



# **S.A.L.T. BY LAWS**

## **STUDY OF ANCIENT LIFEWAYS & TECHNOLOGIES**

### **ARTICLE 1 - NAME / PURPOSE**

**SECTION 1 - NAME:** The name of this organization shall be **Study of Ancient Lifeways and Technologies (S.A.L.T.)**

**SECTION 2 - PURPOSE (MISSION STATEMENT):** S.A.L.T.'s primary goal is to understand, practice and share all life skills and arts of the ancient world. This is accomplished by regular Skills Meetings and informing the public through various Events.

### **ARTICLE 2 - MEMBERSHIP**

**SECTION 1 - ELIGIBILITY FOR MEMBERSHIP:** Application for voting membership shall be open to all persons who support the Mission Statement in Article 1 Section 2, participate in monthly Skills Meetings, and volunteer at S.A.L.T. Events. Membership shall be granted after completion and receipt of a Membership Application and Dues paid.

**SECTION 2 - ANNUAL DUES:** The amount required for annual dues shall be \$12.00 for an Individual and \$24.00 for a Family.

**SECTION 3 - RIGHTS OF MEMBERS:** Each member in good standing shall be able to vote at the Annual Meeting for the election of Officers. Each member must be present to vote.

**SECTION 4 - RESIGNATION / TERMINATION:** Any member may resign by filing a written resignation with the secretary. Resignation/Termination shall not relieve a member of unpaid dues or other charges previously accrued. There will be no refund of dues paid. A member can have their membership terminated by a majority vote of the Board of Directors.

**SECTION 5 - VOTING CATEGORIES:** The Board of Directors has the authority to establish voting and non-voting categories of membership, i.e. members-at-large.

### **ARTICLE 3 - MEETINGS**

**SECTION 1 - REGULAR MEETINGS:** Skills Meetings shall be held monthly. Typically business is not discussed in Skills Meetings other than notifications and clarifications of an informational nature.

**SECTION 2 - BOARD MEETINGS:** Board of Directors Meetings will be held quarterly. Meetings will be held at a time separate from regular meetings.

**SECTION 3 - SPECIAL MEETINGS:** Special Meetings may be called by the President, or a simple majority of the Board of Directors, or a petition signed by 5% of the voting membership. A 14 day notice is required. The reason for the special meeting will be included in the notification and no other business may be discussed at that meeting.

**SECTION 4 - NOTIFICATION OF MEETINGS:** A minimum of a 14 day notice is required for all Meetings. Notification may be by e-mail or printed in the monthly newsletter.

**SECTION 5 - ANNUAL MEMBERSHIP MEETING:** An annual meeting of the membership shall take place in the month of January, a specific date and time and location of which will be designated by the President. At the Annual Membership

Meeting, the membership shall elect the Officers that are up for election, receive reports on the activities of the group, approve the Budget, and determine the direction of the group for the coming year.

**SECTION 6 – QUORUM:** Board meetings and Special meetings require 60% of the Board Members. Annual meeting requires 60% of the Board Members and any number of the voting membership present.

**SECTION 7 – VOTING:** All issues to be voted on shall be decided by a simple majority of those present at the meeting provided a quorum exists. If a member's dues are not current, they will not be allowed to vote. No voting by proxy.

**SECTION 8 – ELECTRONIC MEETINGS:** Electronic meetings and voting are prohibited, including e-mail, text and telephone. However, electronic discussion among members is authorized. Official notifications, reminders, requests, etc. are authorized.

## **ARTICLE 4 - BOARD OF DIRECTORS**

**SECTION 1 – THE BOARD'S ROLE, SIZE AND COMPENSATION:** The Board is responsible for maintaining overall policy and direction of the organization and delegates responsibilities to members and committees. It organizes and approves subjects for Skills Meetings and Event participation. The Board consists of the Executive Committee (President, Vice-President, Secretary and Treasurer) and at least three, but not more than four Board Members. Board members receive no compensation other than reimbursement for authorized expenses.

**SECTION 2 – QUALIFICATIONS:** Must be a member in good standing for at least two years and has attended and participated in a majority of meetings and events during that time.

**SECTION 3 – TERMS:** All Executive Committee Members will serve a two-year term and are eligible for re-election. President and Treasurer are up for election on even numbered years and Vice-President and Secretary are up for election on odd numbered years. All regular Board Members will serve a one-year term and all are eligible for re-election.

**SECTION 4 – OFFICERS AND DUTIES:** There shall be four Executive Officers on the Board of Directors consisting of a President, Vice-President, Secretary and Treasurer.

The **PRESIDENT** shall convene regularly scheduled Board Meetings, preside at all Meetings or arrange for other members of the Executive Committee to preside in the following order: Vice-President, Secretary, Treasurer.

The **VICE-PRESIDENT** shall preside over meetings in the President's absence and carry out duties assigned by the President such as membership recruitment.

The **SECRETARY** shall be responsible for keeping records including a membership list and dues status as reported by the Treasurer, recording Board actions, taking minutes of all Board Meetings, sending out announcements, disseminating information through the monthly newsletter as the Editor and distributing copies of agendas and previous meeting minutes at each Board Meeting.

The **TREASURER** shall maintain the organization's receivables and payables, make a monthly report to the Board, assist in the preparation of the Budget, make financial information available to the Board and keep a current list of membership status.

**SECTION 5 – VACANCIES:** When any vacancy on the Board exists, the Secretary must receive nominations for new members from the present Board no less than 14 days in advance of the next Board Meeting. These nominations shall be sent out to the Board Members with the regular Board Meeting Agenda to be voted on at the upcoming Board Meeting. These vacancies will be filled only until the end of the replaced Board Member's term.

**SECTION 6 – RESIGNATIONS, TERMINATIONS AND ABSENCES:** Resignation from the Board must be in writing and received by the Secretary. A Board Member may be terminated from the Board due to excess absences, more than two unexcused absences from Board Meetings in a year or more than one-third of the other meetings and events. A Board Member may be removed for other reasons by a three-fourths vote of the remaining Board Members.

## **ARTICLE 5 - COMMITTEES**

**SECTION 1 – COMMITTEE FORMATION:** The Executive Committee may create committees as needed. The powers and duties of any committee shall be defined by the Executive Committee. No action will be taken by any committee without the consent and approval of the full Board of Directors.

**SECTION 2 – SPECIAL PROJECTS:** The President may appoint an ad hoc of three or more persons to facilitate any special project that may arise.

**SECTION 3 - EXECUTIVE COMMITTEE:** The four Officers serve as the members of the Executive Committee. They carry out the agenda approved by the Board of Directors between meetings; organize and prepare for upcoming meetings and events; disseminate information to the membership in a timely fashion; prepare an agenda and budget for approval at the annual meeting; and carry out other necessary business which is subject to the direction of the full Board of Directors.

## **ARTICLE 6 - AMENDMENTS**

**SECTION 1 – AMENDMENTS TO THE BY LAWS:** The BY LAWS may be amended at the Annual Membership Meeting, requiring a 30 day notice sent to all members, and a two-thirds vote of all members present.

## **ARTICLE 7 - SPENDING**

**SECTION 1 – BUDGET:** A budget will be created by the Budget Committee and presented at the Annual Meeting for approval.

**SECTION 2 – NON-BUDGETED SPENDING:** Non-budgeted spending requires a 14 day notice to all Board Members. The vote requires a quorum of Board Members present and can be made at any scheduled meeting.

**SECTION 3 – FINANCIAL REPORT:** A Financial Report from the Treasurer is required prior to voting on any non-budgeted expenditure.

## **ARTICLE 8 - CODE OF CONDUCT**

**SECTION 1 – INTENT:** The purpose of this article is to ensure a safe and friendly non-judgmental tolerant atmosphere at group meetings and events. In order to attract and retain a diverse group of people and benefit from their experience and point of view, all members need to be mindful of their speech and conduct.

**SECTION 2 – NO OFFENSIVE LANGUAGE OR CONDUCT.**

**SECTION 3 – PERSONAL COMMENTS:** No comments about political, racial, religious, ethnic or lifestyle issues.

**SECTION 4 – ALL MEMBERS SHOULD STRIVE FOR A FRIENDLY INCLUSIVE DEMEANOR.**

**SECTION 5 – CHILDREN:** All young children need to be accompanied and supervised by a parent or guardian. If the Skills Class is not appropriate for young children, it is the parents' responsibility to keep their charges occupied and well-behaved.

## **ARTICLE 9 - RULES OF ORDER**

**SECTION 1 – ROBERT’S RULES:** Robert’s Rules of Order shall be the primary authority for all matters of procedure not covered by the S.A.L.T. BY LAWS. The specific reference is *Webster’s New World, Robert’s Rules of Order, Simplified and Applied*. 2001092064.

## **ARTICLE 10 - RECESSION**

This document supersedes all previously issued documents relating to BY LAWS published for S.A.L.T. (Study of Ancient Lifeways & Technologies).

## **ARTICLE 11 - CERTIFICATION**

These S.A.L.T. BY LAWS were voted on and ratified at the  
S.A.L.T. Annual Membership Meeting  
on January 21, 2017