

**THE POLISH ARTS CLUB OF TRENTON,  
NEW JERSEY**

**CONSTITUTION AND BYLAWS**



**APPROVED JUNE, 2009**

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**THE POLISH ARTS CLUB OF TRENTON  
NEW JERSEY**

**ARTICLE I**

**NAME**

The name of this organization shall be the Polish .Arts Club of Trenton, New Jersey.

**ARTICLE II**

**PURPOSE**

**Section 1.** The purpose of this organization is to:

- a) Promote social, cultural, and academic activities.
- b) Foster Polish arts and sciences.
- c) Encourage Polish Americans to pursue higher education.

**Section 2.** The organization shall function within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954. It is not formed for pecuniary or financial gain, and no part of its assets, income or profit will be distributable to, or inure to the benefits of its officers or Trustees. No salary shall be paid to any officer. The organization shall not carry on propaganda, attempt to influence legislation, or participate in or intervene in any political campaign on behalf of any candidate for public office.

**Section 3.** In the event of the dissolution of the organization, the Trustees shall first make provisions for payment of all the liabilities of the organization. Any assets not so disposed of shall be disposed by the Superior Court of New Jersey, Chancery Division, to such organization(s) designated by the Court, which organizations are organized and operated exclusively for such purposes.

## ARTICLE III

### BOARD OF TRUSTEES

**Section 1.** The Board of Trustees shall be composed of three active members elected by the membership at the annual meeting.

**Section 2.** The Board shall be responsible for all assets of the origination.

## ARTICLE IV

### MEMBERSHIP

The membership shall be of two categories: active and inactive.

**Section 1.** Active membership:

- a) Shall consist of persons of Polish extraction or those related by marriage to a person of Polish ancestry.
- b) Three un-excused absences from three consecutive meetings shall be cause to move an active member into inactive status.
- c) Persons in military service or full time students shall be treated as inactive members.
- d) All members must pay annual dues as designated by the organization.

**Section 2.** Inactive Membership:

- a) Shall consist of persons of Polish extraction or those related by marriage to a person of Polish ancestry.
- b) Must pay annual dues as designated by the organization.
- c) Shall not have voting privileges and may attend meetings only as spectators.
- d) Will not be able to hold elected office in the organization.

All applicants for membership must be approved by current active members

## **ARTICLE V**

### **OFFICERS**

**Section 1.** The officers shall be: President, Vice-President, Treasurer, Financial Secretary, Recording Secretary, and Corresponding Secretary.

**Section 2.** All officers shall be elected at the annual meeting in June and take office on July 1<sup>st</sup>.

**Section 3.** The President and Vice-President shall hold the office for no more than two consecutive one-year terms.

**Section 4.** At the March meeting, the President shall appoint a Nominating Committee of at least three active members. The Nominating Committee shall present a slate for the succeeding year at the April meeting. Any further nominations can be made from the floor on the day of the election.

**Section 5.** A majority of all votes cast at the annual meeting shall be necessary to elect officers. In the absence of a majority, the two candidates receiving the highest number of votes shall constitute the new slate and a new election shall be held immediately by paper ballot.

**Section 6.** Voting by proxy shall not be permitted.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a) Preside at meetings and shall perform the regular duties of the office.
- b) Select the chair and members of all standing and special committees at the first regular meeting following the election of officers.
- c) Be an ex-officio member of all committees.
- d) Appoint a Sergeant-at-Arms. The Sergeant-at-Arms shall assist the President in the orderly conduct of the meetings.
- e) Appoint a Historian. The Historian shall keep a scrapbook of all club activities.

**Section 2.** The Vice-President shall:

- a) Preside in the absence of the President and shall fulfill all other duties assigned by the President.
- b) Be the custodian of all club property, maintain a running inventory thereof, and advise the organization of its needs.

**Section 3.** Treasurer shall:

- a) Be the custodian of all funds of the organization and shall disburse money of the organization.
- b) Keep accurate records of all funds received and disbursed and submit a financial report at each regular meeting.
- c) Make an annual report to the organization of all expenditures and disbursements for the fiscal year.
- d) All checks written by the Treasurer must be signed by a combination of any of the following two signatures: President, Vice-President, or Financial Secretary.

**Section 4.** Financial Secretary shall collect dues and keep accurate records of the payment of membership dues.

**Section 5.** Recording Secretary shall:

- a) Keep a list of the membership.
- b) Record the minutes of the general membership and Executive Committee meetings.

**Section 6.** Corresponding Secretary shall:

- a) Write and distribute the newsletter.
- b) Notify all members of all regular and special meetings and conduct the correspondence of the organization.

**Section 7.** A stipend or a drawing account not to exceed \$500 from the treasury shall be available to the President to assist in fulfilling the duties of the Office. An accounting of the use of such funds and receipts shall be provided to the Treasurer and shall be included in the monthly Treasurer's report. All unused funds shall be returned to the club by June 30<sup>th</sup> of each year.

## ARTICLE VII

### **ORDER OF SUCCESSION & FILLING OF VACANT OFFICER POSITIONS DURING ANY TERM**

**Section 1.** If for any reason the President is not able to complete the elected term, the Vice-President shall assume the Office of the President and complete the remainder of the term. Upon assuming the Office of President, the new President may then appoint any of the remaining officers to complete the elected term of Vice President.

**Section 2.** If for any reason the Vice-President is not able to complete the elected term, the President shall appoint any of the remaining officers to complete the elected term of office.

**Section 3.** If both the President and Vice-President are not able to complete their terms or the Vice-President is not able or willing to complete the elected term of the presidency, the order of succession to the President shall be;

- a) Treasurer
- b) Financial Secretary
- c) Recording Secretary
- e) Corresponding Secretary

If none of the remaining officers agree to fill the term of office of the President or Vice-President, the Treasurer shall act as President until nominations can be secured from the membership and an election can be held at a regular membership meeting.

**Section 4.** The President shall have the authority to temporarily appoint an individual to fill the position of Treasurer, Financial Secretary, Recording Secretary or Corresponding Secretary if any elected individuals cannot complete their elected terms. The President shall: seek nominations to fill the remainder of the term from the membership; notice the membership in writing of all nominees to fill the remainder of the vacant term; and call an election at the earliest regular meeting of the membership after the vacancy occurs.

## **ARTICLE VIII**

### **REMOVAL OF ANY OFFICER**

**Section 1.** Any officer can be removed by a simple majority vote of the membership at a regular scheduled meeting.

**Section 2.** Any member may file a written petition requesting the removal of any officer(s). The petition shall clearly state the reasons for the removal and be presented at a regularly schedule membership meeting.

**Section 3.** At such meeting the officer(s) may respond to the reasons presented. The minutes of the meeting will reflect the discussion and include a copy of the written petition, as well as, any written response. A vote of the membership to remove or retain the officer(s) will be held at the following regularly scheduled membership meeting.

**Section 4.** If an officer is removed by a vote of the membership, the remainder of the term(s) shall be filled in accordance with Article VI.

## **ARTICLE IX**

### **COMMITTEES**

**Section 1.** There shall be Standing Committees and Special Committees as the membership from time to time deems necessary to conduct the activities of the organization.

**Section 2.** Standing Committees shall consist of Membership, Cultural Programs, Executive, Scholarship, Public Relations, Auditing, Investment, Fund Raising, and Committee for Care.

**Section 3.** A majority of active members present at any regular or special meeting shall constitute a quorum and except as otherwise provided, the act of a majority of active members present shall be the action of the organization.



## ARTICLE X

### FUNCTION OF COMMITTEES

**Section 1.** Membership Committee shall:

- a) Examine all applications for membership in the organization and report to the membership of their approval at a regular meeting.
- b) Recruit new members.

**Section 2.** Cultural Program Committee shall present for discussion tentative plans for all cultural programs of the organization and, when approved, implement the plans.

**Section 3.** The Executive Committee shall:

- a) Coordinate the activities of the various standing and special committees.
- b) Conduct the affairs of the organization and decide all matters that may arise between meetings of the organization.
- c) The Committee shall consist of all officers of the organization.  
The President shall be the chair of this Committee.

**Section 4.** The Scholarship Committee shall examine applicants and select scholastically qualified and financially deserving students for scholarships.

**Section 5.** The Investment Committee shall track research and analysis with a financial advisor to construct and manage a risk controlled, diversified portfolio of the organization assets.

**Section 6.** The Public Relations Committee shall publicize the aims of the organization.

**Section 7.** The Audit Committee shall conduct an annual audit of the books and make a report at the meeting following the Annual Meeting.

**Section 8.** The Committee for Care shall keep the membership informed of the well being of members and show members courtesies on the proper occasions.

**Section 9.** Fund Raising Committee shall raise monies from public and private sources and hold cultural events where admission is charged for the purpose of establishing scholarships.

## **ARTICLE XI**

### **MEETINGS**

**Section 1.** The Annual Meeting shall be held the first Monday in June each year. At this meeting, the election of officers shall be held.

**Section 2.** Regular meetings shall be held monthly excluding the months of July and August.

**Section 3.** Special meetings may be called by the President or any five members. Reasonable notice (at least 10 days) shall be given to the membership.

**Section 4.** Roberts Rules of Order, as revised, shall be the parliamentary authority of the organization except in such cases as set by the organization.

**Section 5.** A majority of active members shall constitute a quorum to conduct all business.

## **ARTICLE XII**

### **AMENDMENTS**

This constitution may be amended at any regular meeting by a two-thirds vote of active members. Notice of a proposed amendment, signed by at least two members, shall be given in writing at the previous regular meeting. All proposed amendments shall be sent to the Corresponding Secretary for mailing to active members at least ten days prior to the first meeting. The President and the Board of Trustees shall be responsible for the guardianship of this constitution and all amendments.

