

**BY-LAWS  
OF  
EUGENE ACTIVE 20-30 CLUB**

December 18, 2007

**ARTICLE I**

This organization shall be known as the Eugene Active 20-30 Club

**ARTICLE II  
OBJECTIVES**

The objectives of the Club shall be:

1. To develop members, by precept and example into a more intelligent, aggressive and serviceable citizenship, and to create in them a desire to participate actively in civic and welfare work in their respective communities.
2. To create in every member a desire for knowledge and self-improvement.
3. To provide a practical means of forming friendships and good will among its members in their communities, their country and throughout the world.
4. To hold and promote entertainments, instructions, programs and social gatherings in and for the furtherance of the purposes of Active 20-30 National U.S. and Canada.

**ARTICLE III  
MEMBERSHIP**

1. Membership shall be active, past active life, Activian (member)-at-large or honorary.
  - a. Active: Active members shall be persons who are at least twenty (20) years of age and have not reached their fortieth (40) birthday, and who are willing and ready to participate in Club activities. An active member shall pay a membership fee and annual membership dues and shall be entitled to all the privileges of the Club.
  - b. Past-Active Life members shall not have the right to vote or hold office, but may participate in all other Club activities.
  - c. Life: Life membership in Active 20-30 National U.S. and Canada shall be conferred upon all past Presidents of Active 20-30 National U.S. and Canada or International. A life member shall have all the rights and privileges of active members, but shall be exempt from payment of Club or National U.S. and Canada dues.

- d. Member-at-large: Member-at-large status is conferred by Active 20-30 National U.S. and Canada. When an active member of this Club in good standing moves to an area where there is no Active 20-30 Club, and desires member-at-large status with the provision that if and when a Club is organized in that area they will again become an active member, this Club may, upon the application of such member, recommend membership-at-large status for them to National U.S. and Canada. Prescribed dues for membership-at-large status shall be presented to this Club with the request for Club recommendation and shall then be forwarded with said recommendation, if made, to Active 20-30 National U.S. and Canada.
- e. Honorary Membership: Honorary membership may be conferred upon any person for meritorious service to the Club, community or nation. An honorary member shall pay no membership fee of membership dues, but shall enjoy the privileges of the Club, except those of voting and holding office or having any interest in the property of the Club. Election of honorary members shall be in the same manner as provided for the election of active members

#### **ARTICLE IV ADMISSION TO MEMBERSHIP, TRANSFER AND RESIGNATION**

Section 1. Applicants shall be admitted to active membership under the following procedure:

- a. The applicants will submit to the First Vice President a completed application form, signed by the applicant and endorsed by at least one Active member in good standing. Membership fee and prorated dues shall accompany the application or arrangements for payment will be made with Treasurer.
- b. The First Vice President shall announce the applicant's name at the next regular meeting of the Club. The application for membership shall be referred to the membership committee.
- c. The application for membership shall be referred to the Board of Directors. Prior to action on the application, the applicant shall be required to attend a regularly scheduled noon meeting, one project and one board meeting. Special exceptions may be made at the discretion of the board. The Board of Directors shall elect the applicant to membership upon a two-thirds vote pending receipt of application and dues within a 30-day period.

Section 2. Honorary memberships may be conferred by a two-thirds vote of the Board of Directors acting upon the motion of any active member in good standing. By two-thirds vote, the Board of Directors may recommend past-active life or member-at-large status for an active member in good standing to National U.S. or Canada. Except as provided for past Presidents of the Club, the sum required by Active 20-30 National U.S. and Canada for past-active life membership shall not be paid by the Club except upon unanimous vote by the Board of Directors.

Section 3. Transfer. Any active member transferring to active membership in another Club shall be entitled to be credited in the Club to which they have transferred, from the date they are actually admitted to active membership therein, with the amount of unused dues, if any, that they have previously paid to Eugene Active 20-30 Club, beyond the date of the transfer. Upon notification of the transfer, the Club shall remit to the Club to which the member transferred the amount of any unused dues. Members from other clubs desiring to transfer to Eugene Active 20-30 Club shall make application in the manner provided for new applicants and shall be admitted membership under the same procedure. No membership fee is required to active member in good standing transferring from other clubs.

Section 4. Resignations. Any member may resign from the Club, provided that all his indebtedness to the Club has been paid. The resignation shall be submitted in writing to the Board of Directors and shall become effective when accepted by the Board.

## **ARTICLE V REQUIREMENTS FOR ACTIVE MEMBERSHIP**

Section 1. Any member may be dismissed from membership in the Club upon the recommendation of the Board of Directors followed by two-thirds vote of the members present at any regular meeting of the Club. Individual who is subject to vote shall be notified in writing via certified mail of said vote prior to notification to the active membership. Said member will be given an opportunity to speak at said meeting. One week prior notice will be given to the active members for potential vote.

Section 2. An active member shall be considered as being in good standing if during a full calendar year they have a minimum of twenty attendances, twelve of which must be attendances at projects. The remaining attendances may be satisfied by attending lunches, socials, installations, board meetings, planning sessions or executive breakfasts.

Section 3. An active member, failing to maintain good standing, may be suspended by a majority vote of the Board of Directors. A suspended member will received written notification from the secretary of the Boards action. The suspended member must respond in writing to the Board of Directors within 30 days of the date of suspension. Failure to do so may result in dismissal. The Board may re-instate the member under such terms and conditions as it deems fit to impose.

Section 4. Any active member having not paid their dues in full prior to March 31<sup>st</sup>, after 10 days written notice thereof, shall automatically stand suspended and shall be so notified in writing by the secretary. Such member may be automatically reinstated upon payment of all delinquent dues within 30 days from the date of such notice. In case such member does not pay the delinquent dues within the 30-day period, they shall be dropped from membership and shall be so notified in writing by the secretary.

Section 5. Any active member unable to comply with the provisions of this article shall be entitled to petition the Board of Directors for a leave of absence from the Club. The Board of Directors may grant a leave of absence to such member upon showing of good cause for such time and under such terms and conditions as the Board of Directors deem appropriate. During any such leave of absence the member shall remain liable for all dues and assessments.

Section 6. Any member, who is unable to attend the regular Club meetings because of their work schedule of other reasons, may be granted an excused absence by the Membership Committee, not to exceed six (6) months. The member may reapply for their excused absence at the end of six months and must reapply at the beginning of each new administration (May and November). An excused absence from the regular noon meetings DOES NOT excuse the member from participating in Club projects and meetings which occur during his non-working hours.

Section 7. Any member whose membership in the Club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Club, and all right to use of the Club name, emblem or other insignia.

## **ARTICLE VI OFFICERS**

Section 1. The officers of this Club shall be a President, First Vice President, Second Vice President, Treasurer, Secretary, Activator and four Directors.

Section 2. Each officer shall be an active member in good standing. No member shall be eligible for office if they have reached their 40<sup>th</sup> birthday, or will reach their 40<sup>th</sup> birthday before taking office, except as follows:

- a. Any officer attaining the age of 40 while holding office may finish their term.

- b. Should any member attain the age of 40 while holding office as a director, they may be eligible for the office of Second Vice President or President at the next election only. Should they be successful in their election to Second Vice President, they may continue to be an eligible candidate for the office of First Vice President or President at the next election only. Should they be successful in their election to First Vice President, they may continue to be an eligible candidate for the office of President at the next election only.
- c. The immediate past President shall hold office on the Board of Directors regardless of age.

### Section 3. Terms of office

- a. Elective officers shall serve for a term of six months and until their duly elected successors assume office, except that directors shall serve for one year.
- b. The Treasurer shall be appointed by the incoming President to serve during that term.

### Section 4. Duties of the officers

- a. **President.** The President shall be the executive officer of the Club and shall preside over all meetings of the Club, except the board meetings. The President shall be an ex-officio member of all standing and special committees. The President shall appoint a budget committee to work with the Treasurer in preparing the annual budget.
- b. **First Vice President.** If the President is absent from any meeting, the First Vice President shall act as President. If the office of President becomes vacant, the First Vice President shall automatically become President of the Club. The First Vice President shall, in addition, preside at all meetings of the Board of Directors, and shall perform such other duties as usually pertain to the office, or as may be assigned by the President or the Board of Directors. The First Vice President shall have direct supervision over all standing committees function as required and make their reports in due course. The First Vice President shall be responsible for representing the Club at foundation meetings.
- c. **Second Vice President.** If the First Vice President, because of a vacancy in the office of President, becomes the President, the Second Vice President shall act as First Vice President. If the offices of President and First Vice President shall both be vacant, the Second Vice President shall become President. In the absence of the First Vice President the Second Vice President shall preside at meetings of the Board of Directors, and shall perform such other duties as usually pertain to the office of First Vice President. The Second Vice President shall chair the Projects committee and will have direct supervision over all projects chairpersons.

- d. **Treasurer.** The Treasurer shall keep the records of membership and membership fees and dues. The Treasurer shall submit a report to the Board of Directors each month and at such other time as the President or Board of Directors may require and shall submit all official reports required by the National U.S. and Canada, Area and District organizations. The Treasurer may be bonded in such amount as the Board of Directors may designate. They may receive such compensation as the Board may determine and shall make the Financial Records available for audit within a reasonable time after the close of the fiscal year. The Treasurer will chair the budget committee for preparation of the annual budget.
- e. **Secretary.** The Secretary shall take minutes of the meetings of the Club as requested by the Board of Directors, maintain permanent records thereof, and submit copies of the same to the President and Treasurer. The Secretary shall be responsible for relinquishing copies of past board meeting minutes to the incoming secretary. Said records shall be placed in storage once 24 months has passed. At the request of the President, the Secretary shall prepare all correspondence on behalf of the Club, and shall maintain a file of all correspondence received by the Club.
- f. **Activator.** The activator shall perform the usual duties of sergeant-at-arms, and in addition shall endeavor to improve the discipline, interest, enthusiasm, harmony and goodwill of the Club meetings.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the President, First Vice President, Second Vice President, Secretary, Activator, four Directors and the Immediate past President. The First Vice President shall vote only in the case of ties.

Section 2. The Board of Directors is the governing and administrating body of the Club. It shall be responsible for initiating and directing the business of the Club and the management of its property. All powers of the Club not reserved in these By-laws to the membership or to the offices individually shall be vested in the Board of Directors.

Section 3. The Board shall meet in regular session on the third Monday of each month at a time and place designated by the First Vice President. A majority of the Board must be present for a quorum to be met. Special meetings of the Board may be called by the President or any three members of the Board at a predestinated time and place provided at least 24 hour advance notice is given each Board of Director member. The Secretary will be required to report the actions of the Board to the Club at the next regular Club meeting.

Section 4. Any decision of the Board may be amended or rejected by a two-thirds vote of the member present at any regular meeting.

Section 5. The Board may refer any matter to the Club, with or without recommendation, for decision by the membership.

Section 6. The membership may, by majority vote, refer any matter to the Board of Directors for its decision or investigation. If the matter referred to the Board carries a recommendation for specific action, the Board must accept or reject the recommendation at its next meeting and report its decision and the reasons therefore to the membership.

Section 7. Nothing contained in this Article shall be construed to deny to the membership as a whole the rights specifically reserved to it under these By-Laws or the Constitution and By-Laws of Active 20-30 National U.S. and Canada.

## **ARTICLE VIII ELECTION OF OFFICERS**

Section 1. The regular semi-annual election of the Club officers shall take place at the third weekly noon meeting in the April and October for the purpose of electing a President, First Vice President, Second Vice President, Secretary, Activator and two Directors.

Section 2. The terms of office of two directors shall expire every six months, and at each election two directors shall be elected for one-year terms. All qualified members may vote for as many nominees as there are positions to be filled. No person shall be declared elected unless he shall receive a number of votes greater than one half the qualified members present and voting. If two nominees are not elected on the first ballot, successive run-off elections shall be held among a number of nominees one greater than the number of positions open until all positions are filled. The nominees entered in the run-off elections shall be those having received the greatest number of votes on the immediately preceding ballot.

Should a vacancy occur in the office of director during any unexpired term, or should a vacancy be created by the election of a director, during his term, to another office, such vacancy shall be filled at the semi-annual election for the balance of the term. In filling vacancies the presiding officer shall first call for nominations and elections for the two full terms and shall thereafter call for nominations and election for the unexpired term or terms.

Section 3. The Immediate-past President, with the approval of the Board of Directors, shall appoint a nominating committee of at least three members, which appointment shall take place at a regular meeting not less than two weeks prior to the date of the election. All nominations made by the nominating committee shall be submitted to the Club at the regular noon meeting next preceding the date of the election. After the report of the nominating committee has been given, and at any regular meeting prior to the election, any member in good standing may nominate any other eligible member for office.

Section 4. The election of officers shall be by secret ballot. Officers shall be voted on one at a time in the order set forth in Section 1 of this Article.

Section 5. A member not in good standing is not entitled to vote at any election. Before the balloting, the Treasurer shall disqualify from voting any member not in good standing, and those present shall constitute a quorum and shall receive ballots.

Section 6. The presiding officer shall appoint at least two election clerks who shall be past presidents; who will distribute, receive and tally the ballots.

Section 7. If the semi-annual election is not held on the day fixed in Section 1 of the Article, a special election shall be called immediately by the Board of Directors, such election to be conducted in the manner provided for regular elections.

Section 8. Officers shall take office at the first regular meeting of the Club in May and November following the regular election. If a special election is held in accordance with Section 7 of this Article, they shall take office at the next regular meeting following such special election.

Section 9. Except in cases of automatic succession, as provided for in Section 4 of Article VI, vacancies in office occurring between elections shall be filled by appointment by the President with the approval of the Board of Directors. Such appointments shall be effective only until the next semi-annual election and until the newly elected officers assume office. A vacancy in the Board of Directors due to the inability of the Immediate Past President to serve shall not be deemed to create a vacancy.

## **ARTICLE IX MEETINGS**

Section 1. This Club shall hold a weekly luncheon or dinner meeting on such day and at such time and place as shall be determined by the Club. It may hold such other meetings as the membership may desire. The regular weekly meetings shall be not more than one hour and thirty minutes in duration, except on special occasions as approved by the Board of Directors.

Section 2. Special meetings may also be called at any time by the President or upon written request of 20 members. Twenty-four hours notice of such meeting must be given all active members.

Section 3. Any number of members present shall constitute a quorum at any meeting of the Club, except Board meetings, but no official action may be taken unless the President, First Vice President or Second Vice President is present to preside.

## **ARTICLE X DUES-FEES-ACCOUNTING**

Section 1. The Board of Directors shall set the initiation fee from time to time. This includes the initiation fee for Active 20-30 National U.S. and Canada. This fee is payable at the time of application for membership.

Section 2. Dues for active membership shall be invoiced prior to January 31<sup>st</sup> and are payable in full before April 30<sup>th</sup> of each year. Dues shall include the Active 20-30 National U.S. and Canada annual dues.

Section 3. New active members shall pay prorated dues for the calendar year in which they join. This fee is payable at the time of application for membership.

Section 4. Revenue from sources other than those defined in this Article may be raised as recommended by the Board of Directors and approved by the membership. The Club shall maintain at least two bank accounts. One shall contain funds collected from dues and projects, the proceeds from which have not been designated or advertised as going to charity. This account shall be used from all Club operational and social transactions. One or more accounts shall contain all funds collected for charitable purposes. These funds shall be held in trust and shall be expended solely for charitable purposes and contributions and the necessary expenses incurred in conducting charitable projects.

Section 5. The financial records of the Club shall be maintained on a double entry accounting basis, with the fiscal year ending June 30. Said records shall be audited annually, to be designated by the board, within a reasonable time after the close of the fiscal year. The Board of Directors may contract for the annual audit with a past active life or active member of this organization.

## **ARTICLE XI COMMITTEES**

Section 1. There shall be the following standing committees: (a) Meetings and House; (b) Inter-club Relations and Visitations; (c) Program; (d) Publicity and History; (e) Bulletin; (f) Projects; (g) Education; (h) Public Speaking; (i) Attendance; (j) Membership; (k) Website; (l) Social; (m) Project X; (n) Budget; (o) Sponsorship.

Section 2. Chairpersons of standing committees, with the exception of the Projects and Education committees shall be appointed by the President to serve during the President's term and be subject to removal by the President. Members of each standing committee, with the exception of the Education, shall be selected by the Committee Chairperson. The Chairperson and members of the standing committees shall be active members in good standing.

Section 3. The President may appoint special committees and they shall perform such duties, as may be incidental to carrying out the purpose for which they were created. Such committees may be continued from term to term.

Section 4. No committee or member thereof shall incur any expenditure involving the Club, unless authorized to do so by the Board of Directors or, in case of emergency, by the President.

## **ARTICLE XII DUTIES OF STANDING COMMITTEES**

Section 1. The committee on Meetings and House will work in conjunction with President to present weekly attendance sheets, roster, books and other related materials to members at weekly lunch meetings.

Section 2. The committee on Interclub Relations and Visitations shall devise ways and means of developing the spirit of fellowship between this Club and other Clubs of Active 20-30 National U.S. and Canada and the members thereof.

Section 3. The Program committee shall arrange a program of every meeting of the Club as far in advance as possible, cooperating with the Board of Directors and other committees of the Club to the end of diversifying the programs and coordinating them with Club activities.

Section 4. The committee on Publicity and History shall: (a) inform the public of regular Club and Active 20-30 National U.S. Canada activities; (b) coordinate club project publicity with project publicity chairperson; (c) correspond with and submit material for publication to Active 20-30 National U.S. and Canada; (d) maintain the historical record of the Club's annual activities through the Club scrapbook which shall contain all supported data necessary to the Club.

Section 5. The chairperson of the Bulletin committee shall be responsible for the timely publication of the Club bulletin.

Section 6. The Second Vice President shall be chairperson of the Projects committee. The committee shall: (a) maintain a calendar of all on-going fund raising and service projects; (b) be responsible for recruiting, training and assisting all project chairpersons of on-going or new service or fund raising projects during the chairperson's term of office; (c) recommending to the President and the Board of Directors the feasibility and advisability of continuing current or adding new service of fund raising projects during the chairperson's term of office of for the long-range future; (d) maintain a current three year history file of all project chairpersons reports of service of fund raising projects.

Section 7. The chairperson of the Education committee shall be the immediate past President of the Club and the membership shall be all active past Presidents of this Club. The duties of this committee shall be: (a) conduct Club initiations at the direction of the President; (b) conduct an educational meeting for all new members covering Club activities; Local, State, Area and National U.S. and Canada Active 20-30 Club structure; standards of membership; community relationships; dues; Club finances; and other such information as the committee may wish to present, to be held within 90 days after each installation of new officers; (c) meet the Club's newly installed officers and review their duties, Club programs and policies; (d) acknowledge all illness and bereavement of members and their families or other individuals as designated by the Board of Directors or the President; (e) be responsible for carrying out the club's annual Past Active Reunion Party.

Section 8. It shall be the duty of the Public Speaking committee to provide for a public speaking program within the Club, which will conform to all rules and procedures governing District, Area and Active 20-30 National U.S. and Canada speech programs. Each year's speech contest is to be facilitated by the previous years local club winner.

Section 9. The committee on Attendance shall be responsible for maintaining an active membership by: (a) promoting full attendance at Club meetings and projects; (b) reporting to Club members who are not meeting the standards of membership as outlined in Articles V, Sections 1-6, of these By-Laws; (c) reporting to the President and the Board of Directors the names of those members who fail to meet the standards of membership after notice had been given and a reasonable period of time granted to comply; (d) recommend disciplinary action to the President and Board for those members who do not meet the standards for membership; (e) track attendances and perfect attendance; (f) present perfect attendance awards at Spring Installation; (g) maintain club-wide email distribution group.

Section 10. The Membership committee shall promote new membership and track prospective new members.

Section 11. The Website Committee shall update and maintain the Club website in a timely fashion.

Section 12. The Social committee is responsible for coordinating opportunities for club members to gather in a social setting. These functions are to promote the building of comradery and friendship.

Section 13. The Project X committee will present a raffle at weekly club meetings to generate funds for the club's operational account. This committee will also hold like raffles at the annual Past-Active Reunion night as well at every installation.

Section 14. The Budget committee shall create and track the Club budget. The duration of the budget and occurrence of periodic reports will be set by the Club board of directors. The Treasurer shall chair of the Budget committee.

Section 15. The Sponsorship committee shall coordinate the procurement of corporate sponsorships with project chairpersons. The Second Vice President shall act as a liaison between the Sponsorship committee and the project chairpersons.

### **ARTICLE XIII SPECIAL AWARDS**

Section 1. Activian of the Year Award: The Activian of the Year shall be elected annually by the members of the Club on a secret ballot at the regular October election. The previous recipient of this award shall be responsible for collecting the ballots and presenting the award.

Section 2. Outstanding New Member Award: An award shall be made at each installation of officers to the new member adjudged by the Board of Directors to have been the outstanding member accepted into membership during the first half of the preceding twelve months. Those eligible for the award at the October installation shall be those newly accepted into membership during the preceding November through April and those eligible for the award at the April installation shall be those newly accepted into membership during the preceding May through October.

Section 3. Sparkplug Award: An award to be given at each installation of officers to an active member of the Club who has given generously of their time to better the Club and further child welfare within the community. The executive officers (Pres., 1<sup>st</sup> VP, 2<sup>nd</sup> VP) are not eligible for this award nor are members who have been in the Club less than one year. This award, which is judged by the executive officers, is to recognize those Club members who contribute significantly to the Club but are not eligible for the Outstanding New member Award or are not elected Activian of the Year.

### **ARTICLE XIV ENDORSEMENTS**

Section 1. This Club shall not endorse any individual for political office and shall be nonpartisan and nonsectarian.

Section 2. No subscription nor contribution or collection of funds or petitions for any public, private or individual cause, other than those relating to Club affairs, shall be solicited, collected or circulated at any meetings of the Club.

## **ARTICLE XV ORDER OF BUSINESS**

The following categories shall be as needed, but not limited to:

- a. Call to Order
- b. Introduction of visitors and guests
- c. Communications
- d. Reports of special committees
- e. Unfinished business
- f. New business
- g. Program
- h. Minutes of the meeting of the Board of Directors
- i. Adjournment

## **ARTICLE XVI RULES OF ORDER**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure at Club meetings, unless otherwise provided for in the By-Laws. The President may appoint a parliamentarian to advise him.

## **ARTICLE XVII AMENDMENTS**

Amendments to these By-Laws, if in conformity with the Constitution and By-Laws of Active 20-30 National U.S. and Canada, may be adopted by a two-thirds vote of the active members present at any regular meeting of the Club, provided written notice of any proposed amendment has been given the active members at least two weeks prior to the meeting.