

Strait Air Volksgruppe  
**BY-LAWS**

**Article I Duties of Officers**

Section A: President

1. The president shall preside over each meeting and be responsible for keeping order at these meetings.
2. The president shall be responsible for maintaining adherence to the constitution and by-laws.
3. The president shall be the official spokesperson of the Strait Air Volksgruppe.
4. The president shall strive in this office for the continued prosperity of the club and to achieve objectives for which the organization was formed and have the power to operate so that the organization functions properly.

Section B: Vice-President

1. The vice-president shall assist the president in whatever capacity necessary.
2. The vice-president shall temporarily assume the president's office at meetings when the president is absent.
3. The vice-president will maintain contact with the chairpersons of each committee and report directly to the president.

Section C: Secretary/Treasurer

1. The secretary/treasurer shall be a combined position responsible for keeping accurate minutes of each meeting, including the recording of activities, and keeping accurate and up-to-date records of the financial affairs of the club.
2. The minutes shall include all monies received and disbursed. The minutes will also document any specially authorized disbursements approved by the membership. The minutes shall also include all motions made at the meeting along with the name of each person who makes and seconds each motion.
3. The office of secretary/treasurer will be the depository for club documents and executor of formal agreements and records for the club.
4. In the event that both the president and the vice-president are absent from a regular meeting, the secretary/treasurer shall preside over the meeting.
5. The secretary/treasurer shall give a financial report at each monthly meeting. This report will include all deposits and expenditures made during the previous month.
6. The secretary/treasurer shall prepare a proposed budget for membership review at the December meeting. This proposed budget will delineate expected receipts and expenditures for the coming year. The proposed budget will be voted on by the membership at the January meeting and if approved will be the basis of his/her recommendation for dues assessments for the new year.
7. The secretary/treasurer will make a motion and upon acceptance of the proposed budget by the membership at the January meeting will recommend the amount of dues for the coming year.

Section D: Executive Board and Executive Committee

1. The Executive Committee shall be comprised of the elected officers: President, Vice-President, and Secretary/Treasurer.
2. The Executive Board shall be comprised of the Executive Committee and Committee Chairpersons.

**ARICLE II QUORUM**

Section A: A quorum is required to pass any business coming for a vote at a meeting. A quorum shall consist of ten percent (10%) of the membership or three (3) members in good standing whichever number is greater.

Section B: If a member is unable to attend a meeting, that member may vote on a piece of business by proxy by sending his/her vote in writing to the official SAV e-mail address (straitairvolksgruppe@earthlink.net) or SAV USPS mailing address (currently: 241 Dietz Road; Port Angeles, WA). Such vote must be received before the meeting date at which the vote is to be taken.

### **ARTICLE III COMMITTEES AND THEIR DUTIES**

Section A: The president will appoint the Audit Committee Chairperson and members annually.

1. This committee will meet each January and audit the secretary/treasurer's books for accuracy, proper authorization, and comparison to the most recent bank statement.
2. The secretary/treasurer will respond in a timely manner to all Audit Committee requests and meet with them as required.
3. Upon completion of the audit the committee chairperson will make a report of findings to the president before the February membership meeting and to the general membership at that meeting. This report must be in writing.

Section B: Committees shall be formed to serve a specific function of the club and will not duplicate the functions of another established committee.

Section C: The necessity and formation of a committee shall be the responsibility of the board of officers.

Section D: The chairperson of a committee shall be selected by the board of officers after calling for recommendations and volunteers from the membership.

Section E: It is the responsibility of each committee chairperson to fulfill the purpose of the committee and to report directly to the vice-president.

Section F: While working in the capacity as chairperson he or she will have the authority to delegate duties to committee members and will work in conjunction with the board of officers.

### **ARTICLE IV DUTIES AND FINANCES**

Section A: Amount of dues needed is established yearly by the secretary/treasurer (subject to membership approval).

Section B: Any additional amounts required beyond the annual dues will be voted on by the membership.

Section C: Annual dues are to be voted on by members present at the December meeting.

Section D: The fiscal year will run from January 1<sup>st</sup> through December 31<sup>st</sup>.

Section E: When fees are necessary for a particular event, members are eligible for a reduced fee whereas non-members must pay the full fee.

Section F: On their own and without a vote of the membership the president and secretary/treasurer may authorize expenditures up to \$30.00 total within one month solely for the organization's administration costs. Such actions must be presented to the membership at the next monthly meeting. No expenditures greater than \$30.00 can be made prior to membership approval.

Section G: Dues will be deemed delinquent if not paid by April 1<sup>st</sup> and the secretary/treasurer will notify by mail when a member becomes delinquent. Three consecutive months of delinquency will call for automatic revocation of membership.

### **ARTICLE V REMOVAL AND EXPULSION**

Section A: Voluntary

1. Any member may voluntarily resign his or her membership from the organization but no dues will be refunded.
  - a. The resignation may be submitted in writing to the secretary/treasurer.
  - b. Absence from six (6) consecutive meetings will be considered voluntary resignation unless the secretary/treasurer is notified otherwise in writing or by proxy at a club meeting.

2. An officer may resign but no dues will be refunded. The resignation must be submitted in writing to another officer and announced at the next membership meeting. Elections will be immediately held to fill the vacancy.
3. If the president resigns, the vice-president will immediately assume the office of the president and elections will be held to fill the office of vice-president.

Section B: Involuntary

1. Mandatory Expulsion:
  - a. Delinquency of dues or fees for greater than three months will be automatic expulsion. The secretary/treasurer will notify by mail the action taken.
  - b. Absence by an officer from three consecutive meetings will cause loss of position as officer but not membership without prior notice. An election will be held at the next membership meeting to fill the post.
2. Voted Expulsion: A member or officer may be expelled for cause, such as violation of organization rules, or for conduct prejudice to the best interests of the club as decided by a majority vote.
  - a. That such dereliction exists must be confirmed by a majority vote.
  - b. The charges will be summarized by the secretary/treasurer and sent to the charged at least 14 days prior to the expulsion vote.
  - c. Both the charged and membership will be notified at least 14 days prior to the vote of the date, time, and location of the vote.
  - d. The charged will be entitled to present a defense unless the charge is for Article IV, Section B, Subsection 1. Such defense will follow the charges read and prior to taking a vote.
  - e. No defense will be considered to Article IV, Section B, Subsection 1.

**ARTICLE VI AMENDMENTS TO THE BY-LAWS**

Amendments to the by-laws will be governed by the same requirements as Article VI of the constitution.

**Approved 12/6/09**

**Revised 11/4/12**