

**By-Laws**  
**of**  
**Indivisible Springfield Ohio**

**ARTICLE I: NAME & PURPOSE**

**Section A: Name** – The name of this club shall be Indivisible Springfield Ohio.

**Section B: National Affiliation** – The club is affiliated with the Indivisible Guide National Movement.

**Section C: Purpose** – The purpose of this club shall be

**ARTICLE II: MEMBERSHIP & DUES**

**Section A: Eligibility** - Membership shall be open to any person in the Greater Clark County area that supports the purpose of the group and upon payment of the dues as outlined in Section B.

**Section B: Dues** – Dues shall be \$5 per year unless decided by the membership to be a different amount. This will take a 2/3rds vote of the membership present. Dues are payable at the first meeting in January.

**ARTICLE III OFFICERS**

**Section A: Officers** – The officers shall be a President, Vice-President, Secretary, and Treasurer.

**Section B: Eligibility** – Officers must be dues paying members of the club.

**Section C: Election** – The officers shall be elected by ballot at the first meeting in January of each year.

**Section D: Nomination** – Nominations shall come from the floor during the meeting immediately preceding the election meeting.

**Section E: Term** – The officers shall serve for one year and their term of office shall begin at the meeting following their election.

**Section F: Vacancy** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

**ARTICLE IV: DUTIES OF OFFICERS**

**Section A: President** – it shall be the duty of the President to:

- Preside at meetings of the membership, Executive Committee and Board of Directors
- Represent the club
- Serve as a Liaison to committees of their choosing
- The President shall be an authorized signer on all bank accounts unless these duties are otherwise assigned to another member of the Board of Directors by the Board of Directors.
- Perform such other duties as ordinarily pertain to this office.

**Section B: Vice-President** – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as Liaison to the committees of their choosing.
- Shall serve as temporary Secretary in the absence of the Secretary.
- Perform such other duties as ordinarily pertain to this office.

**Section C: Secretary** – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club's records
- Maintain a current roster of membership
- Issue notices of meetings and conduct the general correspondence of the club
- Perform such other duties as ordinarily pertain to this office.

**Section D: Treasurer** – It shall be the duty of the Treasurer to:

- Receive and disperse all club funds.
- Shall be an authorized signer on all bank accounts.
- Keep an itemized account of all receipts and expenditures and make reports on a monthly basis
- Perform such other duties as ordinarily pertain to this office.

## **ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held monthly.

**Section B: Special/ Emergency Meeting** – Special/ Emergency meetings may be called by the President.

**Section C: Quorum** – A quorum shall consist of at least two officers and ten members.

**Section D: Parliamentary Authority** – Robert's Rules of Orders shall govern this club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee

responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III.

**Section C: Meetings** – This committee shall meet at such times as the President or committee deems necessary.

**ARTICLE VII: BOARD OF DIRECTORS**

**Section A: Responsibility** – The Board of Directors shall be responsible for the Fiscal Management of the Club. The Board of Directors shall propose a yearly Budget to the membership no later than the First meeting of April each year. The Board of Directors are also empowered to expend up to \$100 on an emergency basis. Any emergency expenses shall be reported immediately to the membership at the next meeting with the emergency explanation.

**Section B: Membership** – This committee shall consist of the officers and three General Members of the club elected in the same manners as the Executive Committee.

**Section C: Meetings** – This committee shall meet at such times as the President or committee deems necessary.

**ARTICLE VII: COMMITTEES**

**Section A: Standing/ Special Committees** – The President shall have the authority to appoint any standing/special committees, with the approval of the Executive Committee, from time to time as need demands.

**ARTICLE IX: AMENDMENTS**

**Section A: Selection** – these bylaws may be amended by a two-thirds (2/3) majority vote of the club membership.

**Section B: Notice** – All members shall receive advance notice of the proposed amendment at least five days before the meeting via electronic mail.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Certified:

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer