

# ACTIVITIES UNLIMITED BY LAWS

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## ARTICLE I: MEMBERSHIP

### Section 1.

A candidate for membership must be a retired or semi-retired **man** and shall submit a properly completed application and dues check to the Membership Chairman for action.

### Section 2.

Associate Members: Members who move out of the area, but wish to maintain a relationship with Activities Unlimited (the “Organization”), may become Associate Members on request to the Membership Committee. Associate Members have all rights and privileges except serving on active committees and voting in elections.

### Section 3.

Wives of deceased members, upon request, may continue to receive newsletters and notices of coed activities in which they might wish to participate.

### Section 4.

A member is only permitted to use the “Organization” and its membership list to sell an item to another member, using the AU Network, provided the sale complies with the Organization’s Policies, Practices and Procedures.

## ARTICLE II: TERMS OF OFFICE, ELECTIONS, AND INSTALLATION

### Section 1.

For the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President, the terms of office shall be one year.

### Section 2.

Officers shall serve one term in the office to which they have been elected.

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At the option of the then member in office and the Nominating Committee, the Treasurer, Assistant Treasurer and Secretary may be elected for a second consecutive term.

The Nominating Committee may also propose a one time, third consecutive term nomination for the Treasurer, Assistant Treasurer or Secretary.

Except as otherwise provided herein, a member may again be elected to the same office provided that at least one term has elapsed. This does not restrict members from being elected to a different office in the interim.

## Section 3.

Election of the six officers on the Executive Board shall take place at the Annual Meeting which is the November General Meeting. The newly elected officers shall assume their duties on the first day of the next calendar year. The outgoing president will pass the gavel to the newly elected President in December.

## ARTICLE III: DUTIES OF OFFICERS

### Section 1. President

- 1.1 Shall be Chief Executive Officer but shall not vote except in the case of a tie.
- 1.2 Shall preside at Executive Board and General Meetings at which he is present. He shall prepare an agenda for each Executive Board and General Meetings with the assistance, if necessary, of other officers, committee chairmen, or members.
- 1.3 Shall appoint chairmen for the Standing Committees except the Nominating Committee, and for the approved activities. He shall be an ex-officio member of all committees, except the Nominating Committee.
- 1.4 Shall schedule an Executive Board meeting in December to approve the budget for the new year.

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## Section 2. First Vice-President

- 2.1 Shall perform all the duties of the President in his absence or temporary inability to serve.
- 2.2 Shall form and chair an Entertainment Program Committee which is responsible for the entertainment program at each General Meeting. In addition, this committee shall prepare programs for the months of January and February of the year following its tenure. The committee shall include the 2<sup>nd</sup> Vice-President.
- 2.3 Shall prepare the Distinguished Service Award (DSA) and Presidential Plaque and make presentation of awards at the Christmas Dinner Dance.

## Section 3. Second Vice-President

- 3.1 Shall perform the duties of the First Vice-President in his temporary absence or temporary inability to serve.
- 3.2 Shall be concerned with developing means of helping the various activities achieve widest participation by all interested members. Shall assist the Chairmen in maintaining up-to-date records of member participation in respective activities.
- 3.3 Shall serve on the Entertainment Program Committee, assisting the First Vice-President.
- 3.4 Shall be responsible for arranging the AU Spring Luncheon and Fall Breakfast.

## Section 4. Secretary

- 4.1 Shall keep a record of all monthly meetings, official special meetings, and Executive Board meetings; shall provide copies as appropriate to the Executive Board; shall present at each regular monthly meeting the minutes of the previous monthly general meeting.

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4.2 Receive and / or record reports from the chairmen of the various activities.

4.3 Conduct such correspondence as may be necessary.

## Section 5. Treasurer

5.1 Shall receive dues and monies from all activities and events and maintain records thereof.

5.2 Shall disburse funds to satisfy invoices and duly prepared vouchers for Activity Unlimited expenses.

5.3 Shall maintain the Organization's monies in a checking account and, to the extent of available funds, in an interest-bearing account and, monthly, shall reconcile the bank statement(s) of the account(s) with the Treasurer's records.

5.4 Shall maintain detailed records of receipts and expenditures of for all Trips & Tours and Special Event activities, which are to be self-supporting, and report monthly to the Executive Board the year-to-date balance for this activity.

5.5\_ Will provide a record of all checks over \$1,000 as part of the monthly Treasurer's Report to the Executive Board.

5.6 Receive from the Membership Chairman copy of completed membership applications and dues checks and confirm receipt.

5.7 Report at each monthly Executive Board meeting the receipts and expenditures and the balances of the treasury. A written report of such receipts and expenditures, along with cash balances, shall be distributed to the Executive Board by mail or electronic means prior to the monthly board meeting. Will ensure a copy of the summary financial statement is posted monthly to the secure area of the Membership section of the AU website for member information.

5.8\_ Disburse checks for meeting expenses to include WRC staff for the meeting room set up and meeting refreshments.

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5.9 Present verbal report at the monthly General meeting of cash balances.

5.10 Arrange for an officer of the Organization, usually the Assistant Treasurer, to review bank statement reconciliations to the Treasurer's records once each quarter.

5.11 Shall establish, in conjunction with the Executive Board, an annual budget for approval at the Annual Meeting.

5.12 Notify WRC of the authorized check signers for the coming year.

5.13 Request from WRC approval of any new bank accounts.

5.14 Coordinate with WRC the annual audit, if requested by WRC.

## Section 6. Assistant Treasurer

6.1 Shall assume the duties of the Treasurer in his absence.

6.2 Shall assist the Treasurer in the preparation of the budget, and, as necessary, in implementing the fiscal policies of the Organization.

6.3 Put out the Food Pantry collection jars prior to each Monthly General Meeting. At the end of the meeting, count the monies collected and turn such monies over to the Wyckoff Reformed Church (WRC) staff. Obtain a receipt for such monies.

6.4 Mail "condolence" cards to respective spouse or family member on the occasion of a member's death. Prepare and mail checks to requested charity.

6.5 At the direction of the Treasurer, manage the collection and reporting of annual dues.

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## ARTICLE IV: APPOINTEES

### Section 1. Sponsor representative

As an appointee of the Sponsor, he shall act as liaison officer between the Wyckoff Reformed Church and Activities Unlimited.

### Section 2. Chaplain

2.1 He should be an ordained minister of the Sponsor. A lay person who is a member of the Wyckoff Reformed Church may be appointed, if necessary. If the Chaplain is not available, he may designate a representative from the sponsor to take his place for that meeting.

2.2 His duties shall include, but not be limited to opening each meeting with a prayer, assisting the Care and Concerns committee, being available for consultation with members in need of help due to personal problems. He shall not be required to engage in any sort of therapy or professional services but may recommend such to any member in need.

### Section 3. Standing Committees

#### 3.1. Membership

3.1.1. The Chairman of the Membership Committee shall be appointed each January by the President.

3.1.2. The Chairman may solicit additional members for the Membership Committee.

3.1.3. Duties of the Membership Committee are:

3.1.3.1. Shall maintain the Membership Roll for the Organization.

3.1.3.2 Will introduce new members at a General Meeting and facilitate introductions to chairs of clubs in which they have an interest if a sponsor is unavailable.

3.1.3.3 Will provide ID Badges to all new members.

3.1.3.4 Shall communicate with Data Base Committee regarding new members and status of existing members.

3.1.3.5 Shall request special reports from Data Base Committee, as necessary.

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3.1.3.6 Shall coordinate the membership roll audit, each Spring, with the Assistant Treasurer to determine the number of active members.

3.1.4 There is no term limit on this position.

### 3.2 Cares And Concerns

3.2.1 The Chairman of the Cares and Concerns Committee shall be appointed each January by the President.

3.2.2 The Chairman may solicit additional members for the Cares and Concerns Committee.

3.2.3 Duties of the Cares and Concerns Committee are:

3.2.3.1 Inform the Board and General Membership of the death or illness of members and send condolence cards to the family.

3.2.3.2 Obtain a copy of obituaries send copies to the Web Master, Data Base Committee and Newsletter Editor

3.2.3.3 Inform the Assistant Treasurer of the need to send a donation to the deceased's specified charity.

3.2.4 There is no term limit on this position.

### 3.3 Communications Committee

3.3.1 The Chairman of the Communications Committee shall be appointed each January by the President.

3.3.2 The Chairman may solicit additional members for the Communications Committee.

3.3.3 The duties of the Communications Committee are:

3.4.3.1 Create a monthly calendar of events and meetings and forward this calendar to the Database Committee and Newsletter Chairman for publication.

3.4.3.2 Screen and edit all member requests for notices and messages for format and conformance to policies before forwarding to the Database Manager and Newsletter for publication.

3.3.4 There is no term limit on this position.

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## 3.4 Bulletin Board Committee

- 3.4.1 The Chairman of the Bulletin Board Committee shall be appointed each January by the President.
- 3.5.2. The Chairman may solicit additional members for the Bulletin Board Committee.
- 3.5.3. The duties of the Bulletin Board Committee are:
  - 3.5.3.1 Maintain the special Bulletin Board Website created by the Webmaster and linked to the Activities Unlimited website.
  - 3.5.3.2 Receive and post notices from members about special interest topics and lists of contractors favored by members.
  - 3.5.3.3 All postings must be reviewed and conform to current Activities Unlimited Policies.
- 3.5.4 There is no term limit on this position.

## 3.5 Data Base Committee

- 3.5.1 The Chairman of the Data Base Committee shall be appointed each January by the President.
- 3.5.2 The Chairman may solicit additional members for the Data Base Committee.
- 3.5.3 The duties of the Data Base Committee are:
  - 3.5.3.1 Updating, maintenance, and backup of the member roster data base.
- 3.5.4 There is no term limit on this position.

## 3.6 Web Master

- 3.6.1 The Webmaster shall be appointed each January by the President.
- 3.6.2 The Chairman may solicit additional members for the Bulletin Board Committee.
- 3.6.2 The duties of the Data Base Committee are:
  - 3.7.3.1 Creates, modifies, and updates Activities Unlimited website pages.
  - 3.7.3.2 Uploads to the website.
  - 3.7.3.3 Provide backup of the website pages and files



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- 3.7.3.4 Perform testing as needed
- 3.7.4 There is no term limit on this position.

## ARTICLE V: EXECUTIVE BOARD

### Section 1.

The Executive Board shall meet at the pleasure of the President, or on petition of three or more members of the Organization to consider specific matters regarding the Organization.

### Section 2.

As stated in the Constitution, the Executive Board shall consist of six elected officers, the Membership Committee Chairman, the two immediate Past-Presidents, the Sponsor representative, and the Chaplain. Each of the 11 members has one vote, except the President who shall only vote in the event of a tie. A majority vote is six of the total Board members.

### Section 3.

Should any vacancy occur among the elected members of the Executive Board, then the Board shall appoint a replacement officer from among the membership to fill the unexpired term of the vacated office.

### Section 4.

The Executive Board shall select by majority vote the recipient(s) to receive the annual Distinguished Service Award. The First Vice President will present the award(s).

## ARTICLE VI: NOMINATING COMMITTEE

### Section 1.

In July of each year, the outgoing Past President will organize a Nominating Committee. The Nominating Committee shall consist of five members of the organization. The committee shall select its own Chairman.

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## Section 2.

The Committee shall select a slate of officers to be presented at the October General meeting. Members may make additional nominations from the floor at this meeting.

## Section 3.

The new slate of officers shall be presented at the November General meeting (the Annual Meeting). Additional nominations may also be made from the floor at this meeting.

## Section 4.

The nominations shall be closed at such November meeting. The election of new officers by voice vote shall proceed. However, if there is more than one nominee for a particular office, voting shall be done by ballot.

## ARTICLE VII: MEETINGS

### Section 1.

General Meetings shall be held on the second Tuesday of each month, except when in conflict with the Sponsor or at the discretion of the Executive Board.

### Section 2.

Twenty percent (20%) of the membership shall constitute a quorum at General Meetings. Unless otherwise stated in the By Laws or Constitution, matters coming before the General Meeting shall be decided by a majority vote of those members present.

### Section 3.

Special meetings of the membership may be called upon written request of not less than ten members in good standing, submitted to the Executive Board at least ten days before the date of the requested meeting. Reasons for the request shall be included. Only the specific business for which the meeting is called may

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be transacted.

## Section 4.

The Annual Meeting of the Organization shall be held on the second Tuesday of November unless otherwise ordered by the Executive Board. The agenda shall include the election of the six officers on the Executive Board.

## Section 5.

The time and place of meetings of the various activities shall be arranged by each Activity chairman.

## ARTICLE VIII: DUES

### Section 1.

The amount of individual annual dues of the Organization for the ensuing year shall be established by the Executive Board and communicated to the membership in the October Newsletter

### Section 2.

The dues for members joining after September 30th shall be applied to the remainder of the current year and to the following year.

### Section 3.

The annual dues for Associate Members shall be fifty percent of the regular annual dues.

### Section 4.

Annual dues are payable by December 31st of each year for the following year's membership. In the case of new members, dues shall be paid with the application for membership. Any member who has not paid his dues by March 1st may be dropped from the membership roster.

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## Section 5.

All members are required to pay dues with the following exception.

- a. Members in good standing for five consecutive years do not pay dues beginning the year they turn 90 years of age.
- b. Members who have reached the age of 90 do not pay dues following the completion of five years of consecutive membership in good standing.

## ARTICLE IX: FISCAL POLICIES

### Section 1.

Funds derived from dues and contributions shall flow into the general treasury through the Treasurer. These funds are to be used for general operating expenses and such other purposes as approved by the Executive Board.

### Section 2.

Each activity group is expected to be self-supporting. Monies accumulated from Trips & Tours and Special Events are to be deposited into the treasury, earmarked for that special activity or event, and paid out by the Treasurer against invoices and vouchers presented for those activities and events. At its discretion and subject to budgetary constraints, the Executive Board may authorize a subsidy of events or activities, including the rental of space, to encourage maximum participation by members. The resulting balances from activities and events is expected to be zero.

### Section 3.

The Sponsor, The Wyckoff Reformed Church, shall be reimbursed for all out-of-pocket expenses incurred on behalf of the Organization, such as copier and printing expenses.

### Section 4.

At each Annual Meeting, or at a subsequent meeting at the option of the Executive Board when the amount of fund surplus is known, the Executive Board

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shall submit a proposal to give the Sponsor, from the general treasury funds, any funds more than those needed for the budget of the coming year. It is the sense of this section that this action will preclude any built up of funds in a reserve or savings account. At the discretion of the Executive Board, reserves to provide continuity of operations may be maintained at a level not to exceed \$2,000 or such other amount as may be deemed necessary for the following year by the Executive Board.

### Section 5.

The incoming President shall appoint an Audit Committee of two members at the January Board Meeting to audit the Treasurer's records and bank accounts. The audit, including the report, shall be completed within eight weeks after the close of each year. Such audit shall be coordinated with the Wyckoff Reformed Church, if requested by them. The Audit Committee shall provide the Executive Board and the Treasurer with written findings and recommendations. The current Assistant Treasurer shall participate in the audit as an observer.

### Section 6.

An up-to-date check authorization signature list shall be provided to the respective banks each year, with a copy to the Wyckoff Reformed Church. Approval for new bank accounts shall be requested from the Wyckoff Reformed Church. All checks are to be signed by the Treasurer. In the Treasurer's absence, the Assistant Treasurer shall sign checks. If both the Treasurer and the Assistant Treasurer cannot be reached to sign a check that cannot be postponed, then an officer, usually the President, on the authorized signature list can sign the check. Checks over \$1,000 should be reported to the Executive Board as soon as practicable after issuance.

## ARTICLE X: ACTIVITIES

### Section 1.

Activities or hobbies shall be as diverse as necessary to fulfill the varied interests of the membership.

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## Section 2.

Expenses in connection with an activity shall be the responsibility of the members participating in that activity.

## Section 3.

New activities may be started by any group of members who have met collectively to establish the specific activity desired. Signatures of commitment shall be obtained from interested members and the proposed activity submitted to the Second Vice President for the approval of the Executive Board, after which it can be publicized and encouraged.

## Section 4.

Reports of hobbies and activities shall become part of the proceedings of the Organization.

## ARTICLE XI: AMENDMENTS

These By-Laws may be amended by the membership at any General Meeting or duly called special meeting, provided that notice of the proposed amendment(s) shall have been given at a previous meeting and published in the previous two monthly Newsletters in sufficient detail. A quorum must be present. A two-thirds affirmative vote of members present is necessary “to amend”.

## ARTICLE XII: PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall govern the conduct of business of the Organization in all applicable case.

## DOCUMENT CONTROL

11/14/23: See page 15 for Summary of Amendments

11/22/21: Latest By-Laws before Document Control added

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11/8/21: Document Control section added to By-Laws

Article VII, Section 2 corrected to change a Quorum from 30% to 20%  
Based on By-Laws dated 2/27/17.

Article VIII Dues, Section 5 provide dues exception to all members who reach the age of 90 with 5 years as members in good standing.

11/14/23: SUMMARY OF AMENDMENTS

Article II Terms of Office, Elections, and Installation

Section 2. Third paragraph added to allow a one time, third consecutive term for the Treasurer, Assistant Treasurer or Secretary for continuity.

Section 3. Clarified when the newly elected Executive Board officers' terms commence.

Article III Duties of Officers

Sections 1 through 6. In the first subsection, corrected to temporary absence to clarify short term.

Article IV Appointees

Added section 3, Standing Committees.

Removed Trips & Tours and Special Events as a Standing Committee

Article V Executive Board

Section 2. Defined who were voting members, defined majority vote, and when the president can vote.

Article VI Nominating Committee

Section 1 Reworded this section to state who has the responsibility to organize the committee.

Article VII Meetings

Section 4 Reworded this section to define when the slate of new officers are elected, when the gavel is passed, and when the newly elected officers take office.

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