

BY-LAWS OF MATURE SINGLES PLUS

PREAMBLE

MATURE SINGLES PLUS is a social organization that recognizes the complex needs of the mature adult in a contemporary society. Change is integral in all lifestyles and growth are essential for adaptation. Educational, social, and economic issues that affect the mature adult will be addressed through programs and activities conducted by the organization.

ARTICLE 1

The name of the organization shall be known as: MATURE SINGLES PLUS.

ARTICLE 2

The mailing address for Mature Singles Plus may change time to time and will be noted in the Board of Directors minutes.

ARTICLE 3

PURPOSES

- A. Provide programs, discussions and book reviews that will give members knowledge in improving various areas affecting the well-being of the mature person.
- B. Provide emotional support and encouragement through support groups and friendships that are inherent in an organization with its usual feeling of group identification.
- C. Provide a networking system with the opportunity for members to exchange information leading to improvement of their physical and emotional well-being.
- D. Provide a list of activities and events that are available for member participation in the educational, social, and cultural fields.

ARTICLE 4

MEMBERSHIP

- A. Any person, fifty-five (55) years of age or older, and of good character interested in the purpose of the organization shall be eligible for membership.
- B. Each member releases the Mature Singles Plus its Officers, Directors and members from any liability resulting from injuries or damages incurred on club-sponsored functions and agrees to indemnify it and them from all damages, costs, and expenses incurred as a result of any member's actions.
- C. Membership dues are payable once a year on the first of March. These dues are non-refundable.
- D. Dues can be raised at the discretion of the Board of Directors.
- E. Members shall be suspended when their dues are thirty (30) days in arrears and shall be automatically terminated without further notice.
- F. No Officer or Board Member, Host or Hostess shall be personally liable for any bills or obligations of the organization, past or present, except for the payment of his/her dues unless fraud is involved.
- G. No person shall use the name or mailing list of the organization for any purpose without authorization of the Board of Directors, which is to be confirmed in writing by the Secretary of the organization. The name or mailing list of the organization shall not be used for personal gain.

- H. The Executive Board will handle all problems that may occur regarding a member's conduct in a closed Executive Session. Upon hearing a grievance and listening to witnesses involved, the Executive Board will give their recommendation to the Board of Directors at a closed session. The Board of Directors may suspend a member by a majority vote.
- I. Members may not benefit financially because of membership in the organization. Business solicitation by a member to another member is expressly forbidden.
- J. All members shall receive a copy of the Mature Singles Plus By-Laws.

ARTICLE 5

GOVERNING BODY

- A. The governing body of the organization shall be vested in the Board of Directors, consisting of the Officers and Board of Directors, but not less than three (3) Officers
- B. Said Officers shall be President, Vice President, Secretary, and Treasurer which shall comprise the Executive Board.
- C. The Officers of this organization shall be elected in the manner prescribed by the Bylaws and shall hold office for one (1) calendar year following their election or until their successors are duly elected.
- D. The Board of Directors shall be appointed by the Executive Board.

ARTICLE 6

DUTIES OF THE OFFICERS

- A. **The President** shall preside at all meetings of the organization and shall perform all such duties as are instilled to the Office of the President and are properly required of him/her. The President, Treasurer, and Secretary shall be the Officers who co-sign checks or drafts of the organization, two (2) signatures being needed. The President of the organization by virtue of his/her office shall be chairman of the Board of Directors. The President will only vote to break a tie.
- B. **The Vice President**, in the absence of the President, shall exercise all the functions of the President, shall be vested with all of his/her powers and shall be an active participant in the affairs of the organization. He/she shall be responsible for maintaining the calendar of events. He/she will serve in the capacity of any director who is unable to carry out his duty or has resigned, until a replacement has been found.
- C. **The Secretary** shall keep minutes of all regular and special meetings of the organization. He/she shall keep permanent records of all such minutes and proceedings. He/she shall keep a complete file containing correspondence concerning the functions of the organization. He/she may also sign checks when necessary.
- D. **The Treasurer** shall have charge of the funds of the organization and shall conduct its banking business. The Treasurer will give the Executive Board a monthly report of the conditions of the bank accounts and will have the current bank statement available for inspection at the Board of Directors meeting. Treasurer's books must be made available for auditing by a committee composed of non-executive board members at the close of our fiscal year. The Treasurer will prepare all required tax forms as needed.

- E. **The Past President** shall act as a facilitator and advisor to the new Board. He/she shall have no vote.
- F. **Member at Large** The main role of a Member at Large is to provide support to the Board of Directors and to act as an intermediary party between the Board and the rest of the membership. Their duties and responsibilities will vary and will most likely be determined by the club's current needs.

ARTICLE 7 BOARD OF DIRECTORS

- A. The Board of Directors shall make such rules and regulations covering its meetings as it may determine necessary.
- B. All Board of Directors meetings will be open for members to attend. The meeting's date, time, & place will be announced in the newsletter.
- C. A majority of members of the Board of Directors shall constitute a quorum.
- D. Established directorships are:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Newsletter Editor
 6. Membership Chairperson
 7. Member at Large

Additional directorships may be created at the discretion of the Board of Directors.

ARTICLE 8 COMMITTEES – NON-BOARD POSITIONS

- A. Nomination/Election Committee – The President shall appoint a Chairperson who shall select at least two (2) members to serve with him/her. The committee shall select a slate of officers to serve in the following year.
- B. Audit Committee – The President shall appoint a committee which shall audit the treasurer's books annually before January 31 of the following year. It will consist of two (2) or more non-executive board members and will report findings at a Board of Directors meeting.

ARTICLE 9 ELECTION OF OFFICERS

- A. At the Annual Meeting, the Nomination Committee shall present a slate of candidates to fill the Officer Positions if there are changes to the positions. Otherwise, if all officers remain the same a simple voice vote of present members approving the existing officers for another term. Nominations will also be taken from the floor.
1. The slate presented by the Nomination Committee shall have at least one (1) candidate for each office.
 2. Only active members in good standing shall be eligible to hold office.
 3. In the event that, after closing nominations, there is only one (1) nominee for each office on the slate of candidates, a unanimous ballot shall be declared. This shall be done by a motion from the Nominations Committee at the Annual Meeting. If there is opposition to any of the nominees on the slate of candidates presented by the Nomination Committee, an election by ballot shall be held. The election and installation of officers

shall be held at a time and place determined by the Board of Directors but at least prior to January of the next year.

- B. Officers can serve consecutive terms in the same office if a replacement candidate cannot be found.
- C. Voting shall be done by secret ballot. A ballot prepared by the Nominating Committee and used for this election **only** will be considered the official ballot. A tie vote shall be resolved by the flip of a coin.
- D. Voting privileges shall be given to individuals who are legitimate members.
 - a. The official ballot shall contain all the names of those candidates duly nominated according to the provisions of these bylaws.
 - b. All ballots received by the Committee shall be counted and recorded by this committee only. This shall take place on Election Day and be recorded with the Secretary. The Chairperson shall destroy all ballots after the election of the new officers.
- E. In the event of cancellation of any meeting that affects the election of officers, the Chairperson of the Committee with the President shall reschedule the election.

ARTICLE 10 MEETINGS

- A. There will be one (1) meeting of the general membership each calendar year for the purpose of conducting the business of the organization. This meeting shall be held at the Annual Meeting. The Board of Directors of the organization shall meet concurrently with this annual general meeting. At this annual meeting, motions may be made from the floor by the members and all members may vote on such motions. The quorum necessary to conduct this meeting shall consist of fifteen (15) members in good standing.
- B. The Board of Directors of the organizations shall meet periodically as decided by the Executive Board
- C. The Executive Board shall confer prior to these meetings, if needed, to discuss items that need to be on the agenda.

ARTICLE 11 DISBURSEMENT OF FUNDS

No officer or member of the organization shall disburse any funds or monies in his/her keeping that belong to the organization. Requests for expenditures must have prior approval from the Board of Directors. The Treasurer will reimburse member expenditures with a receipt and voucher. Reimbursement checks are to be signed by the Treasurer and one (1) Executive Board Member.

ARTICLE 12 BYLAW AMENDMENTS

These bylaws may be amended by a majority vote of the Board of Director.