

PRESQUE ISLE
COMMUNITY
MEN'S CLUB
(A Non-Profit Organization)

CORPORATE BY-LAWS
(Articles 1 – 10)
Amended: July 1, 2020

“To generally encourage and foster the idea of community
service as a basis of worthy enterprise”

COMMUNITY
SERVICE

Fellowship / Ethical Standards / Personal Commitment
Understanding, Good Will & Peace

PRESQUE ISLE COMMUNITY MEN'S CLUB

(A Non-Profit Corporation)

CORPORATE BY-LAWS

Adopted: February 2, 1995 - Amended: July 1, 2020

The name of the corporation is "Presque Isle Community Men's club" (Acronym PICMC)

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Article 1

Definitions

- 1) The following words, when used in these By-Laws, shall have the following meanings:
 - a) "CORPORATION" shall mean and refer to the Presque Isle Community Men's Club.
 - b) "BOARD" shall mean and refer to the Board of Directors of the Presque Isle Community Men's Club.
 - c) "PRESQUE ISLE COMMUNITY" shall mean Presque Isle Township and Krakow Township of the County of Presque Isle, Michigan and such adjacent areas that may have an interest in the Presque Isle Community.
 - d) "FISCAL YEAR" of the Corporation shall correspond with the calendar year for all business transactions and records.

Article 2

Mission

- 1) To generally encourage and foster the idea of community service as a basis of worthy enterprise and in particular to encourage and foster:
 - a) Development of fellowship as an opportunity for community service.
 - b) High ethical standards lived out as an opportunity to serve.
 - c) Application of the ideal of service by each member in his personal and community life
 - d) Advancement of understanding, good will and peace.

Article 2 - Cont'd

Mission

- 2) Specific community service examples being, but not limited to, those listed below:
 - a) Provide financial assistance and membership labor for the further development and maintenance of the Presque Isle Township Lighthouse Parks.
 - b) Provide financial assistance and membership labor for special projects and development of the Grand Lake District Library.
 - c) Provide scholarship funding in the Presque Isle Community where there is a demonstrated need.
 - d) Provide labor assistance when needed for the maintenance and operation of the Presque Isle Township Cemetery.
 - e) Compile and publish a listing of the residents in the Grand Lake, Lake Esau, Bell Bay and Presque Isle Harbor areas; such publication being up-dated and published on a two to four year interval as/or required and so long as there is a need.
 - f) Such other assistance to the Presque Isle Community and its residents for which a need may develop and is within the skills and resources of the PICMC to fill.

Article 3

Member

- 1) "MEMBER" shall mean and refer to any person who submits a Membership Registration (new or renewal) and payment prior to January first of the membership year. Payment shall be made via cash, check or money order. The minimum required amount for the annual dues is set at \$12. After the January meeting, only new memberships will be pro-rated based on the number of months left in the year. Members "Paid-in-Full" will receive a membership tag from the secretary.
- 2) "MEMBER IN GOOD STANDING" shall mean and refer to any person who has paid annual dues "In-Full" and has attended a minimum of four (4) regular meetings in the last twelve (12) consecutive months or in the past calendar year.
- 3) A "Free Will" donation at monthly meetings will cover the balance of the operating expenses. A suggested amount for the donation will be set and approved by the membership.
- 4) Monies collected for Annual Dues and "Free-will" donations will be deposited into the General Fund and used for the Club's operating expenses.

Article 4

Voting & Voting Rights

- 1) Membership approval for distribution of funds, service projects, Project Evaluation Committee and election of Officers requires a two thirds (2/3) majority vote at a monthly meeting by the Members in attendance who are in "Good Standing".
- 2) Membership approval for amendments to the By-Laws or Dissolution of Corporate Assets requires a two thirds (2/3) majority vote at any two (2) consecutive monthly meetings by the Members in attendance who are in "Good Standing".
- 3) Each Member in "Good Standing", as defined in Article 3, shall be entitled to one vote.

Article 5 Meetings

- 1) Monthly membership meetings shall be held at a time and place determined by vote or consensus.
- 2) At least ten (10) membership meetings shall be held in any one calendar year.
- 3) Special meetings may be called by the President or Vice President.
- 4) Roberts' Rules for Order shall determine the conduct of all meetings.
- 5) The Order of Business shall be:
 - a) Call to Order
 - b) Pledge of Allegiance and Invocation
 - c) Program of the Day
 - d) Minutes of Previous Meeting
 - e) Report by Treasurer and "Ad Hoc" Committees
 - f) Old Business
 - g) New Business
 - h) Adjournment
- 6) All meetings shall be announced with at least one week's notice by precedent or public notification. Notification at a regular meeting shall constitute public notification.

Article 6 Board of Directors

- 1) The Board of Directors shall consist of five (5) members consisting of four (4) elected Officers of the Corporation and one (1) Member elected from the membership at large.
- 2) The Director from the membership at large shall be elected annually at the same time as the Officers of the Corporation.
- 3) The Board of Directors shall have the authority to act for the membership. All such actions shall be reported to the membership at the next regular meeting.
- 4) The Board of Directors shall serve without compensation.
- 5) Elections for the Board of Directors will adhere to the following process:
 - a) During a current fiscal year, an election committee will be formed in July to recommend candidates for the Board of Directors. The committee will present the candidates for nomination at the September monthly meeting. Additional candidates may be added to the ballot by the membership.
 - b) The election of the Board of Directors will take place during the October meeting.
 - c) The newly elected Board will be sworn in at the December meeting.
 - d) The newly elected Board will assume responsibility for office on January first of the next fiscal year.

Article 7 Corporate Officers

- 1) The following Officers May be elected to consecutive 2 year terms: President, Vice President, Secretary and Treasurer.
- 2) No Officer, except the Treasurer and the Secretary, shall be eligible to succeed himself more than once.

Article 7 - Cont'd

Corporate Officers

- 3) The Vice President shall preside at meetings when the President is absent and shall perform all other duties of the President as required.
- 4) The Secretary shall keep all records of the Corporation, record minutes of all meetings, keep a record of membership attendance at meetings, present all necessary documents to the appropriate officer or membership and maintain a membership roll. In addition, the secretary will be responsible for retrieving the Club's mail from the P.O. Box on a weekly basis. When the secretary is not able to retrieve the mail, he must contact the Treasurer to act for him.
- 5) The Treasurer shall have responsibility for:
 - a) Collection and custody of all funds paid to the Corporation and depositing same in depositories authorized by the Board of Directors.
 - b) Maintenance of all financial records of the Corporation and delivery of a Treasurer's report at each monthly meeting.
 - c) Filing of reports as may be legally required, including reports or returns to the Internal Revenue Service.
 - d) Payment of all bills and invoices and disbursement of funds as may be authorized by the Board of Directors. Subject, however, to the following:
 - 1) Payment of bills or invoices for amounts less than \$201 do not require specific Board approval if the bill or invoice is for a previously authorized activity or required by law.
 - e) The Treasurer will act for the Secretary when he is not able to retrieve the Club's mail. If the Treasurer is not able to retrieve the mail, the president must be contacted.
- 7) An assistant Secretary shall be appointed by the Board of Directors and shall fulfill all of the duties of the Secretary in the absence of the Secretary.
- 8) The signatures of two (2) Officers shall be required on all legal documents except checks.
- 9) Any check written for over \$500.00 requires two signatures.

Article 8

Committees

- 1) An "Ad Hoc" Nominating Committee shall be appointed by the President at least one month prior to an election meeting.
- 2) An "Ad Hoc" Auditing Committee shall be appointed by the President at the end of each operating year. This committee shall audit all financial records of the Corporation for compliance with standard accounting procedures.
- 3) A Project Evaluation Committee (PEC) shall be an ongoing committee composed of seven (7) Members elected by the Membership at a regular monthly meeting. The PEC shall review all written requests for financial assistance, evaluate the legitimacy of each request, determine if the request is compatible with PICMC's "Mission" and recommend approved requests to the Membership at a regular monthly meeting for approval by a two thirds (2/3) majority vote. The PEC is advisory in nature only. PICMC assistance can only be committed by approval of two thirds (2/3) of the membership at a regular monthly meeting.
- 4) Additional committees may be appointed for special purposes as required

Article 9 Financing

- 1) Funds needed to support the Corporation shall come from membership fees, fund raisers, donations or gifts.
- 2) Distribution of funds will be recommended by the Board to the Membership for final discussion and approval.

Article 10 Distribution of Assets at Dissolution

- 1) At dissolution of the Corporation, all assets shall be donated to such public, non-profit entities as shall be approved by a two thirds (2/3) majority vote of Members in attendance at any two (2) consecutive monthly meetings.

Appendix Chronological Index of Amendments

- 1) The original Presque Isle Community Men's Club By-Laws were approved by the membership and published on February 2, 1995.
- 2) The following amendments have been made to the original By-Laws by the membership.
 - a) **February 6, 2003:**
 - 1) Article 3 (Member) Number 3 was revised to eliminate a specific dollar amount for meeting dues and to allow the membership to set a suggested amount for a voluntary donation at each meeting.
 - 2) A new format included compressing the number of articles from 12 to 10, and upgrades in formatting and wording.
 - b) **June 5, 2003:**
 - 1) Article 6 (Board of Directors) was revised to include Number 5 which defines an election process for the Board of Directors. .
 - 2) A "Chronological Index of Amendments" was added.
 - c) **September 4, 2003:**
 - 1) Article 7 (Corporate Officers) Numbers 3, 5 and 6 were amended to include a weekly responsibility for the Club's mail pick-up and to provide support when the designated officer is not able to retrieve the mail.
 - d) **December 4, 2003:**
 - 1) Article 3 (Membership) Numbers 1, 2, 3 and 4 were amended to implement a new annual membership dues structure.
 - e) **May 1, 2008:**
 - 1) Article 8 (Committees) Number 2, was amended to correct a typographical error. "Nominating" was changed to "Auditing".
 - f) **November 7, 2013:**
 - 1) Article 7 (Corporate Officers) Number 1, was amended to allow the President, Vice President, Secretary and Treasurer to be elected to consecutive 2 year terms.
 - g) July 1, 2020
 - 1) Article 7 (Corporate Officers) Number 9 was added: any check written for over \$500.00 requires two signatures.