

## PHLOCK OF SOUTH JERSEY

### BY-LAWS

#### Article I – General

- A. The name of this organization shall be officially known as the “Phlock of South Jersey, Inc”.
- B. The purpose of the organization is to bring together people with common interests to participate in environmental and community endeavors and to provide social activities for the membership.
- C. The Phlock of South Jersey, Inc. is an organization not for profit.
- D. In the event that the organization is not able to continue functioning, all money which has been collected will be evenly distributed to the organizations current charities. See appendix for current charities.

#### Article II – Membership

- A. The organization is open to anyone who desires to join and accepts the rules and regulations set forth in the by-laws of the organization.
- B. Dues for membership will be collected on an annual basis, starting on the date of the members’ activation. There will be four types of memberships offered by the organization:
  - 1. Single (annual rate of \$15.00 dollars) 1 person
  - 2. Couple (annual rate of \$20.00 dollars) 2 people
  - 3. Family (annual rate of \$25.00 dollars) Parents & kids under 21
  - 4. Corporate (annual rate of \$75.00 dollars) A corporate membership will include:
    - a. Single membership
    - b. Free advertising in our Phlock newsletter
    - c. Ability to set up and sell merchandise at Club sponsored functions,  
where permitted
    - d. Negotiated discount offered to all members

- C. All members are given full rights and privileges from their activation date and are encouraged to participate in any and all activities of the organization.
- D. The Board of Directors can bestow an honorary membership on any individual that the club members deems appropriate. A plaque or certificate for free membership will be presented by the club to those individuals.
- E. Any member who has failed to renew their membership dues within three months of the original due date, will be placed on inactive status.
- F. Membership to the organization can be revoked for anyone that displays conduct unbecoming a member or anyone who refuses to follow the rules and regulations set forth in the by-laws of the organization. Expulsion will be decided by a majority vote from the Board of Directors.

### Article III – Board of Directors

- A. The Board of Directors for the organization will be comprised of the following Officers/Directors:
  - 1. **President:** The President's role will be to preside over all meetings. The President will be granted the powers that are commonly associated with the office such as the authority to call special meetings of the organization, appoint a committee for special functions, etc.
  - 2. **Vice President:** The Vice President will take over the Presidents role if he/she is not in attendance at meetings or club functions and to assist the President in the everyday operation of the organization. The Vice President will also be in charge of coordinating any committees that are formed and keep the President informed on the committee affairs.
  - 3. **Treasurer:** The Treasurer will be in charge and held accountable for all club funds and bank accounts. It is the Treasurers duty to inform the general membership of the clubs financial status by means of a published summary in the August and February newsletter which is distributed to all club members. The Treasurer will provide current balances for all charitable funds the club is involved with to the Newsletter Director. The Treasurer must obtain approval from at least two members of the Board of Directors before a check is written for any amount over \$50.00 dollars.
  - 4. **Secretary:** The Secretary duties will include the taking of notes for all general and Board of Directors' meetings. The Secretary will also publish a summary of all issues discussed and decisions made for every meeting. Minutes for all meetings will be made available to the

- Newsletter Director and the Board of Directors as soon as possible via e-mail or written copy.
5. **Membership Director:** The Membership Director will be in charge of maintaining a record of all members of the organization and their personal information. Along with keeping a record of new members, the Membership Director will also be responsible for publicizing and recruiting new members. The Membership Director will also keep the Board informed on the current status of all members. Will also supply a list of new members on a quarterly basis to the President.
  6. **Newsletter Director:** The Newsletter Director will be in charge of maintaining and producing a club newsletter for the membership. This director can be in charge of any other publications (flyers, pamphlets, etc.....) that the organization desires to print.
  7. **Charity Director:** The Charity Director will be in charge of coordinating all club activities Concerning the participation in environmental, charitable, and community service events.
  8. **Events Director:** The Events Director will be in charge or coordinating all social activities for the club. He/She will also work with the Board of Directors in planning what type of atmosphere is set at club functions.
  9. **Publicity/Media Director:** The Publicity/Media Director will have the responsibility of Coordinating all club communications via electronic and print media to keep everyone aware of all special events.
  10. **Phlock Parrotphenalia Director:** The Phlock Parrotphenalia Director is in charge of all club merchandise (t-shirts, magnets, etc.)
  11. **Club Liaison Director:** The Club Liaison Director will keep a rapport and communication with parrothead clubs.
  12. **Photography/Website Director:** The Photographer Director will take pictures for all events and have them available for the newsletter and other club uses. He/She will also keep the club website maintained and up to date.

- B. A general membership meeting will be held monthly at a time and place to be announced where officers will give reports. All club members are encouraged and welcome to attend the general meeting. Notice for these meetings will be provided to the general membership no less than two weeks prior to each meeting in the club's newsletter, "Pirate Tales". It may be necessary occasionally to close the meeting to general members.
- C. The Secretary will report to the general membership a summary of all topics covered at the Board of Directors meeting at the following general meeting of the organization and provide a summary in the next club newsletter.
- D. Any general meeting must have at least half of the Board present in order to vote on any issues.
- E. Any issues voted on at the General Membership meeting will require a majority vote by the Board in order to be accepted.
- F. Any Officer/Director who fails to uphold their office and complete their duties can be removed from the Board of Directors by a majority vote from the remaining Officers/Directors. If any Officer/Director misses 3 consecutive meetings without a legitimate excuse he/she will be removed and replaced by the remaining Officers/Directors.

#### Article IV – General Meetings

- A. General meetings for the organization will be held every third Thursday of the month and at times deemed necessary by the Board of Directors. The time and place will be agreed upon by the Board of Directors.
- B. The purpose of general meetings is to solicit input and opinions from members and to distribute information to the general membership.
- C. The By-laws will be established by the Board of Directors approval and subsequent membership Approval and must pass a majority vote to be accepted.
  - 1. Process for amending the By-laws – A proposed amendment or change to an existing one must be submitted and signed by at least five members of the Board of Directors. The Board of Directors will then review the proposed amendment or change and vote to approve it. Changes will go out to membership via e-mail and/or newsletter.
  - 2. Changes will be voted on at a future meeting for approval.

#### Article V – Elections

A. Elections for the offices of President, Vice President, Secretary, and Treasurer will be held within the last quarter every year. These Officers will be elected by a majority vote of the general membership. All other Directors positions will be filled with volunteers appointed by the four Officers and voted on by the entire Board of Directors. If a director decides to step down, he/she will be asked to try and find a replacement from the membership. If he/she cannot find his own replacement the four elected Officers will appoint a new Director for the position and this new Director will be voted on by the entire Board of Directors. Under no circumstances should the four Officers ever be related, especially the President and Treasurer.

B. The election will be conducted as follows:

1. An Election Committee consisting of three members will be chosen by the Board of Directors. Candidates for office may not serve on the Elections Committee.
2. The Election Committee will be responsible for conducting the election which includes designing, distribution, receiving and counting the ballots. Election results will be announced by the name of the winner, not the actual vote count.
3. Elections will be held at the November meeting. All members in attendance will be entitled to cast one ballot.
4. In the event a member wishes to vote but cannot attend the November meeting he may request an absentee ballot from the Election Committee. The absentee ballot must be received by the Election Committee prior to the November meeting date. A member who receives an absentee ballot is not permitted to vote in person at the November meeting.
5. The Membership Director will provide a current membership roster to the Election Committee, which will be utilized to assure that members receive only one ballot each.
6. In the case of a tie vote for any office, a run-off election will be held, immediately, for that office among the members present at the November meeting.

C. Nominations for Officers:

1. Nominations for all offices will be accepted by the September meeting. These nominations will be published in the club newsletter.
2. Nominations will be allowed for all members of the organization in good standing (i.e. any member who is currently up to date with their membership dues)
3. A nomination must be submitted to the Nominating Committee by at least two members (not including self) and can not be made anonymously.

3. The nominee must first accept the nomination before their name can be listed on the ballot.
- D. In the event that no nominations are received for a particular office, the Board of Directors shall appoint a club member to that office for the regular term.
  - E. In the event of a club officer resigning, the Board of Directors shall appoint a replacement Officer from within the club membership to serve the remaining term. If the President resigns, the Vice President will fill the position until the end of the term. If this should happen a new Vice President will be nominated and elected by the Board of Directors until the end of the term.
  - F. A club member may serve a maximum of two positions simultaneously, to include a Board of Directors/Officer and/or a committee Director.

#### Article VI – Committees

- A. All Officers and Directors can appoint any member of the organization to their committee, to help in the tasks of their office.
- B. The head of the committee will report to the Vice President of the organization with all relevant information and progress made by the committee.

#### Article VII – Appendix

- A. Club rules, notes and descriptions of events can be added to the by-laws under the appendix section for informational purposes. All appendix entries are subject to Board of Directors approval.
- B. Charities for this organization are as follows:
  1. Dooley House
  2. Camp No Worries
  3. Alzheimer's Association

4. Toys for Tots
5. Voorhees Pediatrics

Discussed and approved by the following Board Members: Joan Eliason, Nancy Scheuerman, Carolyn Conley, Madelyn Anlage, Paul Crotta, Joe McEaney, Tracy Skipton, Denise Woodland, Mark Woodland, Pat Lutz, Peggy Shinn, Mike Eliason, Rich Purdy, Kathi Purdy, Teresa Fleck, Chuck Rohlring, Jan Rohlring

/do

## Amendments to Article V- Phlock of South Jersey By-laws

### **Define Member in Good Standing** (for voting purposes)

- Dues paid up to date/on membership list
- Member for 6 months prior to election (be a member by April 30<sup>th</sup>)

### **Alternations of Elections**

- President/Secretary – 1 year with a two year term
- Vice President/Treasurer – 1 year with a two year term (on the alternate year)
- Election 2005 – Pres./Sec. - - two year term

VP/Treas. - - one year term with election in 2006 being a 2 year term

### **Qualify for an Elected Board Position or General Board Position**

- General Board Member – Member in good standing for 6 months with attendance at 1 meeting in the 6 months prior to the election
- Elected Officer – Member for one year

Must have attended 50% of major functions (10/1-9/30) including

environmental & charity functions. Does not include regular, non-charity

happy hours

Must have attended 25% of meetings (10/1-9/30)

### **Ways to Eliminate Hard Feelings with Elections**



- NO CAMPAIGNING (letters, pamphlets, posters, badges, buttons, phone calls, e-mails, etc)
- You MAY have face to face meetings at happy hours to establish yourself as a candidate
- If campaigning occurs, the person in question may be taken off the ballot by the Election Committee

### **Rules Governing the Nomination/Election Committee**

- No one on the Election Committee can nominate an elected Officer or show any partiality
- Committee to include 3 people (not any member of the elected Board or members in the same household). Must include at least one general Board Member.
- A member of the committee is to review the by-laws concerning elections at the August Board meeting.
- Committee is to contact those nominated within 7 days of nomination for validation

### **Voting**

- Voting will be done at the November meeting and happy hour or an absentee ballot can be requested if not able to attend either the meeting or happy hour. Contact the secretary and/or the Elections Committee for absentee ballot.
- Main list will be available with all persons eligible to vote and will be checked off as each ballot is cast. Ballots will be placed in a locked box to be opened only at the end of the month and counted (no running tally)

### **Nominations**

- Nominations for all elected offices will be accepted **by the end of the September Board Meeting.**
- Nominations will be accepted only at the August or September Board Meeting.

- Nominees must accept within 7 days of the September Board Meeting.

### **Miscellaneous**

- If elected to the Board and you hold another position, you should give up the general board position.
- There will be an October special mailing with biographies and election procedures.
- Once elected, Board members must attend at least 50% of the meetings.

Submitted by the by-laws committee:

Joe McEaney, W.N. Bunch, Anne-Marie Fassano, Terri Hood, Doris Onesty, Gabrielle Vignato, Rob Wells

Amendments Approved 11/30/04