## CABS BYLAWS

Voted and approved on 25 September 2015; Definition of quorum modified 19 May 2017.
Name of Organization: C.A.B.S. (Companions and Buddies for Singles)
PURPOSE: $\quad$ The purpose of this organization shall be to provide a forum enabling members to meet for companionship, support, friendship, and sharing in activities and functions.

ARTICLE I Membership
Section 1: Qualifications to be member in good standing.
a. Any single individual, or married individual who was a member in good standing before marriage shall be eligible for membership regardless of race, religion, sex, age, disability or national origin.
b. Will be recognized by:

1. The payment of membership fees
2. Adherence to these bylaws.

Section 2: Responsibilities of members.
a. Each member shall provide a phone number and e-mail address, if available, to all club members.
b. Each member shall provide his / her mailing address, which will be maintained as confidential by the committee.

Section 3: Attendance of non-members at meetings
a. All non-members must become members before attending their fourth regularly scheduled meeting / activity.

## ARTICLE II FINANCES

Section 1: Membership Dues
a. Membership dues shall be determined by the membership in December of each year, and members shall be given one month's notice of any proposed changes in the dues structure.
b. Annual membership dues shall become due each January; new member's dues will be prorated to $2 / 3$ of annual dues after July 1.

## Section 2: Club Monies

a. Club monies and supplies shall not be used for private functions.
b. Monies can be used for:

1. The annual anniversary function.
2. The postage, printing and promotional expenses and office supplies.
3. Other purposes voted upon by the membership, (e.g. donation to the Garvey Center).
4. Memorial donations of $\$ 50.00$ (per member in good standing) will go to the family of the deceased.
c. Accurate records of club monies shall be kept by the Treasurer.
d. Financial reports shall be made available to any member in good standing, upon request, from the Treasurer.
e. A semi-annual Treasurer's report shall be made available to all members at the first meeting in February and August.
f. The Treasurer's bookkeeping shall also be inspected by the incoming Treasurer and another general member in January when turning over the Treasurer's Office to a new Treasurer.
g. Any financial transaction shall be made by the Treasurer, (i.e. write and sign the checks).
h. If the Treasurer is unable to write checks, the President and / or $1^{\text {st }}$ VicePresident and / or $\mathbf{2}^{\text {nd }}$ Vice President will be authorized to do so.
i. All expenditures over $\$ 100.00$ shall require two signatures.

## ARTICLE III OFFICERS

## Section 1: Executive Committee

a. President: Shall preside over established agenda for general membership and Executive Committee meetings.
b. $1^{\text {st }}$ Vice President: Shall be responsible for the bylaws review, revision and ratification. He / she shall assume the President's responsibilities in his / her absence.
c. $2^{\text {nd }}$ Vice President: Shall be responsible for the completion of the monthly calendar / newsletter (with the input and help of the general membership). He / she shall assume the President's duties when the President and the $1^{\text {st }}$ Vice President are absent.
d. Recording Secretary: Shall assure that an accurate record is kept of all the CABS meetings and Executive Committee meetings and correspondence. These records of minutes are available to the general membership by request.
e. Treasurer: Shall receive and disburse club monies, and keep accurate records of all transactions and voting eligibility of the club membership. He / she shall have all reports available at the President's request.
f. Hospitality Chairperson's (2): Shall be responsible for the greeting of new members and guests; oversees the Birthday Celebrations and other CABS functions, (e.g. pot luck dinners).
g. Historian: Volunteer position to maintain the records of the CABS club.
h. Any conflict of interest, or apparent conflict of interest, shall be brought to the attention of the membership at a regular meeting and put to a vote. Conflict of interest is defined as "a situation in which an officer has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties." If a majority vote indicates that a conflict of interest may exist, the officer involved shall either remove the conflict within 30 days or resign from the office. If the officer fails to resign, the position will be considered a vacant position until an election is held to fill that position.

## ARTICLE IV ELECTIONS

a. Notification of elections to take place as $2^{\text {nd }}$ meeting in November shall be advertised to all members in good standing in the August and September Newsletter via e-mail. Solicitation will be sought for candidates to participate in the operation of CABS, by running for an office. The Newsletter will give the name of each member of the nominating committee. At the first meeting in October, the Committee Chairperson will present a slate of candidates for the seven electoral posts to the General Membership. There will be e-mailing to the membership: ALL NOMINATIONS WILL BE CLOSED AT THE LAST MEETING IN OCTOBER.
b. Elections will take place on the $2^{\text {nd }}$ meeting in November. The nominating committee will prepare ballots for all members to use. Should a member not be able to attend, they may secure a ballot from the committee chairperson and email their vote so that it is received prior to the $2^{\text {nd }}$ meeting in November. ABSENTEE BALLOTS RECEIVED AFTER THE MEETING WILL NOT COUNT. E-MAIL BALLOTS WILL BE ACCEPTABLE. All officers running unopposed will be elected by acclamation. The nominating committee will adjourn to the back of the room, count the ballots and declare who the officers will be for the ensuing term. Any ties will be satisfied by a runoff vote to determine the new officer / officers. The new officers will communicate with the incumbent officers to ensure a smooth transition in January.
c. In the event of a tie, the members in good standing present shall have an additional ballot vote to determine the new officer.
d. The term of office for all officers shall be one year commencing on the $1^{\text {st }}$ meeting in January.
e. If any office should be vacated, a special election will be held at the next meeting after the vacancy has been announced to the members. All nominees shall have been previously contacted and agree to fill the vacant position.
f. A member of the Executive Committee may be recalled upon presentation at a regular meeting of a petition signed by two thirds of the membership. The recall shall be conducted by ballot as outlined above for contested elected positions.
g. To ensure a smooth transition of business, (i.e. archives, minutes, checkbook, office supplies, party supplies, etc.) need to be turned over to the new officers by the second meeting in January. Signature cards at the bank and post office need to be taken care of at that time.

## ARTICLE V COMMITTEES

Section 1: Executive Committee
a. The Executive Committee shall consist of the seven officers described in these bylaws.
b. This Committee shall oversee all CABS functions.
c. This Committee shall consider all suggestions of members in good standing.

Section 2: General Membership
a. Subcommittees shall be formed as needed by the Executive Committee. Subcommittees shall be given guidelines by the membership and will report to the members the results of their work. They will make recommendations to the membership and if approved by a vote of the membership they will have the authority to act.

Section 3: Ex-Officio Members
a. The President shall be an ex-officio, non-voting member of all committees.

## ARTICLE VI MEETINGS

Section 1: Executive Committee
a. The Executive Committee shall meet as the Committee deems necessary. A meeting shall be held upon request of any three members of the Executive Committee.

Section 2: General Membership
a. There shall be a general membership meeting once per week except when holidays or other conflict occurs on the planned night. The time and day of the meeting shall be determined by the Executive Committee with the approval of the membership.
b. A quorum of no less than $25 \%$ of the members in good standing must be present to conduct official business as a regular meeting.
c. Special meetings may be called by the Executive Committee as deemed necessary.
d. Meetings shall be held informally but Roberts Rules of Order, newly revised, shall be the official guide to be used by the organization, and shall be adhered to when the majority of the members present feel it is necessary to keep order.

## ARTICLE VII NON MEETING GATHERINGS

## Section 1: Functions

a. All concerns, times, directions to locations, and planning shall be the responsibility of the host (Point of Contact).

ARTICLE VIII BYLAWS
Section 1: Club Specifications
a. These bylaws shall be subject to review in April or as necessary by a majority vote of the Executive Committee.
b. A Committee of not less than three members in good standing shall discuss any changes to the bylaws. This Committee's proposals and proposals from the floor by members in good standing shall be voted on individually for inclusion in the proposed bylaws at the first meeting of the month. The Committee will compile the results of the meeting and generate the final draft of the proposed bylaws. The proposed bylaws will be sent (e-mailed) to all members in good standing within two weeks. A hard copy will be mailed to members without e-mail within two weeks. A vote requesting ratification will be held by all members in good standing at the first meeting of the subsequent month.

Section 2: Changes Effective
a. Any changes to the bylaws that are ratified become effective immediately.

## ARTICLE IX DISSOLUTION

a. In an event that this organization dissolves, any funds shall be contributed to a 501(C3) charitable organization(s) to be selected by the incumbent Executive Committee.
[ The end.]
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