

Alpine International Club Bylaws

Revised: June 2001, Reviewed August 2017

Preamble

With the object in view of providing regulations favorable for the implementation of and pursuant to the Constitution of the Alpines International Club, we, the Board of Directors, do hereby adopt these Bylaws.

Article I: Membership

Section 1. Application for membership shall be addressed to the Secretary/Treasurer. The application shall be in accordance with the rules, as established by the Board of Directors.

Section 2. Annual dues shall be determined by a postal ballot of the membership, and shall be conducted through the AIC newsletter. Membership name shall be included on the ballot so that ballots may be determined as being received from a valid membership. Voting closes thirty (30) days after mailing of the newsletter, with the date of acceptable return postmark included on the ballot. Ballots shall be sent to the Secretary/Treasurer, who shall tally and keep all ballots, with the envelope showing postmark, on file so that the vote may be verified at the next Annual AIC Meeting. The decision will not be enacted until this verification has taken place. A majority of votes cast shall determine the vote, with at least twenty percent (20%) of the membership voting.

Section 3. The membership year shall be from January first through December 31st. Dues of members unpaid on March first and due since January first, shall be considered in arrears and membership shall lapse. Whenever a new applicant pays his/her dues after September first of the year in which he/she makes application for membership, he/she shall be credited with payment of dues up to and including the last day of December of the year in which he/she makes application for membership, and shall also be credited with payment of dues for the following year.

Article II: Duties and Responsibilities of Officers

Section 1. President

a. The President, as Chief Executive Officer of AIC, shall maintain general supervision of the affairs of the Club, subject to the Constitution and Bylaws of AIC. The President shall preside at all Meetings of the Members and shall report to the members and make suggestions that he may deem advisable.

- b.** The President shall be an ex-officio member of all committees.
- c.** The President shall appoint a Newsletter Editor, subject to approval of the Directors at Large. The President shall assist the Editor in obtaining news of the Club for publication in the AIC Newsletter.
- d.** The President may present propositions pertaining to administrative policy to the Board of Directors, or to the members, by mail or through the newsletter of the Club.
- e.** The President, upon receiving a request from a Director to submit to the Board of Directors a proposition, will detail the subject matter, mailing a copy to each member of the Board of Directors, who will cast his vote for or against the subject being considered. Each Director will return his/her vote within fifteen (15) days. The President, within fifteen (15) days following, will inform each Director of the results, providing how each director voted, along with total votes cast for, as well as against, the proposition.
- f.** The President shall call for regular committee reports and see that all committees function properly.

Section 2. Vice-President

- a.** The Vice-President shall occupy the position of, and perform the duties of, the President, when for any reason, the President is unable to perform such duties.

Section 3. Secretary/Treasurer

- a.** The Secretary/Treasurer shall conduct the business of the Club according to the direction of the President and the Board of Directors.
- b.** The Secretary/Treasurer shall handle all funds, pay all bills, duly passed on by the Board of Directors. He/she shall keep an accurate account of all income and expense of the Club. He/she shall prepare a report for the Annual AIC Meeting showing all receipts and disbursements that have transpired since the last Annual AIC Meeting, along with a statement of the financial condition of the Club.
- c.** The Secretary/Treasurer shall be the recording and corresponding officer of the Club. He/she shall keep accurate minutes of the Club, submitting those minutes to the newsletter editor for publication, and reading at subsequent meetings. He/she shall keep an accurate account of all board decisions, and submit a summary of those decisions to the newsletter editor for publication. He/she shall conduct the correspondence of the Club. He/she shall keep an up to date roster of the membership, notifying the newsletter editor of all new or lapsed memberships on a monthly basis, and shall provide all committee chairpersons with a current roster. He/she shall provide a list of unpaid members for the final

issue of the newsletter each year, so that the newsletter editor may denote those members' newsletter as being the final issue unless dues are remitted. The Secretary/Treasurer shall, with the assistance of the newsletter editor, notify all members of all meetings.

d. The Secretary/Treasurer shall maintain a permanent file of all minutes, correspondence, board decisions, financial records, and membership records of this Club, and pass such file on to the newly elected Secretary/Treasurer when the current term expires.

e. The Financial Records of the Club shall be audited in September of each year in which there is an election. Audit shall be conducted by a committee appointed by the President, and shall be presented at the Annual AIC Meeting.

Section 4. Directors At Large

a. The Directors at Large shall have the responsibility of supervising the progress of all committees throughout the year.

Article III: Committees

Section 1. The President, with approval of the Board of Directors, shall appoint the Chairperson for each Standing and Special Committee of AIC.

Section 2. Committee members shall be appointed by the Committee Chairperson. The President may appoint additional members as he/she deems appropriate.

Article IV: Membership Meetings

Section 1. The Board of Directors shall give a report to the membership at the Annual Meeting of all AIC activity since the last Annual Meeting.

Section 2. Each Committee Chairperson shall give a report to the membership at the Annual Meeting of all activity in his/her committee since the last Annual Meeting.

Section 3. At all Meetings of the Members, members may vote in person or by written proxy, bearing a date not more than two (2) months previous to the date of the meeting.

Section 4. A quorum for business to be transacted at the Annual Meeting shall be twenty percent (20%) of the membership voting, either by proxy or in person. If the quorum is not met, the meeting shall be conducted in that board and committee reports will be given and discussion held, but no voting shall take place.

Article V: Dissolution

In the event of dissolution of the Alpines International Club, the Board of Directors shall select, and donate any remaining Club funds to, a nonprofit organization whose main purpose is the benefit of the Dairy Goat Industry.