

CONSTITUTION AND BY-LAWS
OF
LET'S POLKA U.S.A. CLUB

ARTICLE I

As of January 1, 2005, this non-for-profit organization shall have its official name as "LET'S POLKA U.S.A. CLUB

ARTICLE II

Purpose: To encourage all members of this organization to promote the polka industry and to help in various spiritual and social ways.

ARTICLE III

Section 1 - Active membership in this organization shall be open to all regardless of ethnic or religious beliefs.

Section 2 - Annual dues will be received and recorded

Section 3 - The membership will be due from the 1st day of the new calendar year and will be \$10.00 per year. (amended 11/1/2011)

Section 4 - Members joining will not have any age discrimination. New members will be allowed to join throughout the calendar year and the dues will be \$10.00 to the end of that year. The dues will not be prorated. (amended 11/1/2011)

ARTICLE IV

Section 1 - Elective: A President, Vice-President, Recording Secretary, Treasurer and 2 Directors will maintain the responsibilities of the organization.

Appointive: Committees may be appointed whenever they are deemed necessary.

ARTICLE V

Section 1 - Business and Social meetings of the organization shall be held on the third Wednesday of each month, unless a Holiday or other conflict of date should OCCUR. (amended 6/17/2012)

Section 2 - A change of date, time and place of a regular meeting can be made by the President, with the approval of the organization. (amended 8/1/2011)

Section 3 - October meeting will be the annual meeting for the purpose of seating officers for the coming term. (amended 11/1/2011)

Section 4 - Thirty members shall constitute a Quorum at a regular meeting.

ARTICLE VI

Section 1 - The Constitution and By-Laws may be amended at any regular meeting of the organization by a two-thirds vote of members present, provided that notice of the proposed amendments was given at the previous regular meeting.

ARTICLE VII

Section 1 - The President shall preside at all meetings of this organization

- A. President shall have a working knowledge of the By-Laws and policies of the organization.
- B. President shall call a special meeting of the organization, when deemed necessary.
- C. President shall sign all official documents, papers and checks.
- D. President is the "Ex-Officio" Chairperson of all committees.
- E. President shall appoint members to various committees.
- F. In the event of absence of President or Vice-President, the next officer in rank shall conduct the meeting.

Section 2 - The Vice-President shall assist the President in the discharge of his (her) duties and in his (her) absence shall have the power to perform all the duties of the President.

Section 3 - The Recording Secretary shall keep an accurate record of all proceedings at the regular meetings with exact wording of each motion, whether it was lost or carried.

- A. The record shall contain the name of the organization, the kind of meeting, regular, business, social or special, date, place of meeting he (she) shall always note the officers, present, and/or absence.
- B. The Secretary shall notify all persons appointed to any Committee.
- C. The Secretary shall in the absence of both the President and Vice-President call a regular meeting to order, and preside at same.
- D. The Secretary shall take care of all correspondence necessary for the organization.

Section 4 - The Treasurer shall collect all monies involved with the organization.

- A. The Treasurer shall keep an accurate record of all monies collected, whether from membership fees or other functions.
- B. The Treasurer shall keep a list of all member's names, addresses, birth dates and phone numbers.
- C. The Treasurer shall deposit all monies in a Bank account with the organization's name.
- D. The Treasurer shall issue checks as required, upon authorization from the organization's President.
- E. The Treasurer shall at regular meetings submit to the members present, a detailed report of monthly income and expenses and record the same in a ledger.
- F. The Treasurer shall obtain from each chairperson a detailed account of, bills, receipts, etc. for his (her) records.

G. When there is a collection of monies, whether from a function or meeting, an officer shall be responsible for the handling of such monies.

Section 5 - The Directors shall help the officers in whatever is necessary toward an orderly meeting and the execution of various events.

ARTICLE VIII OBLIGATION OF THE MEMBERS

Active membership is determined by an earnest fulfillment of the following requirements.

A. Payment of dues. The annual dues are \$10.00 per calendar year, due the 1st day of the new calendar year. (amended 11/1/2011)

B. Members strive to attend all meetings and participate in the activities of the organization. To be considered an active member, dues must be paid annually.

ARTICLE IX

CHARITY DONATIONS

Section A - Donations will be made yearly to a charity that can benefit from a contribution from the organization.

ARTICLE X

PLEDGE OF OFFICERS

OFFICERS: I _____, IN THE PRESENCE OF THE MEMBERSHIP ON MY HONOR TO FULFILL TO THE BEST OF MY ABILITY, ALL THE DUTIES AND RESPONSIBILITIES PERTAINING TO MY OFFICE ACCORDING TO ,THE CONSTITUTION, REGULATIONS AND DECISIONS OF THIS ORGANIZATION, SO HELP ME GOD.