

Greater La Crosse Area Shamrock Club Constitution and By-Laws

Revised & Adopted July 18, 2018

Constitution

The name of this group shall be the Greater La Crosse Area Shamrock Club, Inc. also dba the Shamrock Club of the Greater La Crosse Area.

The period of existence shall be perpetual.

The purpose of the Shamrock Club is to bring about the association of individuals to foster and encourage the interest in, understanding of, and respect for Irish/Celtic heritage. Activities may include conducting social, educational and benevolent activities of all kinds, including meetings, forums and research into Irish/Celtic culture, providing scholarship funds for the study of Irish/Celtic music, dance and humanities, presentation of Irish/Celtic culture to the community at large, promoting travel to Ireland and the pursuit of cultural advancement through cooperative means with local government and institutional organizations. Membership shall be open to all persons eighteen years or older who wish to foster and encourage the understanding of, and respect for Irish/Celtic heritage and all other goals of the Greater La Crosse Area Shamrock Club, Inc

The elected officers and their duties shall be as follows:

- 1. PRESIDENT:** The President shall call meetings and shall preside over the same according to parliamentary procedure. The President shall enforce the Club's constitution and by-laws. The President shall appoint the various activity chairs and have the authority to remove them, with board approval. The President shall keep the Vice-President apprised of all operations of the Club. The president shall be an ex-officio member of each and every committee. The President shall have the authority to veto actions of the Board of Directors, subject to override by two-thirds vote of the Board of Directors or a majority of the general membership. The President shall, at all times, have access to any/all data relevant to the operations, procedures, and/or decisions of the Club. The President shall submit a written year-end report to the Board of Directors.
- 2. VICE-PRESIDENT:** The Vice-President shall preside over meetings in the absence of the President. In the event that the President resigns or is unable to fulfill the responsibilities of the office, the Vice-President shall assume the officer for the remainder of the unexpired term. The Vice-President shall, at all times, have access to any/all data relevant to the operations, procedures, and/or decisions of the Club. The Vice-President shall serve as program chair to encourage active and ongoing participations in the Club. The Vice-President shall work with trustees to conduct an annual financial audit.
- 3. SECRETARY:** The Secretary shall perform the following duties: Keep an accurate record of the proceedings of each meeting of the Board of Directors and Membership, provide the Webmaster with the minutes from each

meeting as soon as possible, to be posted on the website. The minutes of each meeting shall be the property of the Shamrock Club of the Greater La Crosse Area. The Secretary shall be responsible for preserving and reproducing any minutes of previous meetings of the Board of Directors and shall have on hand at all meetings the minutes of meetings of the past twelve months.

4. **TREASURER:** The Treasurer shall act as custodian of the Club's funds and shall keep a record of all income and expenses. The Treasurer shall make payment only as provided for by the Club's constitution. The Treasurer shall give a statement of the Club's current financial condition at meetings of the Board of Directors and general membership, and shall submit an annual report. A committee composed of the Trustees and Vice President of the Club shall audit the Treasurer's annual report.
5. **PARLIAMENTARIAN:** It shall be the duty of the Parliamentarian to interpret the Constitution and By-laws and to supervise the parliamentary procedure at business meetings. The authority shall be Robert's Rules of Order. A copy of said book shall be furnished by the Club and must be present at Club meetings. All meetings shall be conducted in accordance with the current issue of Robert's Rules of Order in all cases to which they are not inconsistent with these By-laws and any special rules of order the Club may adopt. A copy of the Shamrock Club of the Greater La Crosse Area Constitution and By-laws shall be furnished by the Parliamentarian to all incoming officers. The Parliamentarian shall serve as chair of the Constitution and Bylaws review committee.
6. **SERGEANT-AT-ARMS:** It shall be the duty of the Sergeant-at-Arms to prepare the meeting room, take attendance at meetings, maintain order at meetings and assume complete responsibility as custodian of the Club's property. The Sergeant-at-Arms shall prepare and maintain a listing of the property of the Club to be passed on to succeeding Sergeants. The Sergeant-at-Arms shall have reasonable access to them. The removal and use of Club property must be requested through the Sergeant, upon approval of the Club President.
7. **MEMBERSHIP CHAIR:** It shall be the duty of the Membership Chair to promote, recruit, and retain members, as well as maintain a supply of membership forms, with the return address being the "Shamrock Club of the Greater La Crosse Area" at its current address. The Membership form shall instruct everyone to make checks payable to the Club. Upon receipt of membership dues the Membership Chair shall issue and mail the membership cards. All monies shall be turned over to the Treasurer forthwith. The Membership Chair will provide a count of paid members at each meeting, and provide the President with a current list of paid members monthly, including name, email, phone, address, and date joined. The Membership Chair will notify members of dues to be paid by mail, email, or phone. The Membership Chair shall provide a remembrance of up to \$40 in value to the family of a deceased member in good standing. When so notified, the Membership Chair shall send a get well card to members who are sick or in distress
8. **BOARD OF DIRECTORS:** The Board of Directors shall consist of thirteen members including all elected officers and the immediate Past-President. The Board shall approve the initial request of the activity chairs before suggestions are implemented.
9. **TRUSTEES:** There shall be five elected Trustees, whose prime responsibilities are to assist in the transition between the incoming/outgoing Board members and to audit the Treasurers annual report as the Audit Committee, along with the Vice-President. The Trustees are responsible for obtaining, reviewing and making available to succeeding committee or activity chairs all activity reports. Trustees shall be elected each year to a three-year term as needed to replace those who have served three years and no Trustee shall succeed him or herself.

TERMS OF OFFICE: All officers shall serve a term of office of one year, with the exception of Trustees whose term shall be for three years. Each officer may be elected to only one succeeding term, except Membership Chair, Treasurer, Parliamentarian and Sergeant-at-Arms whose offices carries no limit, and Trustees who cannot succeed

themselves. All officers who serve in the same office for two consecutive terms, with the exception of Membership Chair, Treasurer, Parliamentarian and Sergeant-at-Arms may be re-elected only after the passing of one year. Vacancies in any office shall be filled by appointment by the President for the balance of their term, subject to approval of the Board of Directors. Appointment to an office shall not be considered an elected term. Officers may be removed from office for cause, by two thirds vote of the Board of Directors.

ELECTION OF OFFICERS: Nominations must be made by the Nominating Committee or in person from the floor. The nominee must accept the nominations in person. A single membership will be allowed one vote. A family membership will be allowed two votes. Newly elected officers shall assume office in May following installation at the general membership meeting. Nominations will be received at the April meeting with elections to be held at the May meeting. Write-ins will be accepted on the ballot, if the person authorizes. Absentee ballots will be provided to those who request one and will be returned to the Nominating Committee.

I. MEETINGS: Board meetings shall be held as often as called by the President or by a majority of the Board of Directors. Business meetings for the general membership shall be held a minimum of four times a year or as determined by the Board of Directors. A general membership meeting shall be held in May to elect new officers.

II. QUORUM: Twelve members in good standing including not less than three elected officers shall constitute a quorum at business meetings. Seven members of the Board of Directors shall constitute a quorum for that body. The President may personally contact the members of the Board by telephone or email to ask for votes on emergency decisions. The vote shall be presented at the next Board meeting.

AMENDING THE CONSTITUTION AND BY-LAWS: The constitution and by-laws of the Club shall be reviewed on a biennial basis by a committee of five members chaired by the Parliamentarian and including two members appointed by the President and two volunteers from the general membership. Changes to the Constitution and by-laws shall be considered under the following process: Submission by a Club member and reviewed by the Constitution and by-laws Committee; Publication of proposed change(s) in the Club publication, by email, or by mailing to members; Approval at one membership meeting by two-thirds of the members present.

STATE ADVISORY BOARD MEETING: A State Advisory Board, composed of members of Wisconsin Shamrock Clubs, may exist for the purpose of fostering and encouraging the exchange of ideas and information among the various Clubs and for the purpose of promotion, coordination and to assist in the formation of new Clubs. This Board shall be advisory in nature and any business transacted will be subject to approval of the Board of Directors of each Club and majority of its members at a regular membership meeting.

BY-LAWS

MEMBERSHIP: Membership categories shall be as follows: Single for individuals eighteen years and older; Family for members of an immediate family residing in the same household. The membership roster shall be the property of the Club and shall be used for Club related activities only. The membership of any person whose misconduct reflects upon the good name of the Club or who uses Club property without authorization may be revoked by a two-thirds vote of the Board of Directors.

DUES: Membership dues are renewable annually in the month of September and are set by the Board of Directors. Dues become the property of the Greater La Crosse Area Shamrock Club, Inc. And will not be refunded if a member should leave the Club. New members will have due prorated for each four-month period (if join January – April dues = \$10, May – August dues = \$5, September – December dues = \$15). Anyone joining during Irishfest will pay full dues for a full year's membership.

IRISHMAN AND IRISH ROSE: The Irish Rose and Irishman are honored for their contributions and outstanding service to the local Irish/Celtic community. A committee comprised of the current Irish Man and Irish Rose, the previous Irish Man and Irish Rose and the Club President shall choose the Shamrock Club Royalty. The committee will accept nominations for individuals to be considered from the membership at large or the community in general. Nominations must include the reason for nomination. The identification of the new royalty shall not be made public until they are introduced at the annual Christmas Party. They shall act as official representatives of the Club in all activities sanctioned by the Board of Directors.

ACTIVITIES COMMITTEE: Activity Committees are appointed by the President and may include but are not limited to: Christmas Party, Fund Raisers, St. Patrick's Day, Annual March Banquet, Nominating Committee for Officers, parades, Constitution and By-laws Committee and Newsletter.

BOARD OF DIRECTORS: This Board shall meet at least four times a year, and shall have the power to vote for the membership to expedite the business of the Club. Board Members are expected to attend a minimum of 75% of meetings. All Club members are welcome to attend

Board meetings, except those sessions declared to be in executive session. All business executed at the Board meeting must be brought before the membership and the Board must, upon the direction of the majority at the general membership meeting, carry out the instructions as determined by the Club.

EXPENDITURES: Anticipated expenditures shall be presented at a meeting for approval by the President and Board prior to the expense being incurred, and will be recorded in the minutes. Payment will be made by the Treasurer at the next meeting upon receipt of invoice or receipt of approved expenses. The President has authority to approve up to \$250 in expenditures and will report to Board.

CLUB PUBLICATION: The publication for the Shamrock Club of the Greater La Crosse Area is the "The Blarney." It is published quarterly. Special editions are published as needed.