## Adopted August 1997

Revised September 2006; January 2016, January 2022, July 2022 Reviewed November 2021

## By-Laws of the Sunbury Social Club

Article I<br>Name<br>The name of this Organization shall be SUNBURY SOCIAL CLUB

## Article IA

Reason for the Organization
"Sunbury Social Club is organized for pleasure, recreation, and other non-profitable purposes, substantially all of the activities of which are for such purposes and no part of the net earnings of which insures to benefit and private shareholder."

## Article II <br> Purpose of the Organization

The purpose of this Organization is: The maintenance of a social club for the social enjoyment, entertainment, amusement, and association of its members for social purposes.

## Article III

## Admission to Membership

1. Any citizen of the United States of America, of good character, who is twenty-one years of age or over may be elected to membership of this organization in accordance with the rules herein provided.
2. Application for membership shall be filled out and signed by the applicant and two members in good standing. The application shall be turned over to the Secretary together with receipt a deposit of the initiation fee and the current year's dues has been paid.
3. The name of the applicant shall be presented for ballot at the next regular meeting, provided, however, that at least one of the sponsors shall be present at said meeting.

## Article III

## Admission to Membership (continued)

4. If the vote upon the applicant shall contain less than three black balls, the candidate shall be considered elected. If three or more black balls are cast at the election, the candidate may not be received into the organization as a member at this time. They may not be reconsidered for membership for at least a period of six months. All fees received for him/her shall be returned.
5. The members, by two-thirds vote, may elect to honorary life membership at any regular meeting any person who has rendered distinguished service to the Organization.
6. An elected official who has served in office at least four consecutive years or any member who has been a member in good standing for twenty-five consecutive years shall become eligible for a Lifetime Membership in the Sunbury Social Club.
a. Each member who has become a Life Member shall be presented with a permanent Life Membership Card. They shall pay the sum of one cent (1申) annually for their dues.

## Article IV <br> Meetings

1. The regular monthly meetings of the Organization shall be held on the third Thursday of each month in the Clubhouse of this Organization.
2. The regular hour of the meeting shall be 7:00 pm. At any time when convenience requires, the regular meeting may be held at a different hour, to be determined by vote of the Organization or of the Board of Directors. Such change of meeting hour shall be posted.
3. The annual meeting of the Organization shall be held on the third Thursday of October in the Clubhouse of the Organization. This meeting shall be for the purpose of electing Officers and Directors, consideration of the reports and the transaction of such other business as may properly come before the meeting.
4. Special meetings may be called at any time by the President of the Board of Directors on their own initiative and shall be called by the President upon written request of five members.
5. At any meeting of the Organization five members in good standing shall constitute a quorum.

## Article V

## Board of Directors

1. The government of the Organization and its operation shall be vested in a Board of Directors consisting of ten members, four of whom shall also be the Officers of the Organization. Two Board Members shall be elected annually for a term of three years. Officers shall be elected annually for a term of one year. Officers shall automatically be deemed members of the Board of Directors. The officers shall be named in Article VI.
2. Any member of the Board of Directors who is absent from three consecutive Board meetings without just cause may be dropped from the Board of Directors.
3. In the event of resignation, death, or inability for any cause whatsoever of any of the Officers or Board Members to serve, the remaining members of the Board of Directors shall have the power to select a person to fill such vacancy until the next annual meeting of the Organization when the members of the Organization shall elect a person to fill the unexpired term of the one who was unable to serve, for any of the reasons aforesaid.
4. The Board of Directors shall manage the business and govern the affairs of the Organization and shall strive to carry out all the plans made by the Organization at any regular or special meeting. The Board of Directors may further exercise all such powers of the Organization and do all such lawful acts and things as are not by statues or these By-Laws directed to be exercised or done by the members of the Organization.
5. The President shall appoint the committees.
6. Meetings of the Board of Directors may be called by the President at any time and shall be called whenever asked for by three Members of the Board. At least one day's notice of each meeting shall be given each member of the Board, by a good faith attempt to contact.
7. A majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of business.

## Article VI

## Officers

1. The Officers of this Organization shall be: a President, a Vice-President, a Treasurer, and a Secretary.
2. All officers shall be elected at the annual meeting of the Organization to serve for one year and shall take office at the next regular monthly meeting following election.
3. In the event one person is elected to fill the offices of Secretary and Treasurer, the Board of Directors shall then appoint an Assistant Secretary.

## Article VII

## Duties of Officers

1. The President shall act as the representative head of the Organization. They shall preside at all the meetings of the Organization and of the Board. They may from time to time call special meetings of the Organization and the Board for any purpose. They shall call a special meeting of the Organization on written request of five members and a meeting of the Board on request of three members of the Board and shall be, ex-officio, a member of all committees. They shall have the general control and management of the business of the Organization, subject however to these ByLaws and to the regulations and directions of the Board. The President shall order and see to the disposition of yearly inventory.
2. The Vice-President shall assist the President in the absence or disability of the President and shall perform the duties and exercise the powers of the President.
3. The Secretary and/or Treasurer or a person designated by the Board of Directors shall handle and receive all moneys for all functions carried out by the Organization.
4. The Secretary shall give all such notice of the meetings as are requested by the ByLaws, shall attend all meetings of the Organization and of the Board and shall keep minutes of the same. They shall perform all duties usually related to the office of Secretary and such other duties as may be from time to time fixed and required by the Board.
5. The Assistant Secretary shall aid the Secretary in all their duties and take their place at all meetings in the absence of the Secretary.
6. The Treasurer shall have charge of all moneys of the Organization. They shall receive all income from the operation of all the facilities of whatever source or nature.

Their receipts shall be deposited in the name to the credit of the Organization in a bank to be designated by the Organization. They shall pay all bills and obligations from this fund only upon written approval of the President and Secretary.

The accounts of the Treasurer shall be audited annually be an Auditor appointed by the Board of Directors. Their accounts shall be audited as of the close of business on October 31 of each year. A report of the audit shall be given at the meeting following the completion of the annual Federal Tax Return. If an independent audit is voted for the cost shall be shared by all members pro-rata.

## Article VIII

## Duties of the Board of Directors

1. The Directors shall look after and care for the property of the Organization, and shall make a report on the inventory and condition of the property at each annual meeting. The Directors shall see to such repairs and replacements to the property as may from time to time be required. The Directors shall have the authority to buy merchandise and supplies for the operation of the Club rooms and to engage, supervise, and discharge all employees required for the care and operation of these said rooms.
2. The Directors shall promote and supervise the social activities of the Organization.
3. The President shall serve as Chairman of the Board of Directors and shall see to the execution of all Board decisions.
4. The Board shall meet at least once a month.

## Article IX

## Nominations

1. Nominations of Officers and Directors to be elected at the annual meeting shall be named either by the nominating committee appointed by the President or from the floor the night of the regular meeting in the month of September of each year.
2. A nominating committee consisting of not less than five members, not more than two of whom shall be members of the Board, shall be appointed by the President, with the approval of the Board, sixty days prior to the nominations. The committee shall nominate from the membership of the Organization members to be voted on for membership on the Board in relation to vacancies to be filled. The committee shall file with the Secretary a list of nominees recommended not later than ten days before the nominations. Their names shall be posted in a conspicuous place in the Club room immediately following the nominations meeting held on the third Thursday in September. Nominations, other than the ones recommended by the committee may be made from the floor the night of nominations.
3. Any person who has been a member of the Board of Directors for one year is eligible to hold the position of President or Vice-President. Any person who has been a member in good standing for at least three years immediately prior to his nomination may be nominated for the position of Secretary or Treasurer. Any person who has been a member in good standing for at least one year immediately prior to his nomination may be nominated for the position of Director of the Organization.
4. A nomination does not have to be seconded.
5. At least one person shall be nominated for each office to be filled, but any member who is nominated and does not wish to hold office must withdraw by the last day of September.

## Article IX

## Nominations (continued)

6. Only the persons nominated in the manner above shall be eligible for election; provided, however, that if no nomination for a particular office shall have been made prior to the date of such election, or if all candidates previously nominated for a particular office shall have declined or withdrawn, that officer shall be appointed by the Board of Directors.
7. Employees of the Organization are not eligible to attain board positions in any capacity, with the exception of a non-voting paid treasurer position.

## Article X

## Dues

1. The fee for initiation in this Organization shall be $\$ 25.00$.
2. The regular dues for each member shall be twenty-four dollars (\$24.00) every twelve months.
3. The membership year shall run from July $1^{\text {st }}$ to June $30^{\text {th }}$. Dues will be due June $1^{\text {st }}$ and must paid by June $30^{\text {th }}$, or a member will be considered in arrears.
4. Members who are in arrears in their dues for a period of three months shall be added to the delinquent list. If dues are not paid within one year and payment is not excused for justifiable reasons to the Board of Directors, the member shall be dropped from the Organization, unless past and current dues are paid.
5. A day pass application will be permitted for non-members. Completion of the application and a $\$ 2$ fee, per visit will allow non-members to visit the Club as a temporary member. Limited to 3 visits in the membership year (July $1^{\text {st }}$ to June $30^{\text {th }}$ ).

## Article XI

## Use of Organization Property

1. The use and enjoyment of the Club Rooms by members of the Organization and their guests shall be subject to House Rules adopted by the Organization.
2. It shall be the duty of the Board of Directors to enforce House Rules.
3. Neither the Club Rooms or any other property of the Organization shall be rented except upon approval of the Board of Directors. All damage and loss during such private use must be paid for by the contracting parties for such use.

## Article XII

## Expenditures

1. All expenses of normal operation of the Organization and all other times of expenditure involving $\$ 1,000.00$ or less shall be paid upon approval of the Board of Directors.
2. All items of expenditure, other than the expenses of normal operation and emergencies of the Organization, involving more than $\$ 1500.00$ shall be paid upon the approval of both the Board of Directors and the members of the Organization.
3. The Organization will provide Errors and Omissions Insurance and an umbrella liability policy covering the Board of Directors and Officers of the club.

## Article XIII

## Loss of Membership

1. A member of the Organization may be denied the privilege of the Organization and dropped from its roll for nonpayment of dues as provided in these By-Laws, nonpayment of damages of property for which damage the member is held responsible under the House Rules, a serious infraction of other House Rules, or conduct unbecoming a member of the Organization.
2. A complaint against any member alleging an infraction of the House Rules or conduct unbecoming a member of the Organization shall be submitted, in writing and signed, to the Secretary who shall transmit the same to the Board. The accused has the right to be heard. The Board will make a decision within two weeks. The Board shall have the right to drop the accused from the rolls of the Organization.
3. A member who has been dropped from the rolls of the Organization, may be reinstated upon application and approval thereof and upon payment of the same initiation fee and regular dues in the same manner provided for the admission of new members.

## Article XIV

## Amendment

These By-Laws may be amended by a majority vote of the members present and voting at any meeting of the Organization, PROVIDED that the amendment has been approved by the Board of Directors, has been read at a regular meeting of the Organization, and laid over until the next regular meeting, at which time it shall be voted upon.

## Article XV

## Non-Discrimination and Non-Harassment

1. The Organization shall not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin or ancestry, disability, marital status, sexual orientation or military status, in any of its operations or activities. These activities shall include but not be limited to the hiring and firing of staff, selection of volunteers or vendors and the provision for services. The Organization shall be committed to providing an inclusive and welcoming environment for all members of staff, clients, volunteers, subcontractors, vendors and visitors.
2. The Organization is an equal opportunity employer and the corporation or any of its employees, agents, directors or officers shall not discriminate and will take affirmative measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any member, employee or job applicant on the basis of race, color, religion, creed, gender, gender expression, age, national origin or ancestry, disability, marital status, veteran status, sexual orientation, gender identity or gender expression.
3. The Organization, its officers, directors and employees shall not harass or cause harassment to any individual on the premises or as part of any other activities.

# HOUSE RULES 

of the

## Sunbury Social Club

1. The right to use the privileges and facilities of the Club Rooms and other property of the Organization in accordance with the By-Laws and House Rules of the Organization is extended to each member and their immediate family. An exception, however, is made in the case of adult children, twenty-one years of age, of members, who in order to enjoy such a right, are required to become members themselves.
2. Any member may bring with them to the Club Rooms, nonmember relatives or friends, but the constant use of such privilege amounting to an abuse thereof shall not be allowed.
3. Sale of alcoholic beverages is restricted to members, except under circumstances permitted by State Liquor Control Board under rules that apply to a club catering license.
4. The member bringing guests to the Club property will be held responsible for their conduct and compliance with House Rules.
5. No minor shall enjoy the facility of the Organization except when accompanied by a parent or guardian. The bar area is restricted to minors after 9 PM.
6. Each member shall be responsible for all damages to the Club Rooms or Organization property of any kind caused by himself, his family, or his guests and upon his failure to reimburse the Organization within thirty days after notice by the Secretary of such charge, he shall be dropped from the rolls of the Organization.
7. Each member is under obligation to conduct themselves in a respectable manner at all times during their use of the Club property and facilities. Under no circumstances shall inappropriate conduct or obscene or profane language be permitted in the Club Rooms or on any portion of the Organization property.
8. Members having suggestions or complaints as to the management of the Club Rooms or other facilities of the Organization may present them in writing with signature to the Board of Directors.
