the Membership Committee are subject to the approval of the District Executive Board.

Article 40. District Public Relations Committee

1. The District Public Relations Chair is elected by the District Annual Meeting. The members of the District Public Relations Committee shall be comprised of the District Public Relations Director and additional members as necessary. Additional members are appointed by the District Public Relations Chair for one (1) year, with the approval of the District Executive Board.
2. All decisions of the Public Relations Committee are subject to the approval of the District Executive Board.

Article 41. Income of the District

The sources of income of the District shall be:

a) Membership dues of the Units;

b) Special assessments of the Units; the order for a special assessment shall require a two-thirds (2/3) majority of those present at the District Annual or Special Meeting;

c) Other independent enterprises of the District;

d) Gifts, subsidies, bequests, endowments, and all other legally permitted sources of income;

e) Twenty-five percent (25%) of the net income from American Sokol Slet if the Slet is held within the geographical limits of the District.

Article 42. Financial Obligation of the Units to the District

Each Unit shall pay to the District a membership fee which shall be assessed by the District Executive Board. A copy of the annual membership report of the Unit shall serve as a financial statement in the payment of dues. Payments and penalties for failure to pay shall be due and payable as specified by the District.

Article 43. Appellate Procedure

1. The District shall be required to follow a prescribed business and appellate procedure in the presentation of written complaints, motions and recommendations:

   a) From the District Executive Board to the American Sokol Executive Board;

   b) From the American Sokol Executive Board to the Board of Governors.

2. Further appeals or objections, if any, shall be referred to the Convention for a final decision.

SOKOL UNITS

Each Unit shall have the right to draw up an independent Constitution and Bylaws which shall answer local needs and resources. The basis of this Constitution shall be the existing Constitution and Bylaws of the American Sokol. The basic articles—Membership, Financial Obligations, Suspension and Expulsion of Units and/or Members, and the like—shall not be omitted from the above-mentioned Constitution. The independent Unit Constitution shall be examined by the Constitution and Bylaws Committee of American Sokol and approved by the American Sokol Executive Board.

In addition, every Unit Executive Board shall have the right to draw up Standard Operating Procedures (SOPs) to be written for the Board, as well as for each officer and committee. Standard Operating Procedures are rules related to the details of the administration of the Unit rather than to parliamentary procedure. The SOPs shall be approved by the Unit Executive Board and can be changed when needed under the same rules as any normal act of business of the Unit. The Standard Operating Procedure forms are to be kept physically and/or digitally in a location accessible to all and publicized to the membership.

Article 44. Name, Location, Languages

1. The name of the Unit shall be left to the discretion of the Unit and must be approved by the District and the American Sokol. The geographical location shall be acceptable as the name of the Sokol Unit. It shall be further required that the duplication of names of existing Units and the use of names of living persons be avoided.
2. The headquarters of the Unit shall be designated by the Annual Meeting of the Unit.
3. The official language is English.

Article 45. Purpose

1. Provide for training in good citizenship conformable to the spirit of the Constitution of the United States of America.
2. Cooperate with Sokols around the world to provide for the physical and moral training of all members in accordance with the Sokol principles of Miroslav Tyrs, Doctor of Philosophy and Founder of the Sokol movement.
3. Work for the common interest and improvement of the Americans of Czech and Slovak descent in the United States of America and to safeguard their good name.
4. Maintain in succeeding generations an interest in Czech and Slovak cultural life in the United States of America.
5. Support the learning of the Czech language and culture.
6. Promote the preservation of the traditions of democracy.
7. Work and cooperate with the Ceska Obec Sokolska (COS) and other Sokol organizations worldwide in all their social and athletic activities.
8. Work and cooperate with the World Sokol Federation.

Article 46. Ways and Means of Attaining the Purpose

1. Conduct Sokol training programs according to the Tyrs system.
2. Conduct gymnastic and physical training programs, other sports activities, educational and cultural courses for instructors and members.
3. Conduct exhibitions and competitions, etc.

4. Conduct cultural and social programs and activities for members and the general public; arrange discussions concerning the Sokol systems and Sokol principles.

5. Organize juniors and children into groups and arrange special educational meetings and junior gatherings for the purpose of fostering a deeper knowledge of Sokol ideas.

6. Issue an official Unit publication.

7. Encourage public relations activities.

8. Maintain contacts and direct cooperation with other democratic, national and international gymnastic and other sports, fraternal and cultural organizations.

9. Employ all legal means and maintain facilities which shall contribute to the aims of the Unit and the American Sokol.

10. Participate in community activities and provide service to the community in a charitable and/or educational manner.

Article 47. Unit Administration

The activities of the Unit shall be administered by:

1. The Annual Meeting of the Unit;

2. The Membership Meeting of the Unit;

3. The Executive Board of the Unit.

I. The Unit Annual Meeting

1. Each Unit shall have an Annual Meeting, notification to be mailed first class to each member in good standing, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days prior to the meeting.

2. The Annual Meeting shall be the highest administrative body of the Unit and shall pass upon all matters concerning the Unit. All elected officers must attend the Annual Meeting of the Unit and submit reports of their activities.

3. The Unit Annual Meeting shall:

   a) Determine the aims of all activities of the Unit for the ensuing administrative period, and shall carry out all directives of the American Sokol and the District Executive Board;

   b) Approve the Budget of the Unit for the following administrative period;

   c) Establish remuneration for services provided;

   d) Elect the following officers of the Unit: President, Vice-Presidents, Secretary, Financial Secretary, Treasurer, Bylaws Chair, Editor, Educational Director, Membership Director, Public Relations Director, at least one (1) member of the Auditing Committee, at least one (1) member of the Budget and Finance Committee, three (3) members of the Reconciliation Committee and other officers so designated at the Annual Meeting, and shall approve the election of the Physical Director(s). All officers of the Unit must be citizens of the United States of America, unless prior written approval is received from the American Sokol Executive Board. The tenure of office of all officers and members of all standing and administrative committees shall be for the current administrative year unless otherwise specified. Should a Unit not be able to elect a full slate of officers, each Unit must at minimum elect and submit to the American Sokol the names of the following officers: President, Secretary and Treasurer. Each Unit shall be required to identify to the American Sokol the Individual(s) responsible for the Unit database;

   e) Elect an appropriate number of delegates to District Meetings;

   f) Elect at the Annual Meeting preceding the Convention an appropriate number of qualified delegates and alternate delegates to the Convention of the American Sokol;

g) Review and approve the reports of the activities of officers, committees and departments;

h) Bestow Unit Honorary Membership upon Sokol members. Voting is done by ballot and the motion must receive at least a two-thirds (2/3) majority of those voting;

i) Pass on changes in the Unit Constitution and Bylaws and regulations of the Unit by means of a two-thirds (2/3) majority vote of those present; be it noted that approved changes shall not contradict the Constitution and Bylaws of the American Sokol;

j) Decide in case of doubt what shall be the official interpretation of articles of the Unit Constitution and Bylaws and regulations of the Unit;

k) Establish the requirement of a quorum for the Unit monthly and special meeting.

4. No decision shall be approved by absentee ballot at a Regular or Annual Meeting except as pertains to Articles 61 and 63.

II. The Membership Meetings of the Unit

1. Regular meetings shall be held once a month. All officers and all committee representatives shall be required to attend these meetings and submit regular reports of their activities.

2. The membership meeting shall:

a) Administer all matters of the Unit except those which come under the jurisdiction of the Annual Meeting; carry out all directives of the American Sokol, the District and the Annual Meeting of the Unit;

b) Establish the duties of officers and applicable committee members and the amount of their surety bonds, if any;

c) Obtain the surety bonds of officers and applicable committee members from a bonding company;

d) Approve the reports and carry out the recommendation of officers and committees or return them for revision;

e) Administer the funds of the Unit and approve disbursements for purposes authorized by the Constitution and Bylaws and the Annual Meeting; motions for disbursement of funds shall be passed by a two-thirds (2/3) majority of those voting;

f) Elect alternates to fill vacancies in the Unit Executive Board;

g) Identify and report to American Sokol any change in the individual(s) responsible for the Unit database.

III. The Unit Executive Board

The Executive Board shall be comprised of the President, Vice-President(s), Secretary, Treasurer, Financial Secretary, Educational Director, Membership Director, Public Relations Director, Physical Directors and additional officers as defined in the Unit's Bylaws. All actions and decisions of the Executive Board are subject to approval at the next Membership Meeting.

All elected officers are responsible to ensure that all federal, state and local tax returns, registrations and reports are prepared and filed in a timely manner.

They shall identify, develop, implement and monitor a risk management policy.

IV. Special Meetings of the Unit

A special meeting of the membership shall be called by the Unit President with the approval of the Executive Board at any time to meet an emergency. All members in good standing shall be notified by first class mail, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days prior to the special meeting and shall consider only such matters for which it was called.

Article 48. Duties of Unit Officers

1. The President shall preside at the monthly and Annual meetings of the Unit; sign all official papers; sign orders for payment together with the Secretary, Financial Secretary, Treasurer, as required by the Unit; make extraordinary decisions and arrangements in an emergency in accordance with the Constitution and Bylaws of the Unit and the American Sokol; represent the Unit in public.
2. The Vice-President shall assist the President, when requested by the President, and shall perform the duties of the President in his absence.
3. The Second Vice-President shall assist the Vice-President, when requested by the Vice-President, and shall perform the duties of the Vice-President in his absence.
4. The Secretary shall have charge of all official correspondence of the Unit; record and prepare the minutes of meetings.
5. The Financial Secretary shall maintain adult membership records of the Unit; prepare and distribute dues notices and membership cards; accept from the membership all payments and all other regular and special assessments; present a monthly membership report at each meeting of the Unit; prepare and send the annual membership report to the District and to the American Sokol along with the required dues payments.
6. The Treasurer shall accept all moneys for the Unit; make payment on all properly authorized vouchers; have charge of all cash-on-hand, financial assets, and promissory notes of the Unit; arrange all payments made by check; prepare for the Unit Executive Board a monthly Income Statement and, upon request, Balance Sheet and Year-To-Date Income Statement; submit to the Auditing Committee all promissory notes, reports of cash-on-hand and bank statements at the time of its examination of the books; be prepared to submit without delay all cash-on-hand, promissory notes and bank statements if at any time the President or majority of the Unit Executive Board shall so require; deposit cash or promissory notes in a recognized financial institution whose assets are federally guaranteed or may invest financial assets up to the limit authorized by the monthly membership meeting in other accounts (i.e. Mutual Funds, Money Markets, Brokerage Accounts) which meet minimum quality ratings of high, superior, or excellent and which has been approved by the Unit Executive Board (these deposits are controlled by the signatures of three officers); present to the Unit Annual Meeting an annual financial statement which includes a detailed Balance Sheet showing all asset, liability, and inventory accounts, along with a Cash Flow Statement which includes an income and expense comparison to the Budget and statements of the Auditing Committee; prepare and file all federal, state and local tax returns, registrations and reports in a timely manner.
7. Any elected officer who shall miss three (3) consecutive meetings, without reasonable excuse, shall forfeit the position.

Article 49. Standing Committees of the Unit

The program of the Unit shall require the following standing committees:

Auditing

Board of Instructors

Budget and Finance

Constitution and Bylaws

Educational

Membership

Property Committee (Board of Trustees)

Public Relations

Reconciliation

Ways and Means

Other committees shall be named as needed. (Example: publication, hospitality, nominating, insurance and forms, etc.) The duties of committees, their number and the manner of appointment where these are not indicated in the Constitution shall be determined by the Unit.

Article 50. Auditing Committee

At least three (3) members shall make up the Unit Auditing Committee. They shall be elected to a three (3) year term in such a manner that at least one (1) member will be elected to the Committee at each Annual Meeting. Annually, they shall elect a Chair from among themselves. They shall be required to examine the books of the Financial Secretary, Treasurer, and other applicable committees at least once annually. The Auditing Committee shall present a report of each examination at the next Unit Meeting.

Article 51. Unit Board of Instructors

The Unit Board of Instructors directs the physical activities and programs of the Unit following the directives set forth by the District and American Sokol Board of Instructors.

The Unit Board of Instructors is comprised of Unit members as follows:

1. Physical Directors (Maximum of two [2]);
2. Assistant Directors (Maximum of four [4]);
3. Instructors;
4. Secretary;
5. Other necessary staff; and
6. A duly authorized representative of the Unit Educational Committee.

All members of the Unit Board of Instructors must be involved in the physical education program of the Unit. Annually, the Physical Directors shall be nominated by their outgoing Boards of Instructors for election at the Unit's next regular meeting, subject to ratification at the Unit's next Annual Meeting. Following the election of the Directors by the Unit, all other members of the Units Board of Instructors shall be recommended by either their Director or the Unit's Board of Instructors for approval at the next regular meeting of the Unit.

All decisions of the Board of Instructors are subject to the approval of the next Unit meeting.

Article 52. Unit Budget and Finance Committee

The Unit Budget and Finance Committee is comprised of at least three (3) members including the Chair. Members of the committee shall be elected to a three (3) year term in such a manner that at least one (1) member will be elected to the committee at each Annual Meeting. Annually, they shall elect a Chair from among themselves.

All decisions of the Budget and Finance Committee are subject to the approval of the next Unit meeting.

Article 53. Unit Constitution and Bylaws Committee

1. After examination of all proposed Unit Bylaws changes by the Unit Bylaws Committee (see Article 14, as applies to Units), and approval by the Unit at their Annual Meeting, the Unit Bylaws Chair shall submit them to the District Bylaws Chair, who shall forward them, along with his opinion, to the American Sokol Bylaws Chair for approval by the American Sokol Bylaws Committee and the American Sokol Executive Board.
2. A Unit has the right to appeal any decision of the American Sokol Bylaws Committee pursuant to Article 26 - Appellate Procedure.

Article 54. Unit Educational Committee

1. The Unit Educational Committee shall be responsible for the Sokol education of the adult members, juniors and children of the Unit.
2. The Unit Educational Director is elected to office by the Annual Meeting of the Unit. The Unit Educational Committee is comprised of the Educational Director of the Unit, the first and second assistants, a historian and a secretary to be appointed by the Educational Director, a member of the Unit Board of Instructors, and other assistants as may be needed.
3. All assistants and the historian are appointed by the Educational Director for one (1) year and approved by the Unit Executive Board.
4. The Unit Educational Director or his appointed representative represents the Educational Committee on the Unit Board of Instructors.
5. All decisions of the Educational Committee are subject to the approval of the next Unit meeting.

Article 55. Unit Membership Committee

1. The Unit Membership Committee is comprised of the Unit Membership Director, who is elected at the Unit Annual Meeting, the Unit Youth Ambassador, who is appointed by the Unit, and additional members as deemed necessary. The additional members shall be appointed by the Membership Director and approved by the Unit Executive Board.
2. All decisions of the Membership Committee are subject to the approval of the next Unit meeting.

Article 56. Unit Property Committee (Board of Trustees)

The Unit Property Committee shall keep an exact account of all property of the Unit. At the conclusion of their term of office they shall surrender all assets according to inventory. The number of members and their election shall be established at the Annual Meeting.

Article 57. Unit Public Relations Committee

1. The Unit Public Relations Director is elected by the Unit Annual Meeting. The Unit Public Relations Committee is comprised of the Unit Public Relations Director and additional members appointed annually by the Public Relations Director and approved by the Unit Executive Board.
2. All decisions of the Public Relations Committee are subject to the approval of the next Unit meeting.

Article 58. Unit Ways and Means Committee

1. The Unit Ways and Means Committee shall be responsible for fund-raising enterprises of the Unit and shall work in close cooperation with all social projects of the Unit. The Unit Ways and Means Committee shall submit a detailed financial report for each enterprise.
2. All decisions of the Ways and Means Committee are subject to the approval of the next Unit meeting.

Article 59. Income of the Unit

1. The sources of income of the Unit shall be:
   a) Registration fees and membership dues;
   b) Special assessments;
   c) Gifts, subsidies, bequests, endowments, and all other legally permitted sources of income;
   d) Other independent enterprises of the Unit.
2. Power of discretion concerning dues and assessments shall be reserved to the Annual or Special Meeting of the Unit, which shall require a two-thirds (2/3) majority of those present.

Article 60. Financial Obligations of Units and Members

I. To The American Sokol

See Article 21.

II. To The Districts

1. Each Unit shall pay to the District an annual fee for each member, in accordance with the assessment of the District Annual Meeting. Payments shall be due and payable as specified by the District. The annual membership report of the Unit shall serve as a statement in the payment of dues. (See Article 42)
2. A Unit shall not employ for any other purpose membership fees or other payments due to the American Sokol or the District.

III. To The Units

1. Each Unit may establish a new member registration fee at the Annual Meeting.
2. A youth member who transfers to adult membership shall not pay a registration fee.
3. The Unit shall have the right to exempt from payment all or part of a member's Unit dues for reasons of inability to earn a living, injury, permanent illness, advanced age and the like. Each exemption shall be recommended by a special committee of the Unit and shall be submitted to the Annual Meeting of the Unit for approval. An exemption granted shall not reduce the Unit's financial obligation to the District and the American Sokol.

Article 61. Acquisition and/or Disposition of Property

In the event a Unit proposes to acquire or dispose of any real estate, property (i.e. hall, gymnasium, summer camp, etc.) or any other substantial asset, authorization for such acquisition or disposition shall be obtained in advance by a two-thirds (2/3) majority of those voting in person or by absentee ballot in a specially called meeting of members.

Written notice stating the place, date, time and purpose of the meeting shall be mailed first class, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, to each member in good standing not less than fifteen (15) days prior to said meeting date, enclosing an absentee ballot for those members who do not attend said meeting.

Except in the ordinary course of business, no substantial assets (exceeding $10,000) of a Unit, including, but not limited to, real property, personal property, cash or other financial instruments, may be transferred from the Unit to another non-American Sokol entity without prior approval of the District and National Executive Boards and two-thirds approval of the membership at a special Unit meeting. The President and Secretary of the District and National Executive Boards must be notified by certified mail. The District and National Executive Boards must respond by certified mail within thirty (30) days of receipt of the notification from the Unit.

Proceeds from any disposition of real property shall be held by the Unit as long as the Unit remains active. (See Article 23 and 24)

Note: Local and state statutes for minimum requirements may exceed American Sokol requirements.

Article 62. Establishment and Acceptance of New Units

See Article 22.

Article 63. Merger of Units

1. Two or more Units with membership in good standing with the American Sokol, in any given area or locality, may merge or consolidate into one Unit based upon mutual agreement, so long as they are not in violation of any existing rules or regulations governing such mergers as set forth by the District involved, the American Sokol and local conditions. At any time prior to the final vote on merger, either party may veto the merger plans, and all such plans shall cease. Negotiations may continue or re-open again based on common agreement between merging parties.
2. Written notice of any such contemplated merger shall be submitted to the American Sokol through the respective District.
    a) The District shall investigate such a proposed merger. Full disclosure of the facts surrounding the proposed merger shall be made to all Units of the District.
    b) All Units of the District shall have the opportunity to be involved in the investigative process.
    c) The results of the investigation shall be forwarded by the District to the American Sokol Executive Board who shall then review and further investigate as needed.
    d) Investigations should, if possible, be completed within one hundred twenty (120) days from the date of notification.
    e) The American Sokol Executive Board shall approve or deny the proposed merger. They shall provide recommendations for further action to the District and all Units in the District.
    f) Best efforts shall be made to keep all the parties involved in this process fully informed of the proceedings.
3. Based on directives received from the American Sokol, the merger shall then proceed accordingly, so that it can be completed in the shortest feasible time, considering all of the individual needs that may prevail.
4. The merger shall be finalized at a combined membership meeting with election of new officers. Members of the merging Units will automatically become members of the consolidated Unit.
5. The disposition of property prior to any merger is covered by Article 61 of these Bylaws. In the event of a subsequent merger with another Unit, a resolution recommending such a merger must be submitted to a vote at a meeting of the members of the Unit, which may be an Annual or Special Meeting.
6. Written notice stating the place, the day, and the hour of the meeting, and further stating the purpose of the meeting shall be mailed first class to each member in good standing, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days before the date of the meeting.
7. At such meeting, the members in good standing may authorize the merger with such authorization requiring at least a two-thirds (2/3) majority of those voting in person or by absentee ballot. Under no circumstances shall the minority membership of the merging Units have the option to form their own Unit in the reasonable vicinity of the merged Unit and be accepted to the American Sokol.
8. All assets and property of each of the Units being party to such a merger or consolidation shall immediately thereafter be transferred to the name of the merged or consolidated Unit by which it shall thereafter be known.
9. No distribution of any kind of assets or property of any of the participating Units in such merger shall be made at any time prior to, during the merger, or following such merger or consolidation. All such assets and property shall thereafter become in total, the assets and property of the newly merged or consolidated Unit.
10. Upon completion of the merger proceedings, the consolidated Unit bearing the new name will immediately seek approval by the District and membership in the American Sokol.

Article 64. Temporary Loss of Unit Membership (Suspension)

See Article 23.

Article 65. Inactive Units

See Article 24.

Article 66. Termination of Unit Membership

See Article 25.

Article 67. Sokol Membership

I. All Membership Categories

All applicants for membership must:

1. Demonstrate good character and habits;
2. Complete required forms;
3. Pay required dues and fees;
4. Be a citizen or legal resident of the United States;
5. Observe the directives and Bylaws of American Sokol, the District and Unit;
6. Guard the honor and interest of American Sokol, the District and Unit and uphold Sokol discipline.

II. Member Classifications

1. VOTING MEMBERSHIP

   Eligibility:

   a) 17 years or older; and

   b) Admitted and accepted according to Unit Bylaws or policies; and

   c) Has been a Youth or Associate Member for a period of at least six (6) months or length of time according to Unit Bylaws or policies, or is joining a Unit which is less than one (1) year old.

   Rights as determined by Unit Bylaws or policies:

   a) Attend meetings, vote, serve on committees;

   b) Hold elected office if a citizen of the United States, unless prior written approval is received from the American Sokol Executive Board;

   c) Use facilities and participate in programs of the Unit, District and American Sokol;

   d) Sponsor new members.

2. NON-VOTING / ASSOCIATE MEMBERSHIP

   Eligibility:

   a) 17 years or older; and

   b) Admitted and accepted according to Unit Bylaws or policies; and

c) Pay individual or family fees as determined by the Unit for gym classes and/or other sponsored programs.

Rights as determined by Unit Bylaws or policies:

a) Attend meetings without privilege of voting or holding elected office;

b) Use facilities and participate in programs of the Unit, District and American Sokol;

c) Serve on committees, except those dealing with financial disbursements or property assets;

d) Apply for Voting Membership according to Unit Bylaws or policies.

3. YOUTH MEMBERSHIP

Eligibility:

a) Any individual 17 years or younger participating in American Sokol sponsored ongoing regular activities shall be youth members;

b) Youth, that are directly related to a Unit member and not active in programs may apply for youth membership;

c) Every youth participating in ongoing regular activity must have at least one parent or guardian registered as a member;

d) Youth participating in special events (i.e., camps, bring a friend, special classes, special programs, etc.) with the goal of introducing Sokol to non-Sokol individuals or reaching out to the community, are exempt from the parental membership requirement.

4. UNIT HONORARY MEMBERSHIP

An honor bestowed by the Unit on persons having given exemplary contributions, either financial or service, to Sokol over a long period of time.

III. Membership in Multiple Units

An individual may hold membership simultaneously in more than one Unit of the American Sokol. Voting Member rights are allowed in each Unit, the corresponding District and at the American Sokol level.

IV. Members at Large

Individuals may become Members at Large who shall be assigned to Sokol T.G. Masaryk, which shall be administered by the American Sokol Membership Director. Dues shall be determined by the American Sokol Executive Board. Members at Large shall have no voting rights but shall receive the official *American Sokol* publication.

Article 68. Transfer of Membership

1. Every member shall have the right to transfer his membership to another Unit of the American Sokol. A member who shall declare his intention to transfer shall, after complete fulfillment of all financial obligations, request transfer of his membership to any Unit of the American Sokol.

2. The new Unit shall vote on the admission of the transferring member. Upon acceptance, the new Unit shall recognize the transferring member's American Sokol seniority. If the transfer shall be made within three (3) months, membership will be recorded as of the date the member was accepted into the new Unit.

Article 69. Resignation of Membership in the Unit

1. Those members who declare in person, in writing at a Membership Meeting or an Annual Meeting, or to an officer of the Unit that they are resigning from membership in the Unit shall, after complete fulfillment of all financial obligations, terminate membership in the Unit.
2. Should the resigning member re-apply for membership, the application shall be subject to the same rules as a new member.

Article 70. Suspension, Termination and Expulsion of Membership

I. Suspension and Termination

1. A Voting Member who shall be in arrears with dues and assessments without a satisfactory excuse shall be deprived of membership rights (suspension) after two (2) months. The suspension shall be announced to the member in writing. If the member shall fail to meet all financial obligations within the next month after suspension, membership shall be terminated without debate. A Voting Member whose membership has been terminated for non-payment of dues shall be eligible for readmission by vote of the Unit if all dues up to the time of termination are paid, such amount not to exceed six (6) months dues and a new registration fee.
2. An Associate Membership will be terminated at the end of the dues period. An Associate Member shall be reinstated if dues are paid within three (3) months.
3. A Youth Membership will be terminated at the end of the dues period. A Youth Member may be reinstated if dues are paid within three (3) months.

II. Expulsion

1. A member shall be expelled for any of the following reasons by a vote of two-thirds (2/3) of the members voting at a Unit meeting:
   a) For willfully making false statements before admission as a member;
   b) For dishonorable conduct or violation of a Sokol code of conduct;
   c) For libelous and malicious remarks about and willful offense against the Unit and/or the Sokol movement;
   d) For embezzlement of Sokol property or funds;
   e) For a misdemeanor or crime committed because of dishonorable motives and adjudged so by a regularly constituted court;
   f) For membership in an organization that opposes democratic principles;
   g) For absence from a Sokol group activity for which the member was trained or refusal to cooperate immediately before the event without sufficient reason or excuse.
2. A member who shall be expelled for reasons given in paragraphs (a) through (g) of this article shall be eligible for readmission to the Unit only when there is sufficient evidence of said member's reform.
3. An expelled member shall retain the right to appeal within one (1) month after receipt of notice of expulsion.
4. An expelled member is not eligible for membership in another Unit until eligible for readmission to the expelling Unit.
5. The Unit shall be required to announce the name of every expelled member and the reason for expulsion to the District Executive Board and to the American Sokol Executive Board.
6. A member who has been expelled shall be notified in writing of such expulsion and concurrently be informed of the right to appeal under Article 26 within one (1) month of receiving written notice.

Article 71. Unit Reconciliation Committee

1. The Reconciliation Committee is comprised of three (3) members to be elected at the Annual Meeting.
2. Personal disputes arising from organizational relations are decided by the Reconciliation Committee after meeting with concerned members and those filing complaints. A decision must be reached within one (1) month of the filings and reported to a special meeting of the membership called for that purpose.
3. Should there be dissatisfaction with the findings of the Reconciliation Committee, the findings are returned and the Reconciliation Committee expanded to a Jury Committee with an even number from two (2) to six (6) additional members from among the members of the District Executive Board. These are named by the District President.
4. The findings of the Jury Committee must be presented in a regular meeting or a special meeting of the District called for that purpose within one (1) month from the day when the Jury Committee was established.
5. This meeting shall make its decision on the basis of the findings of the Jury Committee.
6. The judgment shall be:
    a) Exoneration;
    b) Reprimand;
    c) Losing membership rights for a specific period;
    d) Expulsion.
7. The Reconciliation Committee Procedures are as follows:
    a) Members of the Reconciliation Committee must have a good knowledge of the Bylaws of the Unit and the American Sokol.
    b) The presiding Chair of the Reconciliation Committee shall be selected by the three (3) members serving on the Committee. The Chair may vote.
    c) In the event that there is a conflict of interest of any member of the Reconciliation Committee, the Executive Board shall select a replacement member.
    d) The Unit President may be present and participate in the Reconciliation Committee discussion, but has no vote.
    e) The Unit Vice-President shall represent the President in the event there is a conflict of interest in any form in the subject matter.
    f) Notification of personal disputes arising from organizational relations will be made in writing to the Unit President by the complaining member. The President will forward the complaint to the Unit's Reconciliation Committee at the next monthly meeting and notify the membership of the complaint.
    g) The Reconciliation Committee will schedule a meeting within fifteen (15) days at a time suitable to all parties of the complaint to obtain information concerning the complaint.
    h) Any Unit member may attend the meeting(s) but does not have a voice in the discussion unless requested by the Committee.
    i) The Committee will keep minutes of the meeting and obtain copies of all evidence presented. An audio or video tape will be made of the proceedings.
    j) The Committee will report the findings to the membership at a specially called meeting of the membership with a fifteen (15) day notice. The membership will be asked to vote to accept or reject the findings of the Reconciliation Committee. In the case of recommendation of expulsion, a two-thirds (2/3) majority of those voting will be required to uphold the findings of the Committee.
    k) If either party does not accept the findings of the Committee, that party must notify the District President in writing and request that a Jury Committee be formed.

l) A Jury Committee will meet and will consider only the information originally presented at the Reconciliation Committee meeting(s) unless the Jury Committee determines that each party has not had an adequate opportunity to present its case.

m) The findings of the Jury Committee will stand unless overturned by the Executive Board or Convention of the American Sokol.

n) Further appeal from the decision can be made by Appellate Procedures. (See Article 26)

Article 72. Appellate Procedure

See Article 26.

Article 73. Voting of Units on Amendments to the Constitution and Bylaws and Special Issues

See Article 27.

APPENDIX

RECOMMENDED AMERICAN SOKOL RULES OF PROCEDURE

1. The Sokol greeting shall be “Nazdar!” and members shall address each other as “Brother” or “Sister”.
2. All proceedings should be proper and worthy of the enlightened mission of Sokol.
3. All personal terms listed in the Constitution and Bylaws shall be considered non-gender specific unless stated.
4. Every adult American Sokol member has the right to attend the meetings of any Sokol Unit or District in the American Sokol as a guest, without voting rights. Every adult member of a Sokol Unit has the right to attend the committee meetings of that Unit as a guest, without voting rights.
5. Attendance at a meeting by telephone or similar technology is allowed if authorized by that body.
6. Each body or committee sets the minimum number of members needed for a quorum.

GENERAL MEETING PROCEDURE

1. Sokol meetings generally follow the procedures set forth in the current authorized edition of Robert’s Rules of Order.
2. Only omissions or errors of the Secretary may be corrected in the minutes of preceding meetings.
3. If there is no objection, the President shall decide upon the questions of procedure without debate. If there is any objection, the question is submitted to the assembled members for decision.
4. The meeting is opened and conducted by the President, or the Vice-President in the President’s absence. If neither the President nor Vice President(s) are present, the Secretary calls the meeting to order and calls for the election of a Chair pro-tem.
5. Voting will be by show of hands unless a roll call or secret ballot is requested.
6. The presiding officer has full voting rights, however, to protect his impartial position should not exercise those rights unless his vote would affect the outcome; either to break or cause a tie; or to achieve or not achieve a required percentage (50% or 67%).
7. Should the presiding officer decide to participate in a debate, he surrenders the chair to the Vice-President or next succeeding officer for the duration of the issue.
8. It is the duty of everyone present to behave properly and attend to the proceedings. No one may speak without the President’s permission.
9. Whoever wishes to speak asks the President for the floor. Securing it, the individual rises and addresses the President, never another individual.
10. Only one member may speak at a time.
11. If a number of members request the floor at the same time, the President shall decide, according to his own notations, the order in which they shall speak.
12. The speaker must restrict himself to the matter under discussion, and avoid insulting or indecent language, or personal attacks. Failing this, the President will call the speaker to order. If the speaker continues improperly, the floor will be taken from him and permission denied to speak further on the matter under discussion.

13. No one should interrupt the speaker in any way except to call him to order if it is felt he is straying from the matter under discussion. The President decides the issue.

14. A motion without a second is not acted upon.

15. Two different motions cannot be presented at the same time.

16. Every member has the right to speak twice to each motion, except the person proposing the motion who may speak three times. No one will be permitted to speak a second time until all those who requested the floor had the opportunity to speak once. Anyone wishing to speak for a third time must secure the permission of the assembly. If a time limit has been set for each speaker, they may continue beyond the time limit only with the permission of the assembly.

17. The President may direct that a motion be tabled for study by the proper committee or a newly formed committee before further action is taken in open meeting.

18. A motion may be withdrawn or amended only with the agreement of the proposer and the person seconding it.

19. During the discussion of any motion, it is permissible to make any of the following motions: a) to adjourn the meeting, b) to table the motion, c) to end debate and vote, d) to postpone the issue, e) to send to committee. An immediate vote will decide the request.

20. If a motion to end debate is passed, those who had requested the floor before the motion was carried are allowed to speak.

21. A matter that has been tabled cannot be acted upon if another matter has not been presented in the meantime.

22. The President names the members of temporary committees. It is customary for the President to name first the member who made the motion for the committee, who becomes the committee chair.

23. A motion to reconsider a matter that has already been voted on must be presented by a member who did not vote with the non-prevailing side. If the motion to reconsider receives a two-thirds (67%) vote of those present the original decision is set aside and a new motion proposed.

SOKOL MEMBERSHIP PLEDGE

I, _____,

(Member's Name)

as a condition of membership in

_____

(Unit Name)

of _____

(City, State)

agree to abide by the Bylaws of the American Sokol,

the _____ District,

and this Unit, Sokol _____.

I promise that in my speech and actions I will endeavor to strengthen the American Sokol. Further, when participating in Sokol activities, I will conduct myself in a manner that honors Sokol goals.

SOKOL INSTALLATION CEREMONY

(suggested)

Brothers and Sisters:

You have been duly elected to an office that is vital and important to the proper conduct of

_____

District/Unit

Before you are duly installed, I shall read to you the obligation that you are expected to follow:

In the presence of the brothers and sisters assembled, you promise, on your honor as a Sokol, to perform the duties of the office to which you have been elected.

You further promise to abide by all rules, Constitution and Bylaws of the American Sokol as well as any Bylaws of

_____

Unit Name

and the _____

District Name

You further promise to do all in your power to promote and further the SOKOL IDEA and teachings.

You further promise to convey to your successor any and all papers, documents and moneys that have been entrusted to you during your tenure of office.

Do you promise faithful observance of the obligation just read to you?

ANSWER: I DO

By my authority, I now declare you duly installed in the office to which you have been elected.

ORDER OF THE DAY

(suggested)

1. Calling of meeting to order
2. Pledge of Allegiance to the Flag of the United States of America.
3. Record attendance of officers.
4. Approve the minutes of last meeting.
5. Applications for membership.
6. Reports on candidates.
7. Admission of new members.
8. Reading of correspondence and bills.
9. Reports of officers.
10. Reports of committees.
11. Deferred or unfinished business.
12. New business.
13. Nomination of officers. (Annual Meeting)
14. Election of officers and committees. (Annual Meeting)
15. General motions and discussions.
16. Report of receipts and disbursements.
17. Adjourning of meeting --- group singing.

APPLICATION FOR MEMBERSHIP *(suggested)*

SOKOL UNIT _____

Date**:** _____

Title: Mr**.** _____ Mrs. _____ Ms. _____

Name: _____

Address: _____

City: _____State: _____Postal Code (Zip+4): _____

Email: _____Telephone: _____

Birth Date/or Birth Year: _____ Male _____ Female _____

Publication Communication Preference: Mail _____ Email _____

U.S. Citizen or legal resident of USA? Yes _____ No _____

Upon admission to membership, I promise to be governed by the Bylaws of the American Sokol Organization and my local Unit in all my activities on their behalf.

Applicant's Signature: _____

Sponsor's Signature: _____

For Office Use
Date Installed as Member: _____

Member Type: Voting _____ Non-Voting _____

Date entered on National Database: _____