



Leisure World Association for African American Culture (LWAAAC)

BYLAWS

Article 1 - Name

The official name of the organization is Leisure World Association for African American Culture (LWAAAC).

Article 2 – Mission

The mission of the organization is to provide the residents of Leisure World of Maryland with opportunities to experience and celebrate the rich cultural heritage of African Americans which encompasses various aspects of history and traditions, educational endeavors, entertainment and the arts, guest speakers, social and recreational activities, and participation in Leisure World community events.

Article 3 – Endorsements

The organization operates on a not-for-profit basis without tax exempt status.

The order of business for the organization shall follow the current edition of “Robert’s Rules of Order.”

The organization is committed to nondiscrimination and does not differentiate based on race, color, national origin, religion, politics, disability, age, gender, sexual orientation, or marital status.

The organization shall not endorse or promote any national, state, or local political candidate or party nor give preference to any religious beliefs. Any political candidate or political party representative wishing to speak at organizational meetings or events must receive prior approval of the board.

The organization may participate in non-partisan demonstrations in support of civil rights and social justice issues.

Announcements or sales of products, services, and activities by individuals or vendors during organizational meetings and events are prohibited unless prior approval is granted by the board of directors (hereinafter referred to as the “board”).

Article 4 – Membership

Section 4.1 Eligibility

Leisure World residents: Membership is open to all residents of Leisure World of Maryland who pay the required annual dues and support the organization's mission.

Non-Leisure World residents: Membership is open to non-Leisure World residents (hereafter referred to as "associate members") and is limited to ten (10) percent of the total organizational membership. Associate membership in Interest Groups shall also be limited to ten (10) percent of the total Interest Group membership. An associate member shall be sponsored by a current member of the organization. Associate members shall enjoy all rights and privileges except for serving as elected officers.

Section 4.2 Fiscal Year

The fiscal year of the organization starts on July 1 and ends on June 30 of the following year.

Section 4.3 Dues

The amount of dues shall be approved by the membership based on recommendations of the board of directors.

Payment of dues covering the fiscal year is a requirement for membership. The full amount of annual dues for new and renewed membership shall be paid regardless of the time of year.

Members reaching ninety (90) years of age in a calendar year shall be granted lifetime membership and exempted from paying membership dues.

Article 5 – Officers

Section 5.1 Officers

The officers of the organization shall be elected by the membership. The officers shall be a president, vice president, secretary, financial secretary, and treasurer.

Section 5.2 Duties of Officers

President – The president shall be responsible for ensuring that the organization fulfills its mission and adheres to its by-laws.

The president presides over all board, executive committee, and membership meetings. These duties shall not be delegated to a subordinate officer unless the president is unable to perform the duties.

The president shall be an ex-officio member of all committees, except for the nominations and election committee.

The president with consent of the board shall appoint all standing and special committee chairpersons, a parliamentarian and other individuals to perform duties which do not fall under the assigned duties of officers or committees.

The president shall make all recorded and written announcements to the general membership. The president with the consent of the board may delegate certain activities to board members.

The president shall sign all written contracts and binding agreements upon the approval of the board. This includes, but not limited to, societies, clubs, associations, non-profit and not-for-profit businesses, corporate establishments, and similar external organizations. The president with the consent of the board may delegate certain activities to board members.

The president shall present an annual report at the annual membership meeting in June of each year.

Vice President - The vice president shall perform duties as assigned by the president and fulfills the presidential duties in the temporary absence of the president. If the president becomes incapacitated or unable to serve, the vice president shall serve as acting president for the remainder of the term.

Secretary – The secretary shall record, transcribe, and distribute the minutes of the board, executive committee, and membership meetings. The duties shall include agenda assistance, meeting announcements, quorum certifications, correspondence collection and distribution from all physical and electronic mail sites.

In the absence of the president and vice president, the secretary shall preside over all meetings.

Financial Secretary - The financial secretary shall receive all funds, maintain accurate records, issue receipts, and transfer funds to the treasurer.

The financial secretary shall report financial information at meetings.

The financial secretary shall serve as a member of the finance committee. In the absence of the treasurer, the financial secretary shall perform the duties of that position.

Treasurer - The treasurer shall maintain accurate records of funds received from the financial secretary, deposit monies in a designated financial institution, and disburse funds as approved by the board.

The treasurer shall report financial information at meetings.

The treasurer shall present an annual financial report at the annual membership meeting in June of each year. The treasurer shall serve as the chairperson of the finance committee. In the absence of the financial secretary, the treasurer shall perform the duties of that position.

Section 5.3 Nominations, Election, and Installation of Officers

The nominations, election, and installation of officers shall be held every two (2) years.

A nominations and election committee shall be composed of one board member and up to four members elected by the membership at the biennial membership meeting in January of the election year. The committee shall select a chairperson and manage the nominations, voting and election process.

Eligibility of candidates. Any Leisure World resident who has been a member of the organization for at least one (1) year and has paid dues for the current year is eligible to be nominated for office.

Any nominations and election committee member who becomes a candidate for office shall resign from the committee.

No officer shall serve more than two (2) consecutive terms in the same office. If an individual has previously held an office for two (2) consecutive terms, that individual may only become a candidate for the same office again after a two-years break in service has elapsed.

Slate of candidates, voting, and election. The committee shall present the membership with either a contested or uncontested slate of candidates with instructions for acclamation or ballot voting for the election. In the event that unforeseen circumstances arise that prevent compliance with the established rules, the board shall determine the appropriate actions for conducting the voting and election.

The committee shall deliver a final report to the board following the election and thereafter, it shall be disbanded.

Installation of officers. Newly elected officers shall be installed into office by an outgoing board member at the annual membership meeting in June of the election year. The two-years term of office shall begin on July 1 following the installation.

Section 5.4 Terms of Office, Vacancies, and Removal of officers

Terms of office. Officers shall be elected by the membership and installed into office for two years at the annual membership meeting held in June of the election year. The two-years term of office shall begin on July 1 of the election year.

Vacancies. If an office becomes vacant at any time, the president with the consent of the board shall fill the vacancy by appointment or special election.

Removal of officers. An officer shall be removed for cause from the board by two-thirds vote of the board. The cause of removal shall be absenteeism, neglect of duties, abuse of authority, misuse of funds or other misconduct that calls into question an officer's fitness for office.

The accused officer shall be notified by the board of the intent of removal and given thirty (30) days to respond or submit a resignation. Upon receipt of a resignation notice, the board shall acknowledge receipt of the notice.

Article 6 – Board and Executive Committee

Section 6.1 Composition of the Board

The Board shall consist of the elected officers, chairpersons of standing committees, immediate past president, and parliamentarian.

Section 6.2 Duties and Powers of the Board

The board shall supervise and direct the affairs of the organization and approve all activities, funding and expenditures. All board members, except the parliamentarian, shall be entitled to motion and voting privileges.

Section 6.3 Board Meetings

The first board meeting shall be held in July of each fiscal year and then monthly, either in-person or virtually.

Board members shall notify the president in advance if unable to attend meetings. Board positions shall be declared vacant in accordance with Article 5, Section 5.4 of the bylaws.

Actions taken by the board may be announced at the membership meetings.

A quorum for conducting business at board meetings shall be fifty (50) percent of the members of the board.

Board meetings shall be announced and opened to the membership for observation.

Section 6.4 Executive Committee of the board

The executive committee of the board shall consist of elected officers and the immediate past president.

In the event of a critical or sensitive matter and at the discretion of the president, the executive committee shall meet in closed session. A total of fifty (50) percent of members constitutes a quorum.

Individuals who are directly involved with the matter may attend the closed sessions at the discretion of the president.

Actions taken by the executive committee may be reported to the board and at the membership meetings depending on sensitivity.

Article 7- Parliamentarian and Immediate Past President

Section 7.1 Parliamentarian

The parliamentarian shall serve on the board as an appointee to advise the president on parliamentary procedures.

The parliamentarian shall maintain a position of impartiality, and does not make motions, participate in debates or vote except for a ballot vote.

The parliamentarian may be asked by the president to chair a bylaws committee to review the current bylaws for clarity and completeness. The parliamentarian as chairperson of the bylaws committee shall submit any proposed amendments or revision of the bylaws with rationale to the board for consideration.

Section 7.2 Immediate Past President

The immediate past president shall serve as a member of the board and the executive committee for the two-years term following the completion of one's presidency.

The immediate past president may serve as an advisor and provide institutional knowledge and insight based on recent experience.

The immediate past president may serve on or chair committees, except for the nominations and election committee.

Article 8 – Committees

Section 8.1 Standing Committees

The standing committees of the organization shall be community services, finance, liaison and amenities, membership, programs, public relations, and technology. Each standing committee shall consist of three or more members.

Standing committees shall comply with the bylaws and the organizational manual, "Policies and Procedures."

Standing committees shall prepare estimated annual budgets and shall not initiate activities requiring funds without prior approval from the board.

Standing committees shall upload final and historical documents to the data repository for cloud storage.

Standing committees may partner with other Leisure World groups to advance the goals of the organization.

Standing committees shall not engage in partnership with non-Leisure World groups without the prior approval of the president and consent of the board. This includes, but not limited to, societies, clubs, associations, non-profit and not-for-profit businesses, corporate

establishments, and similar external organizations.

Chairpersons of standing committees shall be board members and also operate under the authority and oversight of the board.

Chairpersons of standing committees may be removed for cause from the position by president with consent of the board. The cause of removal shall be absenteeism, neglect of duties, abuse of authority, misuse of funds or other misconduct that calls into question a chair's fitness for the position.

Section 8.2 Duties of Standing Committees

Community Services Committee

The community services committee shall initiate and implement projects and activities to support the identified community needs within Montgomery County, Maryland. The committee shall have a minimum of two projects or activities per year.

The committee shall partner with external community programs within Montgomery County, Maryland, approved by the board to promote the education, health and welfare of the membership and other residents of the Leisure World community.

The committee shall manage the Education Assistance Program (EAP) to provide financial assistance to students in their pursuit of education and training.

Finance Committee

The finance committee shall monitor the financial resources of the organization.

The committee shall provide financial advice and budget oversight based on the estimated annual budgets and available funds to ensure that the organization is operating with financial resources necessary for services and activities.

Liaison and Amenities Committee

The Liaison and Amenities Committee shall establish and foster connections and facilitate engagements with the general membership, committees, and other Leisure World groups.

The committee shall reach out to members in need during sickness, death, and joyous occasions.

The committee shall raise awareness of programs, initiatives, and events of the organization and expand the organization's presence through public events.

Membership Committee

The membership committee shall manage the membership registration system for the organization. The committee shall not collect personal information or biometrics in the registration database system without the approval of individual members of the organization.

The committee shall plan, coordinate, and implement a recruitment and orientation activity for the fall membership meeting held in October of each year.

The committee shall plan and execute recruitment and renewal initiatives continuously throughout the year.

The committee shall participate in the Community Club Fair.

Programs Committee

The programs committee shall be the event manager and source for planning, organizing, collaborating, and executing a wide range of cultural, educational, and social activities to support the mission and goals of the organization.

The committee shall work in partnership for Leisure World annual events, such as Juneteenth celebration, July 4th activities, Kiwanis Club Cultural Fair, and other activities.

Public Relations Committee

The public relations committee shall be a designated contributor to the Leisure World of Maryland News and other informative communications.

The committee shall be the contact for general information about the organization.

The committee shall maintain the organizational displays in the Leisure World showcase and ensure the proper usage of the official logo, colors, and motto of the organization.

Technology Committee

The technology committee shall provide short-and long-range planning for all technology initiatives, innovation, vision, goals, program objectives/strategies and activities, infrastructure, evaluation and budgeting.

The committee shall collaborate with all organizational components.

The committee shall maintain the organizational websites, event calendars, email accounts, and cloud storage.

Section 8.4 Special Committees

Special committees may be established with a chairperson appointed by the president with consent of the board to perform tasks for a specific time period that do not fall within the assigned duties of a standing committee.

Chairpersons shall not be board members but may attend board meetings pertaining to the assigned tasks.

In the event that funds shall be needed for assigned tasks, chairpersons shall submit requests for funding to the board.

Article 9 – Archives

Historical files and final documents originated by the committees shall be transferred to the data repository for cloud storage.

The data repository shall serve as the archives for long-term preservation, storage, accessibility, and retrieval of organizational records.

Direct access to the data repository shall be limited to the board. The membership needing historical information in the data repository may submit requests to the board.

Article 10 – Meetings

There shall be three major membership meetings (Fall, Biennial, and Annual) with the specific date and time of each meeting established by the board.

Monthly general membership meetings shall be determined by the president with the consent of the board.

Section 10.1 Fall Membership Meeting

The fall membership meeting shall be held in October of each year. The meeting shall be a recruitment and orientation activity organized by the membership committee.

Section 10.2 Biennial Membership Meeting

The biennial membership meeting shall be held every two (2) years in January of the election year to elect the nominations and election committee.

Section 10.3 Annual Membership Meeting

The annual membership meeting shall be held in June of each year. Annual reports from the president, treasurer, and chairpersons of standing committees shall be presented to the membership at the annual membership meeting.

The election and installation of officers for the next term of office shall be conducted every two years during the annual membership meeting.

Article 11 – Interest Groups

Section 11.1 Interest Groups

Interest groups may consist of members with common interests, causes, or activities that operate with the approval of the board.

Interest groups shall consist of at least ten (10) members and associate members. The percentage of associate members should be consistent with those defined in Article 4, Section 4.1 of the bylaws.

Interest groups shall maintain a current roster of members and associate members.

Interest groups shall comply with the organization's bylaws.

Interest groups shall provide the board with an annual report of the group's planned activities, by dates, for the year.

Interest groups shall participate in the Fall Membership Meeting to promote their groups and register members.

Section 11.2 Eligibility

Interest group participants shall be eligible members as defined in Article 4, Section 4.1 of the bylaws.

Participation in an interest group shall be open to all members and associate members.

Interest groups members shall select a chairperson by terms established by its members.

Section 11.3 Sponsorship

Interest groups seeking sponsorship by the board shall submit their request by providing the following information:

- Description of the group's purpose and rationale for sponsorship.

- A listing of interested members that would comprise the core of the group's participants.

- Planned list of activities or topics the group will be addressing.

- Budget or any financial support requirements.

Section 11.4 Dissolution

Sponsorship may be dissolved by the board based on any of the following criteria:

- Lack of sufficient member participation in the group's activities.

- Failure to comply with the bylaws.

- Failure to provide an annual report of the group's planned activities for the year.

- Failure to participate in the Fall Membership Meeting to promote their groups and register members.

Article 12 – Amendments and Revision

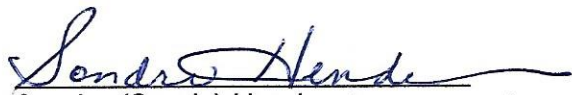
Proposed amendments to the bylaws or a revision shall be provided to the general membership 30 days before a membership meeting is held. The bylaws may be amended or revised by two-thirds vote of the membership present at the meeting.

A copy of amendments or revision shall be provided to the Lifestyle office, Leisure World of Maryland Corporation.

Article 13 – Dissolution

The organization may be dissolved by two-thirds vote of the general membership at a special meeting. The date and time of the meeting shall be specified by the board.

The distribution of assets shall be determined by the board.


Sondra (Sandy) Henderson
President

Sept. 2, 2024
Date


Janice A. Wallace
Recording Secretary

Sept. 2, 2024
Date