

By-Laws
Article 1
Executive Board and Its Duties

Section 1: The President's shall be:

- a. To preside at all meetings of this Association.
- b. To call meetings of the Executive Board, and with its concurrence, have control of the affairs of the Association in the interim between all scheduled meetings.
- c. To appoint all committees unless Association shall direct otherwise.
- d. To preside at all Executive Board meetings.
- e. To call special meetings.
- f. To make deposits and disburse all monies should the Treasurer be unable to perform those duties.

Section 2: The Vice President's duties shall be:

- a. To perform the duties of the President in their absence or at the President's request.
- b. To serve as Chairman of the program committee.
- c. To perform other duties as delegated by the President and the Association.
- d. To be in charge of publicity.

Section 3: The Treasurer's duties shall be:

- a. To collect the annual dues from the members, and distribute State dues and subscriptions as necessary. Notify members of delinquent dues?
- b. To be custodian of all monies received by the Association and keep accurate record showing the receipts and disbursements of all monies.
- c. To make a financial report at each meeting.
- d. To see that the President is Authorized to make deposits and disburse all monies if Treasurer is unable to perform these duties.
- e. To, at the end of their term, have all records, books, monies and other property of the Association delivered to their successor.

Section 4: The Membership Secretary's duties shall be:

- a. To serve as Chairman of the Membership committee.
- b. To keep a roll of membership and associated lists.
- c. To conduct correspondence to members and others as necessary.

Section 5: The Recording Secretary's duties shall be:

- a. To keep an accurate record of the minutes of all transactions of the Association.

Section 6: a. The Executive Board shall consist of the President, Vice President, Treasurer, Membership Secretary, Recording Secretary, Past President and two delegates-at-large.

- b. The Executive Board shall meet when the President deems necessary provided each Board member is individually notified of the time and place of such meeting at least 48 hours in advance.
- c. A majority of the board members shall constitute a quorum.
- d. It shall be the duty of the Executive Board to consider and discuss all matters pertaining to the general welfare of the Association. In cases of emergency it shall have power to act in

- behalf of the Association between regular meetings.
- e. Robert's Rules of Order shall be used in conducting the Executive Board meetings.

Article II

Nominations and Election of Officers

- Section 1:
 - a. A Nominating committee shall be appointed by the President at the September meeting.
 - b. The nomination committee shall present a slate of candidates for the elective offices at the October meeting. The slate shall consist of at least one name for each office.
Additional nominations may be made from the floor at this meeting.
- Section 2:
 - a. Election of Officers will be held at the November meeting.
 - b. Election of Officers shall be by secret ballot.
 - c. Members may vote by absentee ballot.
 - d. All officers shall be elected by majority vote.
 - e. The officers elected shall be installed at the beginning of the January meeting and shall assume their respective duties immediately.

Article II

Meetings

- Section 1:
 - a. Regular meetings shall be held on the third Thursday of the month in the months of January through May and August through November.
 - b. All members will be notified of the next meeting at least a week in advance.
- Section 2: Twenty percent of the membership shall constitute a quorum at any regular meeting. In the event of insufficient attendance at any regular meeting, business may be conducted upon $\frac{3}{4}$ vote of those present.
- Section 3: Only members in good standing, whose dues are current, shall be allowed to vote.
- Section 4: The regular order of business shall be in the order listed or at the discretion of the President:
 - a. Invocation
 - b. Introduction of visitor and guests
 - c. Announcements
 - d. Reading and approval of the minutes
 - e. Treasurer's Report
 - f. Reports of Officers and standing committees
 - g. Reports of special committees
 - h. Unfinished business
 - i. New business
 - j. Program
 - k. Questions and Answers
 - l. Adjournment
- Section 5: Membership in the Association is not required for attendance at the meetings.
- Section 6: Cancellation of meeting due to inclement weather or other dangerous conditions shall follow

the closing of Blue Ridge Community College, BRCC, on a meeting night.

Articles IV Dues

Section 1: Annual membership dues will be \$10.00 for a family of members living at the same residence.

Section 2: a. All memberships expire on December 31st of each year and dues are past due on March 1st of the following year.

b. All dues are payable in advance to the Treasurer of the Association and shall be due on January 1st of the fiscal year covered by said dues.

c. If dues are not paid by March 1st the person will be dropped from the roll.

d. A person who has been dropped from the rolls may be restored by paying the current years dues.

e. In order to borrow any of the club equipment or library books a member must be in good Standing.

Article V Committees

Section 1: Standing Committees of the Association shall be:

- a. Library
- b. Program
- c. Hospitality
- d. Membership and Attendance
- e. Mentorship
- f. Website

Section 2: Special Committees shall be:

- a. Nomination
- b. Auditing
- c. Committees deemed necessary by the President

Article VI Amendments

Section 1: These By-Laws may be amended by a $\frac{2}{3}$ vote of the members at any regular meeting provided the notice of the proposed change be presented at the preceding regular meeting of the Association.

Article VII Repealing Clause

Section 1: Upon acceptance by vote of the Association, this Constitution and By-Laws supersedes all previous Constitution and By-Laws. This Constitution and By-Laws was read and adopted by a $\frac{2}{3}$ vote of all members present at a regular meeting held November 16th 2023 at BRCC.