

**SERENITY HOUSE / ALANO CLUB OF CHARLEVOIX
BYLAWS**

Article I - Name

- a) This club will be known as "Serenity House / Alano Club of Charlevoix" hereinafter referred to as the "Club".

Article II - Location

- a) This Club shall be located at 106 Mason Street, Charlevoix, Michigan; or at such other location, as the membership shall deem appropriate.

Article III - Purpose

- a) The purpose and plan of operation of the Club is to provide, operate and maintain such facilities as may be deemed necessary or desirable by its members for the comfort, convenience, welfare and entertainment of its members.
- b) To engage in business activities furthering the overall welfare of the Club and its members, including the purchase, acquisition, sale, lease, mortgage and exchange of real estate and personal property of any nature, kind and description.

Article IV – Membership

- a) A member should have a desire to promote sobriety and serenity, but need not be a member of any recognized group of Alcoholics Anonymous or other 12 step groups.
- b) The privileges and conditions of all memberships shall be subject to change by the Board of Directors and a majority vote at the regular annual meeting of the general membership or at a special meeting called for this purpose.
- c) All members carry the privilege of orderly use of all Club facilities in accordance with Club rules and regulations as established by the Board of Directors.
- d) Any action by individuals or groups detrimental to the Club or its member subjects the offending members or guests to termination of their rights to the Club and its premises at the discretion of the Board of Directors and/or Club Manager.
- e) Any property of the Club broken or damaged by any member or their guest shall be promptly paid for by such member. Club property shall not be removed from the premises unless authorized by the Board of Directors and/or Club Manager.
- f) Any member in good standing may vote. (A member is in good standing when current in dues and not suspended.)

- g) Club dues are on an annual basis and may be paid annually or monthly. Club privileges are for members whose dues are current. Individuals whose dues are not current may have privileges suspended until such time as dues are brought up to date.
- h) No honorary membership will be granted except by a two-thirds (2/3rds) vote of the Board of Directors at their regular meeting.

Article V - Officers and Elections

- a) The Board of Directors will consist of eight (8) or more members and two (2) alternates elected by the membership and shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and four (4) Directors. Each Director and Alternate will serve two (2) years with five (5) being elected each year so that there will always be four (4) experienced directors and one (1) alternate.
- b) A Quorum represents a majority of the Board, including at least two (2) Officers. The Board shall meet at least four (4) times annually at the Chairperson's discretion. An Alternate's vote may not replace an Officer's vote.
- c) All new officers of the Board of Directors will be elected by the new Board of Directors.
- d) Any Director may serve up to three (3) consecutive terms, after which he/she must sit out at least one (1) year before serving as a Board Member again.
- e) Only members in good standing shall be entitled to attend, participate and vote at meetings of the Club. A membership meeting will be held at least two (2) weeks prior to the annual meeting for the purpose of nominations of Directors. Ballots will be sent to all members in good standing and must be returned to the Alano Club 24 hours prior to the annual meeting. Directors will be announced after the cast ballots are totaled at the annual meeting.
- f) Any member in good standing is eligible for nomination and election to the Board of Directors.
- g) The rules contained in "Roberts' Rules of Order" shall govern the Club in all cases where applicable. However, should they be inconsistent with the Club's Bylaws or special rules, the Club's rule shall prevail.
- h) Any Director desiring to resign from the Board shall do so in writing.
- i) Failure to attend two (2) consecutive scheduled Board meetings without reasonable explanation shall automatically vacate the office. The remaining officers will select a member to serve until the next election, at which time a replacement will be elected. A member so selected shall be eligible for re-election. The Board of Directors shall consider the individual who obtained the next highest number of votes, in the preceding election of Board Members, as a consideration in making the replacement.

- j) A Board member may be recalled and his/her office declared vacated at any membership meeting by a two-thirds (2/3rds) vote of members present.

Article VI - Membership Meetings

- a) Membership meetings may be held annually, and at the discretion of the Board. Meetings will be posted in the Club two (2) weeks in advance.
- b) Amendments, additions, deletions or changes to the Bylaws shall be presented and discussed at one meeting and the vote shall be taken at the next membership meeting. A two-thirds (2/3rds) vote of members present shall be necessary for passage.
- c) The Board of Directors has the authority to create any committee for the benefit of the Club at the regular Board meeting, with notice being made to members at the next general meeting. All committees are accountable to the Board for purpose, money and activities held by same.

Article VII - Dissolution

- a) In the event that two-thirds (2/3rds) of the voting membership in good standing decide to dissolve the Club, abandon the Charter, cease to exist and do so vote, the Chairperson shall, through the Secretary, notify all members, voting and other, past and present, of an auction to be held on the club premises within sixty (60) days. At such time, all physical assets of the Club shall be sold to the highest bidder. The Club building and grounds shall be liquidated at private sale by the Board of Directors. The funds so realized shall be deposited by the Club Treasurer into the Club bank account and used to discharge all legal obligations of the Club. The residue, after a complete audit of the Club records, shall be sent as a donation in the name of the Club to organizations to be selected by the Board of Directors.

Article VIII - Income

- a) The capital and income of the Club shall be derived from pledges, gifts, contributions, dues and monies derived from lawful activities of the Club.
- b) All donors shall remain anonymous on all financial statements, unless otherwise requested by such donor, and subject to approval by the Board of Directors.
- c) No member shall have any property rights or own distributive shares in the funds or properties of the Club.

Article IX - Duties of Officers

Chairperson - Shall be chief executive officer and preside at all Club meetings. He/she shall be responsible for carrying out the objectives of the Club as set by the Board of Directors.

Vice Chairperson shall perform any duties directed by the Chairperson. In the event of the Chairperson's inability to fulfill his/her obligations, the Vice Chairperson shall assume the chair.

Secretary - Shall keep accurate and complete minutes of all meetings, scheduled or special.

Shall keep a timely and accurate index of all reports, records, business and correspondence of the Club.

Shall have on file a correct address list of all members of the Club.

Shall attest his/her signature to all official documents and affix the official rubber stamp thereon.

Shall have the responsibility of keeping a copy of these Bylaws at each meeting in the event that they may be needed as reference.

Shall include with the minutes, the report of all expenditures that may be incurred during the month(s) prior to each meeting. Financial reports of the Treasurer, as well as all committee reports will also be entered.

Shall post in the Club all meetings that may be called.

Shall make the necessary entries of amendments to these Bylaws that may arise during his/her term of office. Only such amendments that are passed by the membership with a two-thirds (2/3rds) vote shall be entered. All entries must be typewritten for legibility.

Shall perform other duties not stipulated by the Bylaws which may be recommended by the Chairperson.

At the completion of his/her term of office, all books and records shall be cleared by the Board of Directors before being turned over to his/her successor at the installation meeting.

Treasurer - Shall maintain a complete and accurate record of receipts, disbursements and all financial transactions of the Club.

Shall deposit all funds, except those used in a day-to-day business, in the chosen banks as soon as possible after the receipt of same.

He/she shall be custodian of the Club funds and shall render a monthly as well as quarterly financial report. The treasury books and records shall be available at all meetings.

Shall pay all expenses. Expenses shall only be paid when an itemized statement for expenditures is presented and the receipts kept in the files of the Club. All checks must be signed by the Treasurer and one of the three following officers: Chairperson, Vice Chairperson and Secretary. The Treasurer must be bonded.

He/she shall keep a complete record of all property belonging to the Club.

At the completion of his/her term of office, the books shall be surrendered to the Board of Directors for audit.

Club Manager - The Board of Directors may appoint a Club Manager who shall operate at the discretion of the Board.

The Club Manager shall be responsible for the orderly business-like function of the Club and all of its facilities.

The Club Manager shall be bonded.

The Club Manager shall attend Board meetings ex-official when requested by the Board.

These officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Club.

Article X - Capital Expenditures

- a) No capital expenditures shall be made in excess of \$2,500.00 without the prior approval of the general membership, nor may multiple checks totaling of \$2,500.00 or multiple checks whose aggregate exceed \$2,500.00 be issued for any single project without the vote of approval by the general membership.

MEMBERS AND HOUSE RULES

A. Dues

- 1) Club membership if on an annual basis:

Adult dues are \$50.00 per year;
Teenage dues are \$25.00 per year;
Family rate shall be \$75.00; and
Lifetime membership is \$1,000.00

- 2) Dues must be current as presented in the Club Bylaws.

B. House Rules of Conduct

- 1) Alcohol or drug possession or consumption is strictly prohibited on Club premises.
- 2) Any member or guest under the influence of alcohol, drugs, or engaging in disruptive behavior, may be refused admittance or asked to leave the Club premises at the discretion of the Club Manager or other designated authority.
- 3) No gambling other than Club sponsored fund raising campaigns.
- 4) No solicitations for outside organizations.
- 5) No profanity or loud abusive language.
- 6) No begging.
- 7) No sleeping or overnight accommodations on the Club premises are allowed.
- 8) Appropriate dress shall be worn by members and visitors.

C. Access to Club facilities shall be limited to members, their families and their guests.

D. Members are responsible for the actions of their families and their guests.

E. All guests must be physically accompanied by a member in good standing.

F. Non-members may enjoy guest privileges for no more than five visits.

G. All guests should sign the Club visitor's log.

H. Non-members may use Club facilities 15 minutes before and after 12 step meetings.