

CONSTITUTION AND BY-LAWS

Revised April 22, 2014 final

ARTICLE I: NAME

This Club shall be known as the RETIRED MEN'S CLUB OF ARLINGTON, INC.

ARTICLE II: OBJECTIVE

The objective of the club shall be to meet together:

1. for mutual diversion and to assist each other and our community in any manner possible;
2. to provide constructive activities for retired men;
3. to provide sociability and develop mutual interests;
4. to increase ,by group discussions, a knowledge of current problems; and
5. to visit members who are ill and/or shut-in.

ARTICLE III: OFFICERS

There shall be **eight (8) elected officers:**

1. President
2. Vice-President
3. Secretary
4. Assistant Secretary
5. Membership Secretary
6. Assistant Membership Secretary
7. Treasurer
8. Assistant Treasurer

ARTICLE IV: NOMINATION OF OFFICERS

1. **Nomination will be conducted under new business at the first and second general meetings in March of EVEN numbered years.**
2. **All nominated Officers, if elected, shall serve the same two-year term of office.**
3. **Nomination Committee consisting of 3 members of general membership appointed by President and joined with Secretary (non-voting) to select potential candidates.**
4. **Only paid-up members are allowed to be elected**
5. **Absentee ballots will be allowed and accepted (procedures to be drafted)**

ARTICLE V: ELECTIONS

Section 1(A)

1. Election of Officers shall take place at the first **general membership** meeting in April **of even-numbered years.**
2. If there is more than one (1) nominee for any office, ballots shall be prepared and a secret vote taken.

3. If there is any office with one (1) nominee, the President shall instruct the Secretary to cast one (1) ballot for each office with ONLY one unopposed candidate.

Section 1(B)

1. All elected Officers shall serve for two (2) years.

ARTICLE V: ELECTIONS (CONT'D)

Section 1(B) (Cont'd)

2. The elected officers will be sworn in at the second **general membership** meeting in April.
3. The terms of service for all officers shall be two (2) years, including the President and Vice-President.

Section 1(C)

Should any of the elected offices be vacated, during the term of service, the President shall fill the vacated office by appointing a club member to complete the term of office.

ARTICLE VI: THE EXECUTIVE COMMITTEE

The function of the Executive Committee shall be to define policy and to assist in conducting the affairs of the club. It shall be composed of all elected officers, the chairmen of all standing committees and past presidents.

1. Only Elected Officers and standing committees Chairmen may vote on matters presented to the Executive Committee.
2. The President shall preside as Chairman of the Executive Committee or appoint a member of the Executive Board as Chairman of the Executive Board.
3. A quorum of eight members is established for the proper conduct of an E-Board Meeting.

ARTICLE VII. STANDING COMMITTEES

HOSPITALITY COMMITTEE:

This committee is responsible for setting up and returning the hall to its proper condition for Executive Board meetings, general membership meetings and all functions.

SICK & WELFARE COMMITTEE:

This committee is responsible to report members' deaths or illnesses to the membership, send sympathy cards to families of deceased members and send get well cards to ill members. Periodic telephone calls are made to ill members or their families and to determine the status of the member's health. Report to the General Membership meetings listing the members who are ill and the current condition of their health.

PROGRAM COMMITTEE:

This committee arranges for bi-monthly speakers to address club members on appropriate topics at General meetings, purchases and presents gifts to the speakers as a token of appreciation. A member of this committee obtains a bio, welcomes and introduces the speaker. For specialized topics, the committee arranges for video recording of the speaker's presentation for potential broadcast on local cable TV.

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ARTICLE VII: STANDING COMMITTEES

AUDIT COMMITTEE:

1. The President shall appoint an active member, preferably with accounting experience as Chairman. Due to the sensitivity of this committee, the Executive Board must approve the appointment.
2. This committee shall biannually review the financial statements of any Committee that maintains a bank account or requires cash handling in its duties (i.e., Bowling, Golf, Singing Grandpops; General Fund, Special Events Fund; Membership, and Travel). The audit of these activities will require bank statements or equivalent in order that the Chairman may pass judgment as to the proper handling of Club funds.
3. Working with the Treasurer, the Chairman will assist the Treasurer in preparing and filing the required Massachusetts tax reporting forms

PUBLICITY COMMITTEE:

This committee will gather and disseminate Club activities information that is of interest to the public-at-large. The Committee shall inform local media (cable & newspapers) of Club activities (e.g., day and overnight trips, dances, dinners, charitable donations and scholarship awards).

MUSIC COMMITTEE:

This Committee is responsible for developing and presenting musical entertainment via the "Singing Grandpops". The Committee will perform at local nursing homes, assisted living facilities, civic organizations and veteran's hospitals. The Committee will schedule all practices and performances.

TRAVEL COMMITTEE:

1. This Committee will develop plans for trips for the calendar year.
2. This Committee prepares a request for quotes, negotiates price and signs contracts with travel agents for individual day and overnight trips.
3. This Committee will publicize the trips to members and others, collect the funds for each trip, pay the vendor invoices and turn any profits to the Treasurer for use in the General Fund.

SPECIAL EVENTS COMMITTEE:

The primary responsibility of this Committee is plan and conduct Club social functions (dances, parties, Members Only Christmas party) and to collect funds for and conduct the Century Club drawings each month. In addition, this Committee comprises four (5) subcommittees;

Bowling

Golf

Casino Travel

Pot of Gold Drawing

Cribbage Tournaments

BOWLING

The bowling chairman will direct the activities of the Bowling League (i.e., recruits bowlers, establishes teams, sets up the scoring mechanism, works with the Bowling Alley to establish pricing and resolves any issues that occur , collects weekly bowlers dues, plans and conducts a banquet and awards prizes,

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SPECIAL EVENTS COMMITTEE: (CONT'D)

GOLF

The Golf chairman will direct the activities of the Golf League (i.e., recruits golfers, establishes foursomes, sets up the scoring mechanism, works with the golf course to establish pricing and resolves any issues that occur, collects seasonal dues, plans and conducts two cookouts, plans and conducts a banquet and awards prizes

CASINO TRAVEL

1 Chairman conducts monthly day trips to Connecticut Casinos, alternating between Mohegan Sun and Foxwoods.

2. Chairman arranges for motor coach transportation, purchases refreshments and collects payment from participants.

POT OF GOLD DRAWING

1. Sells tickets prior to General Meeting in order to collect the “Pot of Gold”.

2. Counts total monies collected, divides into multiple prizes and reports totals to President.

3, Draws winning tickets and dispenses total “Pot of Gold” monies in \$50 or fewer increments.

CRIBBAGE TOURNAMENTS

1. This committee will sign-up tournament participants, collect weekly fees, track the scores of each player for a 12 week period.

2. Provide refreshments for tournament players.

3. Award weekly monetary prizes based upon the scores of a particular week.

4. Disburse tournament prize monies, based upon point rankings, at the completion of a cribbage tournament.

SERGEANT-AT-ARMS:

The sergeant-at-arms shall maintain proper decorum and conduct at all times at meetings and functions and may remove any person whose conduct becomes objectionable.

FINANCE COMMITTEE

1. President will act as Chairman of this Committee.

2. President may appoint a Finance Committee member as committee chairman.

3. President will appoint members of this Committee

4. This Committee will establish and publish an annual budget (Jan, 1–Dec. 31).

5. The Committee will review all spending requests and bring its recommendations to the E-Board for further action.

NEWSLETTER

1. Chairman prepares quarterly RMCA Newsletter.

2. Chairman delivers Newsletter to paid-up members both by US Mail and E-Mail.

3. Chairman gathers material for Newsletter from Chairmen of other committees.

4. Chairman, at discretion of the President, may distribute copies of the Newsletter to widows of deceased members.

SCHOLARSHIP

1. Chairman determines demographics of Club membership.
2. Chairman recommends to E-Board (based upon demographics) the schools that are eligible for scholarships
3. Chairman acts as liaison with Guidance Counselors of these schools and informs them of the award criteria.
4. Chairman oversees the distribution of scholarship awards to eligible schools.

VETERANS SERVICES

1. Chairman shall keep abreast of the latest announcement from the Department of Veterans affairs.
2. Chairman shall provide this information to Club members via the quarterly Newsletter.
3. Chairman will assist all Club veterans by keeping them informed of their entitlements and benefits.
4. Chairman will aid Club members in resolving their veterans' related problems.

MEMBERSHIP DATA MANAGER:

The membership data manager reports to the treasurer and is not a member of the E-Board.

1. Obtains the names, addresses, telephone numbers and e-mail addresses of members as they pay their annual dues.
2. Deposits annual dues payments as they are received
3. Develops an electronic data base of the membership using the information gathered.
4. Provides this information (via e-mail) to the officers and interested chairmen of standing committees.
5. Informs the Membership Secretary (at least once per month) of the current total membership.

ARTICLE VIII: MEMBERSHIP

1. Any man of good character and standing, who is partially or wholly retired, shall be eligible for membership.
2. The annual dues are payable annually by July 1st.
3. The dues for following year shall be suggested by the Finance Committee, presented to the Executive Board for approval and established by the Executive Board no later than February 15th for the next year (July 1st).

ARTICLE IX: MEETINGS

Section I:

Regular meetings shall be held on the second (2nd) and fourth (4th) Wednesdays of each month. Meetings will be called to order at 10:00 AM. Members may gather at 9:30 AM for social greetings and refreshments. All business shall be conducted under the guidance of Roberts Rules of Order.

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Section II: Order of Business:

1. Prayer and moment of silence for sick/departed members;
2. Salute to the Flag;
3. Singing of “God Bless America”;
4. Program Introduction;
5. President’s Remarks;
6. Guest Speaker;
7. Roll Call of Officers;
8. Reading of communications;
9. Reading of previous meeting minutes;
10. Birthdays (1st monthly meeting);
11. Treasurer’s Report (2nd monthly meeting);
12. Committees’ Reports;
13. Welcoming of new members;
14. Century Club drawing (1st monthly meeting);
15. Old or unfinished business;
(Secretary will maintain a log of unfinished business and report it until directed to close the item.)
16. New business and good of the Club;
17. Pot of Gold drawing;
18. Adjournment.

Section III:

Should the conduct of a member become objectionable, the presiding officer is empowered to dismiss said person. The dismissed member’s standing will be reviewed by the Executive Committee.

Section IV:

Fifty (50) members and a majority of elected officers (per Article III) must be present at a regular meeting to constitute a quorum.

ARTICLE X: BY-LAWS:

Terms of Office:

1. The term of service for all elected offices is two (2) years;
2. If an office has no nominated candidates at election time, the incoming President may appoint a member or elected officer to fill the term of service.
Full Job Descriptions are described in reference document dated February 2013

President:

1. Serves as chief executive and exercises responsibility for administration of all club business;

2. Assigns areas of responsibility to Executive Board members;
3. Appoints standing and ad hoc committees as deemed necessary for the benefit of the Club;
4. Presides over all club meetings, ensures the financial and administrative integrity of the Club;
5. Member of the Executive Board.

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ARTICLE X: BY-LAWS (CONT'D)

Vice-President:

1. Member of the Executive Board;
2. Assists the President in management and direction of the Club;
3. Conducts and oversees special studies or projects as assigned by the President;
4. Performs the duties as acting president in the absence of the President.

Secretary:

1. Member of the Executive Board;
2. Records minutes of all meetings (E-Board; General; Finance Committee);
3. Conducts roll call of officers and committee chairmen;
4. Reads the minutes of the previous meeting;
5. Files reports required by the Commonwealth of Massachusetts;
6. Retains all records (minutes, reports, etc.) in a secure place.

Assistant Secretary:

1. Member of the Executive Board;
2. Assists Secretary as directed;
3. Performs the duties as acting secretary in the absence of the Secretary.

Membership Secretary:

1. Member of the Executive Board;
2. Enrolls new or renewed members and collects their dues;
3. Reports enrollments to the Membership Data Manager;
4. Welcomes and introduces new members and provides them with a membership packet;
5. Periodically checks membership cards to insure that only members are present.

Assistant Membership Secretary:

1. Member of the Executive Board;
2. Assists Membership Secretary as directed;
3. Performs the duties as acting membership secretary in the absence of the Membership Secretary.

Treasurer:

1. Member of the Executive Board;
2. Delegates activities to Assistant Treasurer as required (Added)
3. Responsible for financial activities relating to the General Fund, Membership Dues, Special Events and Trip monies;
4. Maintains records documenting all transactions of these monies (e.g., bank statements for all accounts);
5. Working with the President and Executive Board, establishes an annual budget (January 1-December 31).
6. Reports quarterly to the Executive Board regarding Club's adherence to annual budget;
7. Reports monthly to Executive Board and general membership regarding all club accounts.

8. **Must have background in Finance/Accounting and managing investments**

Assistant Treasurer

1. **Member of the Executive Board**
2. **Manages Investment Portfolio under direction from Finance Committee**
3. **Reports to General Membership at first meeting of new quarter**
4. **Assist Treasurer as required**
5. **In Treasurer's absence performs all duties as acting Treasurer**
6. **Must have background in Finance/Accounting and managing investments**

ARTICLE XI: EXPENDITURES

1. The President is authorized to spend up to \$200 with no approval required;
2. The Executive Board is empowered to spend up to \$300 with no approval required;
3. All motions requesting the expenditure of more than \$300 shall first be presented to the Finance Committee. The Finance Committee will review the request and present its recommendations to the Executive Board;
4. If the Executive Board concurs with an approval by the Finance Committee, the request will be presented (in the form of a motion) at the next General Membership meeting.
5. The Finance Committee will review all requests for charitable donations and present their recommendations to the Executive Board.

ARTICLE XII: AMENDMENTS

The Executive Committee shall have the responsibility to amend or change any portion of the Constitution or By-Laws. Whenever it is deemed necessary that a change be made, the President shall appoint a committee to investigate and suggest changes for consideration of the Executive Committee. If the Executive Committee, by majority vote, accepts the changes, the changed Constitution and By-Laws will be presented at the next General Membership meeting. Copies of the amended Constitution and By-Laws will be made available to Club members.

