

*Franco-American
Social Club, Inc.*



**CONSTITUTION AND BYLAWS
of the
FRANCO-AMERICAN
SOCIAL CLUB, Inc. 1917
WATERBURY, CONNECTICUT**

FRANCO-AMERICAN SOCIAL CLUB, Inc.
CONSTITUTION

Article I
NAME

The name of this club will be THE FRANCO-AMERICAN SOCIAL CLUB OF WATERBURY, Incorporated according to the laws of the State of Connecticut.

Article II
AIMS

The purpose of the club is to unite Franco-Americans in an association to promote their social, fraternal, economic, political and civic interests.

Article III
LANGUAGE

The French and the English languages are the official languages of the club.

Article IV
MEMBERSHIP

Section I. Classes of Membership are as follows:

- B. *Regular Members.* To qualify as a regular member, an aspirant must be of legal drinking age and meet one of the following conditions:
1. Be a Franco-American or be recognized as such. Generally, one is recognized as a Franco-American if their mother or father is a Franco-American. A Franco-American is a person who is from the United States, Canada, or France, and whose ancestral language is French.
 2. Be the husband or wife of a regular or lifetime member.
- B. *Lifetime Members.* Regular members may become Lifetime Members through one of the following qualifications:
1. Be a regular member for the last 10 years consecutively and be 65 years old or older by January 1st of the current membership year.
 2. The President of the club, after serving a full two-year term, will be given a lifetime membership card in gratitude for his/her devotedness and service to the club.
 3. The President of the club may, on rare occasion, bestow a lifetime membership upon a regular member in gratitude for extraordinary devotedness and selfless service to the club.

- C. *Honorary Members.* A person of legal drinking age who is otherwise not qualified to become a regular member may apply for honorary membership subject to the following conditions:
1. An applicant must be sponsored by two regular members who, in doing so, attest that the character of the applicant is such that his/her membership in the club would be a benefit to the club. All new members who are approved by the Board of Directors shall be presented to the general membership. Sponsors of potential members must be present to attest as to their character to the Board of Directors.
 2. Honorary members shall not have the ability to make motions at General Assembly meetings, nor to vote thereon, nor to be elected to the Board of Directors or the Executive Board.
 3. An honorary member may, at their request, become a regular member after three years of good standing and by a simple majority vote of the Board of Directors. The Board will take into account the member's actions that would be considered above and beyond simple membership.

Section II. Application for Membership

- A. Application for regular or honorary membership is made in writing by submitting the official club membership application, filled out completely and legibly, and accompanied by 1 year of annual membership dues.
- B. The application may be submitted to any officer, board member, or employee of the club.
- C. Applications received and approved after October 1st will be considered to be current in membership dues for the following year.
- D. Applications for regular membership must be signed and sponsored by a current regular or lifetime member in good standing.
- E. Applications for honorary membership must be signed and sponsored by two current regular or lifetime members in good standing.

Section III. Procedure for the Election and Admission of new members.

- A. All membership applications are subject to approval by a vote of the Board of Directors, which shall be by simple majority of those present.
- B. The Board of Directors may delay the vote, on any application, to no later than the next regular board meeting, for the purpose of investigating the qualifications of the applicant.
- C. All applicants that are approved by the Board must be presented at a General Membership meeting, within 90 days, for initiation.

Section IV. Termination of Membership

- A. *Termination for Conduct.* The membership of any member, who fails to conduct him or herself in accordance to the principles and ethics of the club, may be temporarily suspended or permanently revoked at a regular or special meeting of the Executive Committee. A member subject to such disciplinary action will be served written notice of same, and be given the opportunity to present a defense to the Committee before such vote. The vote shall be carried upon 2/3 vote of the officers present. Termination shall encompass any and all affiliation with The Franco American Social Club, including but not limited to employment or services rendered to the club, social or sporting events, or functions or any representation of The Franco American Social Club.
- B. *Termination for Delinquent Dues.* A membership terminated for non-payment of dues, in accordance with Article IV of these bylaws, can only be reinstated through the process of an application for new membership.
- C. *Forfeiture of Rights.* Any member whose association with the club has been severed by death, termination, or otherwise shall forfeit all interests in any funds or other property belonging to the club.

Article IV CONTRIBUTION AND DUES

- A. Dues are to be reviewed on an annual basis and established for the following year by the Executive Board and the Board of Directors, at the October Board Meeting. The dues shall be posted in the October club newsletter.
- B. Dues are payable and due each year during the month of January.
- C. Membership dues shall be paid in full on or before February 1st. Between February 2nd and March 1st, a late fee shall be included. A member who has not paid by March 1st must re join as a new member, incurring a late fee.
- D. Members whose dues are not current by February 1st will receive a reminder. At this time, a member shall be considered to not be in active status and must be signed in by a member in active status. No person who qualifies for regular membership shall be allowed to be signed in as a guest more than three times without applying for active membership.

Article V EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

- A. The Executive Committee will consist of the following elected officers: the President, the Vice-President, the Financial Secretary, the Recording Secretary, the Treasurer, and an Honorary President as appointed by the President.
- B. The Board of Directors will be made up of the Executive Committee and nine (9) duly elected members.

- C. If the Treasurer and Financial Secretary positions cannot be filled by a member, the vacancy may be filled from outside the membership.
- D. The Sergeant-at-Arms will be named by the Board of Directors at the February meeting following the January installation of officers.

Article VI
ELECTION OF OFFICERS

- A. Nominations for the election of officers will take place at the November General Meeting. Members absent from this meeting cannot be named as officers unless they have declared their intention and acceptance to run for office in writing.
- B. No member can aspire to be an officer on the Executive Committee unless he/she is an American Citizen.
- C. No member can aspire to be President of the club unless he/she has successfully completed a term on the Board of Directors.
- D. The election of officers will take place on the first Tuesday in December.
- E. Election will be by secret ballot and counted by a committee of at least three (3) members appointed by the President.
- F. A simple majority is necessary for the election of each officer.
- G. An elected officer makes a commitment to serve a two (2) year term.
- H. The installation of officers will take place on the third Saturday of January following the December elections.
- I. Before any elected officer starts his/her term of office, he/she shall take an oath to be adopted by the Board of Directors and the General Assembly.
- J. In the event of a vacancy in the office of President, the Vice-President shall become President for the unexpired term. In the event of vacancies in both offices of President and Vice-President, the Board of Directors shall, within thirty (30) days, call a special meeting of the General Membership to convey a special election to fill said vacancies for the unexpired term. In the interim, the Honorary President shall temporarily assume the responsibilities of the President and Vice-President.
- K. In the event of a vacancy in any other elective office, the Board of Directors shall elect a replacement.

Article VII
DUTIES AND POWERS OF THE OFFICERS

Section I. The President:

- A. will preside over General Meetings, Executive Committee Meetings, and Board of Directors Meetings.
- B. has the duty and the power to convoke all special meetings.
- C. will maintain order and decorum at all meetings and gatherings of the club.
- D. is authorized to sign all checks, orders, and other documents relating to the business of the club.
- E. will appoint either the Honorary President or the Vice President to also be an authorized signer on the club checking account.
- F. authorizes all permanent and special committees in the club and appoints their chairperson.
- G. is automatically a member of all committees.
- H. ensures that the bylaws of the club are enforced.
- I. ensures that all activities of the club are in accordance with local, state, and federal law.

Section II. The Honorary President

The Honorary President will preferably be one of the former Presidents of the club. Generally, when possible, he/she will be the preceding President who will help the new President with his/her experience and counsel.

Section III. The Vice-President

- A. The Vice-President shall assist the President in the discharge of his/her duties and shall perform the duties of the President upon his/her resignation or absence.
- B. He/She will also have the responsibility of recording and accepting all new members and renewals as they come in and will distribute the new membership cards.

Section IV. The Recording Secretary

- A. The Recording Secretary must keep exact recordings of all verbal processes and minutes of meetings of the Executive Committee, the Board of Directors, and General Meetings of the club.
- B. The Recording Secretary will be responsible for all club correspondence.

Section V. The Financial Secretary

- A. The Financial Secretary will keep all necessary records pertaining to the receipts and disbursements of the club funds.
- B. He/She must give all funds received to the Treasurer at least once a week.
- C. At meetings of the Board of Directors, he/she will give a complete report of receipts and disbursements of the club. He/she must keep exact records.
- D. The Financial Secretary is an authorized signer of the club checking account.

Section VI. The Treasurer

- A. The Treasurer is in charge of all money belonging to the club that is given to him/her by the Financial Secretary.
- B. The Treasurer or his/her designee is the only person allowed to record transactions in the club's check register and is responsible for keeping the books in balance.
- C. The Treasurer is not an authorized signer on the club's checking account.
- D. The Treasurer is responsible for paying the salaries of the club's employees and the bills for liquor. All other bills incurred in the standard operation of club business are to be paid as appropriated by the Executive Committee. Non-standard payments must be approved by the Board of Directors.
- E. The Treasurer must give a monthly financial report to the Board of Directors.

Section VII. The Sergeant-at-Arms:

- A. must supervise the decorum in the hall during assemblies.
- B. will take care of club materials during the meetings.
- C. will render any service that the President may request of him/her during the assemblies.
- D. will guard the doors to the club during the meetings and will control the entrance and exit of members of the club. He/She must ascertain that they are members of the club. He/She must refuse entrance to a member who is intoxicated.
- E. shall serve at the pleasure of the president, and be responsible to maintain decorum at all meetings.

Section VIII. The Executive Committee

- A. The Executive Committee is in charge of all business concerns necessary for the operation of the club. Full power is given to this committee in what concerns items necessary for the club.
- B. The Committee will determine salaries, the pricing of products and services offered by the club, and hall rental fees.
- C. The Committee must consult the General Membership for special purchases or expenses of more than \$1000, unless, if deemed too urgent to wait for the next General Membership Meeting, the expense may be approved by a vote in a special meeting of the Board of Directors.
- D. The Committee has the power to hire and fire employees.
- E. The Committee will hear grievances of members and has the power to suspend a member or permanently revoke a membership for bad conduct.

Section IX. The Board of Directors

- A. The Board of Directors must take the initiative on all enterprises of the club.
- B. It must study every question that is brought to it by the General Membership or by the Executive Committee.
- C. It must see to the recruiting of new members.
- D. It must study, recommend, or reject all transactions concerning properties of the club, subject to the general membership.
- E. The minutes of the Board of Directors must be read at the General Meetings.

Section X. The Auditor of Books

- A. The Auditor of books is appointed by the Board of Directors and must audit the books of the Financial Secretary and the Treasurer once a year at the end of March.
- B. In the event of irregularities, he/she must make a report to the Board of Directors.

Article VIII MEETINGS

Section I. Parliamentary Authority

Robert's Rules of Order, revised, shall be the parliamentary authority and guide in the conduct of all General Assembly and Board of Director's meetings not otherwise covered in these bylaws.

Section II. Board of Director's Meetings

- A. Board of Director's Meetings will take place on the first Tuesday of every month. The board may vote to change the date of the following month's meeting. The vote will be carried by simple majority of those directors present. The change of date shall be posted in the next published club newsletter.
- B. The required quorum shall be nine (9) of the fifteen (15) Officers and Directors to transact business.
- C. The President or four (4) directors may call for a special meeting of the Board of Directors on condition that all of the members of the board are given notice of the meeting.

Section III. Executive Committee Meetings

- A. Executive Committee Meetings will take place at the discretion of the President.
- B. Three (3) members will constitute a quorum to transact business.

Section IV. General Membership Meetings

- A. General Membership Meetings shall take place immediately following regular Board of Directors Meetings.
- B. The required quorum will be twenty (20) voting members.
- C. Upon the request of ten (10) members to the President, the latter will convoke a Special General Meeting. Every Special General Meeting must be preceded by notification sent to all members at least 48 hours before the meeting. The notification will mention the topics to be discussed at the meeting. The required quorum will be twenty (20) voting members.
- D. The December General Meeting will be considered the Annual Meeting of the Members.

Section V. Meeting Procedure

The order of a meeting shall be as follows:

- A. Call to order by the presiding officer.
- B. Roll call of officers.
- C. Reading of the minutes of the past meeting.
- D. Reading of any correspondence.
- E. Report of the Financial Secretary.
- F. Report of the Treasurer.
- G. Applications for membership.
- H. Report on Sick and Deceased Members.
- I. Reports from committees
- J. Unfinished Business
- K. New Business.
- L. Comments for the good of the club.
- M. Adjournment

Article IX GENERAL REGULATIONS

- A. The rooms of the club will be open according to the laws of the State of Connecticut and by order of the Executive Committee.
- B. No individual who is not a member of the club can be admitted inside the club unless he/she is signed in by an active member who will be responsible for the conduct of the guest. The guest and the sponsoring member must both sign the guest book. A visitor can not be admitted more than four times a year in the rooms of the club, other than the hall, if he/she has the qualifications necessary to become a regular member. Nonmembers who serve on special or sports committees will be guests of the club for the duration of their services. A sponsoring member must remain with his/her guest until the guest leaves the club property.
- C. It is strictly forbidden to solicit contributions or to circulate petitions or requests without having previously obtained special authorization of the Executive Committee.
- D. Any complaint or accusation against a member must be referred to the Executive Committee, which will hear the complaint or accusation and form an irrevocable sentence.
- E. Any officer or director who is absent from three meetings will be deposed from office unless his/her excuses are valid and accepted. Board meetings begin promptly as scheduled. All members are required to be present for the entire meeting, or be considered absent. The President reserves discretion as to what shall be considered an excused absence.

- F. The right to vote at all meetings or elections can be exercised only by members present at the meeting or election, unless a prior exception is granted on an individual basis by the Board of Directors.
- G. Upon the installation of new officers, all officers leaving office must return all properties belonging to the club.
- H. All permanent and special committees will be suspended (dissolved) at the annual installation of new officers.
- I. Changes in the Constitution or bylaws must be accepted by two-thirds of the Board of Directors before being presented at the General Meeting.
- J. Constitution rules cannot be effective without a previous notification to all members. The changes must be presented at three consecutive General Meetings. At the third meeting, two-thirds of the members present must vote in favor of making the amendment official.
- K. Only the President or his/her designee has the right to represent the club and its interests to any outside party.
- M. The club's checking account shall require the signatures of two cosigners on each check.
- N. The reports of the Financial Secretary, Treasurer, and Recording Secretary will be made available to any member. These reports will be maintained by the Executive Committee, which will assure the confidentiality of the reports under their supervision.
- O. It is the responsibility and duty of committee chairs to maintain policies and procedure guidelines. These must be approved by the Board of Directors.

Article X
CODE OF CONDUCT

- A. The Permittee will have complete responsibility to maintain order in the club. He/She will have the power to refuse entrance into the Club of any person who shows an undesirable conduct.
- B. In the absence of the Permittee, the bartender will have the same duties and powers as the former under the direction of the President.
- C. It is strictly forbidden to swear or use vulgar **or** discriminatory language in the rooms of the club.
- D. An individual in the state of drunkenness or who shows offensive conduct will not be tolerated in the club.
- E. It will be the duty of the Permittee to have the rules of conduct observed and to report all infractions to the Executive Committee.
- F. The Permittee will not allow any member or officer, except the President, to go behind the bar unless he/she has been duly authorized.

G. The Permittee must have all of the laws of the State Liquor Commission obeyed scrupulously.

F. The Permittee is not required to, but may attend any and all meetings, including committee and Executive Committee meetings. If the person serving as Permittee is not a member of the Board of Directors or Executive Committee, they shall serve in an advise-and-consent role.

Article XI
DISSOLUTION OF THE CLUB

A. The Franco-American Club, Inc. of Waterbury, CT may be dissolved by the Board of Directors subsequent to the approval of two-thirds (2/3) of the voting membership of the club.

B. If The Franco-American Club, Inc. of Waterbury, CT is dissolved, except for reorganization purposes, all assets of the club, if any remain for distribution, will be distributed to the Shrine of Ste. Anne's of Waterbury, Connecticut.