BYLAWS OF

**Mount Olives Association**

Mount olives association is a social and recreation club for Arab Americans of Mount of Olives heritage. It will also be referred to by the acronym MOA.

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# ARTICLE 1 – MEMBERSHIP

**Section 1.01 *Qualifications*:**

**(a)** Any U. S. person of Mount of Olives of Arab heritage, eighteen years of age or older of good character and reputation, is eligible for membership. Membership shall continue until forfeited or resigned.

**(b)** Membership: this club shall be open, except as limited herein as stated in article (1.01 a), to all persons without regard to race color or religion.

**Section 1.02 *Membership Classes***:

**(a) *Active*** - Any person possessing the qualifications above may be elected to active membership or as a board member. Active members shall pay membership fees and dues as shall be prescribed.

**(b)** ***Corporate Member*** - Corporate membership shall be conferred upon a specified number of individuals of a corporation making a substantial financial contribution to the club. The amount of the financial gift and number of corporate employees eligible for membership shall be determined by the aforementioned club. Corporate members shall be included on the club and shall be billed at the same rate and with the same privileges as an active member.

**Section 1.03 *Applications for Membership:***  Members to this club shall be elected in the following manner:

**(a)** A candidate for membership shall be sponsored by an active member of. The proposal for membership shall be delivered to the club secretary and shall contain the name, address and business or profession of the prospective member and any other information deemed necessary in order to determine qualifications for membership.

**(b)** The secretary shall promptly notify the membership of the candidate proposal in all open meetings or through the club’s website.

**(c)** The membership proposal may be submitted to the board of directors. In any event, it must go to the board and if the proposal is acted upon favorably by the board, the prospect shall be considered elected to membership and so notified.

**Section 1.04 *Initiation Fee***: The **initiation fee is 250**.00 payable upon acceptance of membership. the fee shall be waived for any member who joins the club before December 31, 2017

**Section 1.05 *Dues*:**

**(a)** a-1: Membership dues shall be **$240.00** per year per family, payable in advance; Members shall have the option of paying dues monthly, semi-annually, or annually in advance.

a-2: Family shall include Parents or parent and students under 24 years old.

**(b)** All dues shall be payable when billed by the treasurer. No member shall be deemed in-good-standing who is in arrears more than thirty days in payment of his or her semi-annual dues.

**Section 1.06 *Attendance*:**

Members shall be expected to attend meetings When the board calls for a general meeting except for unavoidable schedule conflicts due to personal or business matters

**Section 1.07 *Authority of Members:*** Each voting member shall have the right to vote on all matters submitted to or requiring a vote of members under these Bylaws including without limitation, the following:

* election of members of the Board of Directors;
* election of the President-elect;
* amendments to the Articles of Incorporation; and
* amendments to these Bylaws.

**Section 1.08 *Meetings:***

**(a)** ***Annual Meetings:*** The annual meeting shall be held as designated by the board of directors during the months of April or May for the election of officers and directors, for the presentation of annual reports and transaction of other business. The installation of officers and directors shall be held at a regular meeting in September, which may be designated as the installation meeting. The term of officers shall officially begin on the first day of October following their election.

**(c)** ***Business Meeting:*** This club shall have monthly business meetings. Any such business meetings may be postponed or dispensed with by the president or board of directors who may call business meetings at other times when deemed necessary.

**(d) *Special Meetings:*** Special meetings of the club may be called by the president or the board of directors or by any 12 members upon written notice to the secretary at least five days in advance of said meeting.

**(e) *Quorum***: A majority of one of the active members in-good-standing shall constitute a quorum at any meeting of the club.

**(f)** ***Rules of Order.*** Parliamentary procedure in all meetings of the club, board of directors and committees shall be in accordance with the most recent edition of *Robert’s Rules of Order,* as amended.

**Section 1.09 Termination of Membership**

**(a) *Resignation:*** The resignation of any member, when delivered in writing to the president or secretary, shall become effective immediately upon its acceptance by the board, providing all indebtedness of such member to the club has been paid. The board shall inquire into the cause of each resignation to determine why members resign to reduce membership terminations.

**(b)** ***Non-Payment of Dues:*** Any member owing dues or otherwise indebted to the club for a period of sixty days from the date when same becomes due and payable, may be terminated as a member. If he or she applies for reinstatement within sixty days from date of such suspension and pays all amounts owing to said date, the board of directors may, in its discretion, reinstate the member to good standing.

**(c)** ***Misconduct***: Any member who, by personal or business conduct, violates the principles or ethics of the club may be expelled from membership by the board of directors by a two-thirds vote of the entire board at a meeting called for that purpose, provided that said member shall have been given ten days’ notice in writing of such pending action together with a copy of the complaint against him, and shall be given opportunity for a full and fair hearing.

(d) ***Reimbursement***: Any member who resigns or his or her membership is terminated by the board has no right to paid dues or benefits when the club is dissolved.

**Section 1.10 Members in Good Standing**

**(a) *Definition***: A member shall be in-good-standing with this club if the following requirements are met:

(i) He or she is a duly initiated member of the club.

(ii) He or she is current in his or her dues and other financial obligations to the club.

**ARTICLE 2 – BOARD OF DIRECTORS**

**Section 2.01 *Composition and Term*:** The board of directors shall consist of the elected officers, not less than three or more than nine directors to be elected, dependent on size of club.)

**Section 2.02 *General Powers:*** The board of directors shall be the governing body of the club and shall have power to make such regulations and take such action as in its judgment may be necessary for the welfare of the club. The decisions of the board in all club matters shall be final, subject to appeal to the club.

**Section 2.03** ***Meetings***: The president shall be chairman of the board. He or she shall call regular meetings of the board at least once a month. He or she shall call a special meeting within five days after receiving a written request from three or more board members.

**Section 2.04** ***Functions***:

**(a)** The board shall be responsible for the appropriation of all funds of the club in accordance with the club’s budget, and shall, through the president or other duly authorized member of the board, approve all vouchers before payment by the treasurer. It shall designate the bank or depository for funds of the club, approve all investments of funds of the club and determine the amount of the bond that shall be given by the treasurer. It shall receive and approve the budget and the annual audit of the financial transactions of the club.

**(b)** It shall pass on all projects recommended by the project committee, which must be approved by a two-thirds vote of the entire board before submitting the same to a vote of the club membership.

**(c)** It shall pass upon all grievances, default, and complaints by or against a member, and may take such action as it deems appropriate on behalf of, or against, such member. It may, for good cause, declare an office vacant, upon two-thirds vote of the entire board, provided, however, before such action is taken; the office-holder shall be notified of such proposed action and shall be given an opportunity to be heard by the board.

**(d)** It may fill vacancies that occur during the year, except in the offices of president and president-elect, which offices shall be filled only as provided by Article 4 of the bylaws.

**Section 2.05** ***Quorum***: A majority of the members of the board shall constitute a quorum.

**ARTICLE 3 – COMMITTEES OF THE BOARD OF DIRECTORS**

**Section 3.01 *Standing Committees*:**

(a)The president shall appoint the following standing committees: (i) Membership and Retention, (ii) Community Service Projects, (iii) Programs and Entertainment, (iv) Fellowship and Attendance, (v)Budget and Finance, (vi) Governance, (vii) New Clubs - Extension, (viii) Publicity, (ix) Youth Work and (x) Fund Raising.

(b) These standing committees may be combined or divided or sub-divided as the president or board of directors deem necessary.

(d) The president may form a committee for a special purpose as warranted

(e) The president shall appoint the head of any committee.

**Section 3.02 *Duties***:

**(a)** ***Membership and Retention***: This committee shall encourage members to seek new members for the club and investigate the character, business, social standing, eligibility of all persons proposed for membership; shall accept or reject such proposals. Those approved shall be certified to the secretary for action in accordance with Article I – Section 1.03. The committee shall ensure that each new member is initiated into the club with an appropriate ceremony; is indoctrinated as to the purposes and goals of the club; and is promptly involved in a club project or activity. The committee shall work to retain existing members as well as seek new ones.

**(b) *Community Service Projects***: This committee shall devise and consider suitable and appropriate projects and shall devise ways and means whereby definite interpretation of the aims and objectives of the organization shall be given expression. The committee shall explore the needs of the community’s citizens. It shall take cognizance of all matters of civic, charitable or similar nature and recommendations of the Projects Committee shall constitute the basis for consideration of all projects of the club. Adoption of a project shall require a two-thirds vote of the entire board of directors. Thereafter the club shall approve such projects by a two-thirds vote at any club meeting.

**(c) *Programs and Entertainment***: This committee shall arrange and have charge of all programs for regular meetings of the club. The purpose of said programs shall be to provide each member with a better understanding of his or her community and world. It shall also have charge of all social functions, picnics and parties of the club, as may be directed by the board of directors.

**(d) *Fellowship and Attendance***: This committee shall notify the club of any illness or distress existing among its membership and send letters, telegrams or flowers to such sick and bereaved members. Members shall particularly devote their attention to the proper welcoming of new members, striving to encourage friendship among the members generally, and in conjunction with the board of directors, utilizing every reasonable effort to maintain the attendance of the club members at its meetings.

**(e) *Budget and Finance Committee***: This committee shall prepare a budget of the estimated income and expenses of the club for the year, and shall pass upon all major expenditures of the club, same having been recommended and approved previously by the board of directors. In the month of September each year, the committee shall cause an audit of the books to be made, and such statement shall be distributed to the membership.

**(f) *Governance***: This committee shall have consideration of all proposed amendments to the governance documents and report upon same to the board of directors.

**(g) *Publicity and website***: The Publicity Committee shall be responsible for supplying weekly notices concerning the club meetings to the members and further, shall disseminate all interesting information furnished them by officers of the club, chairmen of various committees,

**(h)** ***Fund Raising:*** This committee shall seek out new methods of fund raising for the club and seek to improve the existing methods and shall have the general responsibility and supervision over all clubs fund raising and conform to the clubs IRS nonprofit status.

**Section 3.03 *Other Committees***: In addition to standing committees, the president shall appoint special committees as the president or the board of directors may deem necessary.

**ARTICLE 4 - OFFICERS**

**Section 4.01 *Elected Officers:***

1. ***Composition* *and Term:*** The officers of this club shall be a president, one or more vice-presidents as desired, a secretary and two treasurers (one of which may be holding another office on the board). All officers shall hold office for one year, or until their successors are elected and qualified.
2. Number of officers may be increased due to the needs of the organization.

**(b) *Duties:***

**(i) *President.*** The president shall appoint all committees, shall preside at all meetings of the club and the board of directors and shall perform such other duties as ordinarily pertain to such office. He or she shall represent the club at all area and district-wide meetings. The president shall be an *ex officio* member of all standing committees. Within 15 days after his or her election, he or she shall select all appointed club officers. In the event of a vacancy in the office of president, the president-elect shall assume the office and title of president during the unexpired term of the president.

**(ii) *Secretary***. It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board and committees; record and preserve the minutes of such meetings; and perform such other duties as customarily pertain to such office. The secretary shall cause to have published a regular newsletter or bulletin to inform the membership of club activities.

**(iii) *Treasurers***.

(iii-1) There shall be 2 treasurers appointed, it shall be the duty of the treasurers to have custody of all funds, accounting for same to the club at its annual meeting and at any other time upon demand by the board of directors and to perform such other duties as pertain to his or her office. He or she shall collect all dues and funds of the club and deposit them in the bank or depository named by the board of directors. Upon his or her retirement from office, he or she shall turn over to his or her successor or to the president all funds, books and accounts or any other club property in his or her possession.

Disbursements of funds or signing any checks will require the signature of both treasures.

(iii-2) The treasures cannot hold the same office in consecutive years.

**(c) *Officer Training***: All officers shall participate in training sessions conducted or provided to become familiar with the duties of their respective offices as required by the policies of the club.

**ARTICLE 5 – ELECTION OF DIRECTORS AND OFFICERS**

***Selection and Procedure:***

**(a)** Directors and the elected officers of the club shall be elected at the annual meeting held on September of each year at a date set by the Board.

**(b)** The president in the first week of July shall communicate to all members to submit by email their wish to run for a post on the board.

**(c)** Any member who wishes to run for office must be in good standing with the rules of the club and submit his intent to run for office no later than August 10.

**(d)** 7 days before the annual meeting, the names of the nominees shall be furnished by email to the entire membership in-good-standing

**(e)** A ballot containing the names of the nominees shall be furnished to the members, upon which each member shall indicate his or her choice.

**(f)** The five nominees receiving the largest number of votes so cast, shall be declared elected for the terms of office commencing October first following the election.

**(g)** The two nominees with the largest number of votes shall be president then vice president.

**(h)** The president and vice president will appoint secretaries, treasures from the other elected members.

**ARTICLE 6 – RESOLUTIONS AND SUBSCRIPTIONS**

**Section 6.01 *Resolutions and Motions:*** No resolutions or motion to commit this club on any matter shall be considered by the club until the board of directors has considered it. Such resolutions or motions, if offered at a club meeting shall be referred, without discussion to the board, which after having considered the matter, shall submit its recommendations to the club. Having received the recommendations of the board, the club may then proceed to take such action as may seem proper to the majority.

**Section 6.02 Assessments:**

1. The board may levy assessment, increase initiation fees or increase the membership dues to meet the needs and expenditures of the club.
2. Any assessments or increase in initiation fees or dues must have a simple majority vote of good standing members.

**Section 6.03 *Expenditures:*** The expenditure of the club’s funds more than the amount of $75.00 for any purpose whatsoever shall not be made except on the recommendation of the board of directors, or as specified in the club’s budget.

**ARTICLE 7 – A CLUB YEAR**

The fiscal and administrative year for the club shall be from October 1 of each year to September 30 of the following year.

**ARTICLE 8 - CHARTER SURRENDER**

***Procedure:***

The club may, by a two third (2/3) vote of the active membership, surrender its charter in accordance with the rules and regulations as proscribed the clubs Bylaws Section 1.10.

**ARTICLE 9 – AMENDMENTS**

**Section 9.01 *Procedure:*** These bylaws may be amended by a majority vote of active members in-good-standing present and voting at any regular meeting of the club, after recommendations by the board of directors, provided written notice of such proposed amendments shall have been given to members at least ten days prior to the meeting.

**Section 9.02** ***Subordination:*** No amendments or additions shall be made which are not in conformity with the club’s articles of incorporation and with the articles of incorporation and bylaws of the club. Any provision herein ruled by the club to conflict with, the articles of incorporation and bylaws of shall be void.