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# **ITALIAN AMERICAN CLUB OF THE VILLAGES**

## **Established April 23, 1992**

### **CLUB RULES**

#### **I. Membership**

Membership is primarily for Italian residents of The Villages but is open to all residents who share our values.

#### **II. Purpose**

The purpose of the Club is to present a social environment that encourages fraternity among its members and promotes appreciation of the Italian-American heritage. The club is non-partisan and non-political.

#### **III. Organic Structure**

The club is composed of and led by an Executive Board and Chairpersons of appointed committees.

A. The Executive Board is the administrative and controlling body of the Club. The Board is composed of the following elected officers and trustees: President, Vice-President (VP), Secretary, Treasurer, two Sergeants-at-Arms, and four Trustees. The immediate Past President of the Club is an ex-officio member of The Board.

B. All Club officers are elected for two-year terms. The President, VP, and Secretary are elected in odd-year elections. The Treasurer and Sergeants-at-Arms are elected during even years. Four Trustees are elected for two-year terms, two in even years and two in odd years.

C. The Board meets in regular session once each month and in special session whenever called by the President. All vacancies, occurring among the Officers and other Board members by resignation or otherwise, are filled by a successor appointed by the President for the unexpired term.

#### **IV. Elections**

Elections are held at the March meeting every year. A Nominating committee, appointed by the President, presents a slate of nominees for Officers and Trustees to the Club membership at the February meeting each year. Nominations may also be made from the floor at that time. If there is only one candidate for a position, the candidate is elected by acclamation. Elected Officers and Trustees assume office on May 1.

#### **V. Officers**

**A.** The President is the highest ranking officer of the Club, calling and presiding over all meetings of the Board and general membership. The president appoints all committees, may establish new committees, and serves as an ex-officio member on committees. The President is responsible for the arrangement and set up of rooms for meetings and events.

**B.** The Vice-President(VP) is the second ranking officer of the Club and assists the President. The VP takes the President's place when the President is absent or unable to act. In the President's absence, the VP performs duties with the same prerogatives as the President, in accordance with the President or Board.

C. The Treasurer is the custodian of the funds of the Club and keeps up-to-date financial records. The Treasurer issues checks upon receipt of proper orders, as approved by the Board, and deposits funds in a timely manner. A petty cash fund is used for incidental expenses. Checks require two signatures, the Treasurer's and either the President's or Vice-President's. In the absence of the Treasurer, the President and Vice-President may sign checks. The Treasurer submits a monthly statement to the Board and Membership. The Treasurer is subject to audit at any time by order of the Board.

D. The Secretary takes and records the minutes of the Board meetings and presents the minutes to the Board for acceptance by the following Board meeting.

E. The Sergeants-at-Arms are responsible for maintaining order at meetings and for recruiting assistants to aid in checking for badges and/or tickets. They are responsible for caring for both the American and Italian flags.

## **VI. Trustees**

The Trustees supervise the affairs of the Club and are members of the Board. They assist the President and other Club officers in matters pertaining to the operation of the Club.

## **VII. Chairpersons**

A. The Membership Chairperson is responsible for enrolling all new members, collecting annual dues, and informing members of the Club's dues policy. The Membership Chairperson issues annual

stickers to returning members and acquires badges for new members. The Membership Chairperson maintains a Club data base and provides updated membership lists to be distributed to Board members and Chairpersons on an as-needed basis.

B. The Entertainment Chairperson is in charge of the programs for the monthly meetings of the Club and may ask for assistance from members of the Club.

C. The Sunshine Chairperson takes appropriate action when informed of illnesses, accidents, or bereavements of active club members. This may include sending cards, flowers, or other gifts, keeping within the monetary limits and recommendations of the Board.

D. The Special Events Chairperson plans all special events such as trips, dinners, and other venues.

E. The Website Chairperson is responsible for updating and maintaining the website.

### **VIII. Meetings**

Regular meetings, conducted by the President, are held once a month with the exception of July and August. If the President and Vice-President are absent, the meeting is conducted by the Treasurer and/or Secretary.

### **IX. Changes in Club Rules**

Proposed changes are to be submitted to the President and discussed with recommendations at the Board meeting. The Board has the authority to make the agreed upon change/s and advises the Club members at the next monthly meeting.

## **X. Absenteeism of Officers**

Any officer or Trustee of the Club who misses three unexcused consecutive meetings are to be removed from office.

## **XI. Dues**

Membership requires annual dues of \$15 per person; new members pay an additional \$7 to purchase a permanent name badge. The Club fiscal and operational year is September through August.

## **XII. Funds on Dissolution**

Upon termination of the Club, the disbursement of remaining funds are to be donated to charities agreed upon by the Board.

Club Rules Revised: April 23, 2024