

Fenton Alano Club Bylaws

BYLAWS OF FENTON ALANO CLUB

ARTICLE 1 – ORGANIZATION

1. NAME: The name of the corporation shall be Fenton Alano Club hereafter referred to as the Club.

2. LOCATION: 800 North Rd. Fenton, Michigan 48430

3. PURPOSE: The purpose of the organizations is to aid and assist the alcoholic to obtain physical and mental health and lasting sobriety. The Club shall provide an alcohol and drug free environment for fellowship. The Club recognizes the achievements of Alcoholics Anonymous and we pledge ourselves to work and cooperate with that fellowship in any extent.

4. CORPORATE NATURE: The corporate nature of the organization shall be non-profit, educational, charitable, and social. It shall have no capital stock of any nature.

5. INCOME: The capital and income of the Club shall be derived from dues, gifts, grants, contributions and all other fundraising activities deemed necessary by the Board of Directors.

6. DISSOLUTION: In the event, that two-thirds of the voting membership in good standing vote to dissolve the Club, the Club will then be dissolved and cease to exist in 60 days. The order of dissolution will be:

A. An accounting of all assets.

B. Payment of any debt owed by Club.

C. Auction of any Club property and sale of building if owned.

D. Proceeds, any bank accounts and any monetary assets to be donated to AA Central Office, New York headquarters to their limits at that time and the remaining balance to other 501c3 non-profits deemed by last Board of Directors.

ARTICLE 2 – MEMBERSHIP

Section 1 – Requirement for Membership

A. All applicants for membership shall obtain a sponsor who is a member in good standing and who will vouch for the applicant. All prospective members shall be engaged in, and show reasonable evidence of having interest in, and be sympathetic to the rehabilitation of alcoholics. Any prospective member shall be allowed 30 days to become a member. After the 30-day period, the prospective member will be encouraged to fill out a membership application card.

B. Approval of membership. All applicants shall be approved or denied by the Board of Directors. At no time will the portion of non-alcoholics exceed 20 percent of total

membership.

C. All new members shall be considered a temporary member without voting rights for 6 months.

D. Any person entering the Club must abide by the rules of the Club which are enacted by the Board of Directors.

E. Honorary (Board Approved) memberships may be granted for up to one (1) year for reasons of: 1. A special request letter from a sponsor who is also an up-to-date paid member. 2. Financial difficulty and/or by vote by the board, to approve or deny the request.

Section 2 – Dues

A. Dues shall be determined by the Board of Directors. Dues will be due annually, on the 1st day of March. Members will be notified via white-board next to Administrators office, first name, last initial, that they are in arrears after 2 months. If at least a partial payment is not made, the member will be placed on the drop list, revoking all membership rights and reported to the Board.

B. Reinstatement of membership will be payment of at least 2 month's dues. Voting rights shall be reinstated upon successful completion of a full year dues payment.

C. All new members shall pay a 1- time activation fee of \$10.00, along with either first months' or annual dues at time of application for membership, unless waived by Board approval.

D. Anyone wishing to become a Monthly Member, will be required to pay at least \$10.00, due by the 1st of every month. Verbal or written notification of up-coming dues or dues owed, may be given by the club administrator. Non-payment will result in being dropped and reported to the Board.

E. Anyone not a dues' paying member, who would like to visit the Club and use its faculties, will be charged \$2.00 per day.

Section 3 – Cancellation of Membership

A. The suspension or revocation of any person's membership shall be the responsibility of the Board of Directors.

B. It is the responsibility of any Board member, the Administrator, or person on counter duty, to deny use of the Club's facilities to any member or guest for misconduct for a period of, not longer, than required for the Board of Directors to hear and decide the matter using the following procedures:

1. When a member is denied use of the Club it shall be documented and reported to the Executive Director with supporting information submitted by one of the fore mentioned

persons within 24 hours.

2. Unless the matter is resolved immediately, the Executive Director, acting for the Board, will notify the member of specific charges, the length of suspension, the date and time of the Boards review of the matter. The review by the Board shall be at the next scheduled Board meeting. In the event of extenuating circumstances an emergency Board meeting can be called.

3. A member does not have to be notified by U.S. Mail within 3 days, nor does a member have to file a protest by submitting in writing a request for a hearing. The member is simply notified at the time of the misconduct that he/she is denied the use of the Club until the next Board meeting which they may attend.

4. On the specified date the Board will review the matter. The Executive Director will present to the Board such facts and witness's as he/she deems necessary. The member will have the opportunity to do the same. The Board may question any participant in the hearing when the Board members deem it relevant to deciding the facts relevant or severity of the issue.

5. Upon completion of the hearing, the Board will issue its decision and the Executive Director will notify the member. Upon completion of notification, such information shall be documented and added to the Boards minutes and kept on file by Administrator.

C. The Board of Director's decision may be as follows:

1. There was insufficient cause for denial of facilities and as such denial is no longer in effect.

2. There was cause for denial, but the time lapse is enough, and the suspension is no longer in effect.

3. There is enough cause for suspension and the member may be suspended for a period of up to 60 days from the date of initial suspension and must come before the Board of Directors for reinstatement.

4. There is enough cause for expulsion and the member is expelled. The expelled member may apply for reinstatement after 1 year from date of expulsion. At this time the Board may or may not reinstate said member.

5. Any member reinstated will be under probation for 6 months.

6. The decision of the Board is final and will remain in effect for a period of 1 year.

D. Automatic suspension will be imposed for using drugs or alcohol on Club premises and brandishing weapons of any kind.

E. Automatic expulsion will be imposed for 2 suspensions in 1 year.

F. Permanent expulsion may be instituted at the discretion of the Board of Directors.

ARTICLE 3 – MEETINGS

All meetings to be run strictly according to the bylaws. Robert's Rules of Order are not to be referred to in any manner. If at a Board meeting, an agenda item is not covered by the bylaws, the item is to be tabled and brought before the next Board meeting and voted on there.

Section 1 – General Membership Meetings – FEBRUARY – JUNE - SEPTEMBER

A. Verification of voting status shall be taken before each membership meeting and confirmed by the Secretary.

B. To enact official business a quorum shall consist of at least 15 members in good standing.

C. Except as otherwise noted in these bylaws, the action requiring a vote shall be decided by a simple majority of voting members in attendance.

D. September meetings shall include selecting an election committee.

E. The February meeting shall include on its agenda, a nomination of Officers and Directors.

F. In order to vote on any issue, during the general meeting, a person must be a voting member in good standing, with dues paid up through that month.

G. The Board may close the Club if deemed necessary.

H. An agenda shall be submitted for approval. The agenda should be but not limited to the following:

1. Roll call of Officers and Directors.
2. Reading of Anniversaries.
3. Reading of the monthly financial report.
4. Reading of the minutes of the last General Membership meeting.
5. Reading of committees.
6. Discussion of old business.
7. Discussion of new business.
8. The agenda should be posted in a conspicuous place 3 days prior to the membership meeting.

Section 2 – Board of Directors Meeting

Board of Directors Meeting should be held once every month, including prior to the General Membership Meeting in February and September.

**** The Board may close the Club during these meetings if deemed necessary.****

A. To enact official business, a majority of Board members present will constitute a quorum.

B. An agenda shall be used, but not limited to, the following:

1. Roll call of Officers and Directors.

2. Reading of monthly financial reports.

3. Reading of minutes of the last Board and General Membership Meetings

4. Reports of Committees.

5. Fifteen minutes of all Board of Directors meetings shall be open for persons to approach the Board. Persons wishing to approach the Board are required to be present at the beginning of the Board Meeting.

6. Discussion of old business.

7. Discussion of new business.

C. No proxy votes will be allowed.

D. Issues brought forward by Club members will be acted upon during Board meeting.

E. If some pressing issue is brought forward for which no notice was given, the Organization must ratify that business at the next regular Board Meeting or at another Special Meeting.

Section 3 – Special General Membership Meetings

A. May be called by a majority of the Board of Directors.

B. The meeting date and agenda will be posted conspicuously in the Club 7 days in advance of the meeting.

C. Only posted agenda will be considered.

Section 4 – Special Board of Directors Meetings

A. May be called by 2 officers or Directors.

B. Board members must be notified of special meetings at least 48 hours in advance.

C. Only posted agenda shall be considered. In the case of an emergency phone

meeting, all Board members must be contacted and particulars of said meeting will be added to the Board minutes.

Section 5 – Absences from Board of Directors and General Membership Meetings

A. Members of the Board of Directors shall attend monthly Board and Bi-annual General Membership meetings.

B. Any Director with 6 absences per year will be dismissed. However extenuating circumstances will be considered by the full Board of Directors. Any member exceeding the absence limit must come before the Board to explain their absence.

C. If employment interferes with regular attendance at Board Meetings, the Director may be asked to resign at the discretion of the Board members.

ARTICLE 4 – ELECTIONS

All elections for Club officers and Directors shall be held with strict accordance to these bylaws.

These elections shall be held in March, to take office as of April 1st.

Section 1 – Procedures

A. An election committee shall be selected by the General Membership at the September Membership meeting, prior to the election year. All members of the Election Committee shall have at least 1 year of sobriety and be voting members in good standing, who will conduct all membership elections by ballot.

B. At the February Membership meeting, all candidates for office must be nominated by voting members who are in good standing. All candidates must be present to accept their nomination. Exceptions can be made upon receipt of a signed, written statement confirming their acceptance. The Chairperson of the Election Committee will be responsible for the statement to be submitted for approval at the same General Membership Meeting. On approval, copies will be made to be used in the March voting.

C. All candidates for Director position must be voting members of the Club in good standing with no less than 3 years of continuous sobriety immediately prior to nomination date.

D. All candidates for other positions in the Club must be voting members in good standing with no less than 2 years of continuous sobriety.

E. All candidates for any office must be a recovering alcoholic.

F. In the event that no person with the specified requirements for a particular office accept the nomination, the nomination will be opened to all members in good standing upon approval of the Board of Directors.

G. Campaign materials are not allowed to be displayed or disbursed at the Club.

H. In the event that any Officer or Director resigns or is removed from office, for reasons other than health or employment, that person may not run for office or the Board of directors for 2 years after their resignation or removal from office.

Section 2 – Voting

A. All members who wish to vote must have their dues current through February prior to the election date.

B. Absentee ballots will be allowed according to the following rules:

If a person cannot attend the election, they will be provided a ballot prior to the election.

1. Mark your ballot

2. Endorse (Sign) your ballot

3. Mail to Club or place in Box provided at Club.

4. Mailed in and Box ballots must be in by the Saturday before the election. Late ballots will not be counted, no exceptions.

When received, either by mail or personally, absentee ballots will be placed in a locked ballot box. Absentee ballots will be available one week before the election. The box will only be opened on Election Day by the Election Committee, and Absentee ballots will be counted before the election.

C. All voting will be done by a secret ballot.

D. All questions concerning balloting will be directed to the Election Committee.

E. All candidates for office will be elected by a simple majority.

** If for unseen reason an office receives no nomination for the election, the Board of Directors may appoint that unfilled position. Only with a qualified person according to the bylaws.

F. Board Members at Large (ML's) will be elected with plurality vote with top 5 vote getters being elected.

G. Executive and Vice Director will be voted on separately from Board positions.

Majority vote count will determine elected.

H. Votes for write-in candidates will not be counted.

I. Only one ballot, per dues paying member will be accepted.

ARTICLE 5 – BOARD OF DIRECTORS

The governing body of the Club, the Board of Directors, shall be elected by the membership with their installation in April.

The Board of Directors will consist of 11 members as follows: Executive Director, Vice Executive Director, Secretary, Treasurer, Chaplin and 5 Board members at-large, and one non-voting member as Club Administrator.

Section 1 – Terms of Office

Executive Director: 4 yr. term

Vice Executive Director: 3 yr. term

Secretary: 3 yr. term

Treasurer: 2 yr. term

Chaplin: 4 yr. term

5 Board Members at Large: 2 yr. terms

Club Administrator – Paid employee position, replaced only by Board vote if current employee is removed or vacates the position. Will be referred to as a NON-VOTING Board Member and is expected to attend all Board & Members Meetings.

** In the event a position is vacated, the Board shall appoint a replacement, to finish term of said office, and is to be filled in the next election.

Section 2 – Duties

Board members will be expected to participate in Club activities such as: set-ups, clean-ups, member appreciation parties, fundraisers, Holiday Alcathons and special functions.

A. Executive Director - Must have three years of continuous sobriety immediately prior to nomination. A member in good standing for 2 years.

1. Shall be his/her duties to implement policies and procedures as set forth by the Board.

2. Shall vote only to break a tie.

B. Vice Executive Director - Must have two years of continuous sobriety immediately prior to nomination. A member in good standing for 2 years.

1. Shall perform the duties of the Executive Director in his/her absence.

C. Treasurer – Must have two years of continuous sobriety immediately prior to nomination. A member in good standing for 2 years.

1. Shall maintain a complete and accurate record of receipts, disbursements, and all financial transactions of the Club.

2. Shall be responsible for recording all funds received.

3. Shall deposit all funds no less than once a week.

4. Shall pay expenses only when an itemized statement for expenditures is presented. All checks must be signed only by authorized persons on bank account.
5. Shall submit the records to the Board of Directors for audit at the completion of his/her term.

D. Secretary - Must have two years of continuous sobriety immediately prior to nomination. A member in good standing for 2 years.

1. Shall keep complete and accurate minutes of all meetings.
2. Shall act as resident agent for the Club for his/her term of office.
3. Shall keep a complete and up to date index of all reports, property, records and correspondence of the Club.
4. Shall have the responsibility of keeping a copy of the Club's current bylaws at each meeting.
5. Shall post notices of special meetings in conspicuous place 10 days in advance of said meeting.
6. Shall enter amendments to bylaws.
7. Shall perform other duties not stipulated by the bylaws which may be requested by the Executive Director or the Board of Directors.
8. Shall submit all records to the Board of Directors at the completion of his/her term.

E. – Board Members at Large (ML's)

A. Qualifications of office: Two years of continuous sobriety immediately prior to nomination. A member in good standing for 1 year.

B. Shall be elected by a simple majority of the membership. If an immediate replacement is needed, the Board will vote on and appoint a qualified member in good standing to fulfill the term and is qualified to run again if nominated.

C. Duties

1. They shall, in cooperation with other Officers, have the responsibility to assure the membership that the Club is ran in a safe, prudent and responsible manner.
2. ML's shall provide an audit of Treasurer's records, cash on hand, Club safe, Management's cashbox, Club tills, and Secretaries records.
3. ML's shall provide a signature after audit. For Treasurers audit 2 people must be present, ML and Treasurer, or Executive Director if Treasurer is unavailable. For Management audit, Manager and/or Asst. Manager and ML must be present.
4. Attendance at Bi-annual Membership meetings is required.

D. Removal of ML from Office -

1. 3 absences from Board Meetings in 1 year shall constitute removal from office at the Boards discretion.
2. Failure to perform duties as listed above.

Section 3 – Duties of ALL BOARD MEMBERS

A. Members of the Board shall attend all regular Board Meetings and the (3) Three General Membership Meetings, unless excused as directed in Article 3, Section 5.

B. They shall, in cooperation with the Officers, have the responsibility to assure the membership that the Club is ran in a prudent and responsible manner. This shall include, but is not limited to the following:

1. The authority to approve the expenditure of up to \$2000.00 for any one item to improve the Club's structural make-up or contents. In case of emergency, or when quality of life is affected, the Board may hold an emergency meeting to approve an immediate remedy. Any expenditure over \$2000.00 for any one item will be subject to approval by a majority of the members present at the meeting at which it was voted on. The date of the meeting and the matter to be voted on will be posted conspicuously in the Club.

2. The authority to determine the amount of membership dues and impose suspensions for non-payment of same.

3. The authority to appoint or give approval of all committees with an exception of the election Committee.

4. Attendance at ALL (3) Membership meetings is required.

Section 4 – Vacancies of Elected Officers

A. In the event of death or resignation of Executive Director, the Vice Director shall ascend to the Executive Director and fulfill the Executive Director's term.

B. All other Officers shall be chosen by the Board. Those named shall fulfill the requirements as set forth in the Section titled "Elections".

C. Selection of a Director for immediate office fulfillment will be determined by the acting Board of Directors, which will select a qualified member to serve until the next election.

D. In the event both the elected Executive Director and Vice Executive Director resign or are removed from office, a new election for these offices will be held by the existing Board, from nominations within the current Board first, then outside if needed. The election will be held at the next scheduled Board Meeting.

E. Vacated ML's will be nominated and voted on by the General Membership at next scheduled meeting. (Either February or September, whichever is the next upcoming.) **Exceptions to qualifications may be formally voted on by the Board.

Section 5 – Removal of Directors or Officers

A. Any elected Officer or Director will be removed for the following:

1. An interruption in sobriety.

2. Accused of Dereliction of Duty or Abuse of Power may be removed by:

a. Being brought before the Board where the Board will determine the facts. All parties involved will be present.

b. If the Board finds the charges legitimate, a roll call vote will be taken. If the majority of the Board vote is guilty, the Board Member or Officer will be removed. In such a situation the Executive Director will be allowed to vote.

B. Any elected Officer or Director may be removed by membership vote upon completion of the following procedure:

1. A petition citing charges of abuse of office signed by no less than 25% of the voting membership must be presented to the Board of Directors for verification of signatures. Upon such verification, the Board shall set a date for a special meeting with notice of meeting being posted 10 days prior to this meeting. The sole purpose of this meeting shall be a vote on recall. The matter shall be decided by majority vote. See Article 3, Section 1, items B and C.

C. Any Officer or Director cited for abuse of responsibilities of office may resign from office. This action does not relieve the person from other action as stated elsewhere in these bylaws.

ARTICLE 6 – AMENDING THE BYLAWS

A. A standing bylaw committee will be selected every 4 years by the Board of Directors at the January Board Meeting. Any changes in the existing bylaws will be proposed by this Committee, read and approved at Board meeting in February, (or if further information needed) to be voted on in March then available and posted by April 1st for the membership.

B. A 2/3 majority of the Board voting will be required to pass any recommended changes.

C. By-law Committee members for this term (2018-2021):

Vice Exec. Director: Leslie Toldo

Treasurer: Barry Campbell

Club Administrator: Amy Nance