

SERENITY HOUSE / ALANO CLUB OF CHARLEVOIX BYLAWS (Approved 3/8/22)

Article I - Name

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

Article II - Location

- 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

- 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.
- 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

- All are welcome at the Club whether member, guest or visitor, however 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.
- 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.
- 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.
- 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.
- 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.

- Any member in good standing may vote at a membership meeting. (A member is in good standing when current in dues and not suspended.)
- 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.
- 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

Officers:

- The Board of Directors will consist of nine (9) members and shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer and Directors. Each Director will serve a three (3) year term with elections held in accordance with this section.
- From time to time, the board of directors may, by 2/3's vote of all sitting members of the board, change the number of positions on the board. But the board shall always contain a minimum of eight (8) but no more than thirteen (13) members.
- 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 or at the written request of not less than five Directors. An Alternate's vote may not replace an Officer's vote.
- All new officers of the Board of Directors will be elected by the new Board of Directors.
- If there are not enough members to fill the vacant board positions, a termed out member may continue to serve until such time that any eligible club member provides written notice of his or her intent to serve as a Director, whereby that person will take over at the next scheduled meeting of the board of directors and serve out the remainder of the existing term.

Director Terms:

- Board terms should be staggered so that Directors are not all removed at once. There shall be three board terms starting/renewing each year for three years. Each of the three three-year terms shall be named Term A, Term B, and Term C. Term A Directors shall be up for election/re-election in 2022, Term B in 2023, and Term C in 2024. Term A is again up for election/re-election in 2025 and so on.

- Any Director may serve up to two (2) consecutive terms, after which he/she must sit out at least one (1) year before serving as a Director again.
- All Board terms start the day after the vote is tabulated at the Annual meeting.
- 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 the remainder of the vacating members term. A member so selected shall be eligible for re-election for two additional terms.
- The Board of Directors shall consider the individual who obtained the next highest number of votes, in the preceding election of Directors, as a consideration in making the replacement.
- A Director may be recalled and his/her office declared vacated at any membership meeting by a two-thirds (2/3rds) vote of members present.

Board Procedures:

- 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.
- The Board shall set goals for Director procurement, amendable from time to time at the sole discretion of the board.
- The Board may set up procedures to allow Directors or Members to attend meetings remotely. This may include Zoom or other such technologies that may prove helpful to have remote meeting attendance.
- The Board may set up procedures to vote electronically in urgent matters.

Elections:

- Only members in good standing shall be entitled to attend, participate and vote at meetings of the Club.
- Any member in good standing is eligible for nomination and election to the Board of Directors.
- The Annual Meeting shall take place in June unless changed by 2/3's vote of the Board of Directors.
- Elections for Directors shall take place during the annual meeting and shall use the following election structure unless amended with a 2/3's vote of the entire the board of

directors.

- The Board of Directors will appoint an Election Official. The Election Official can be any member of the Club.
- Any club member can nominate another member, or themselves, for an open board position by written notice to the Election Official.
- Two Months Prior to Annual Meeting: Election Official shall notify Club Members in writing about elections, how to be nominated, timeline, what is required of Directors, and who are any incumbents intending to run for a second term.
- Each candidate can provide a one page bio with picture that will be sent to the members before voting.
- One month before Annual Meeting: Nominations closed.
- Two weeks before Annual Meeting: Notice sent to members of what candidates (and their Bios if submitted) are on the ballot, and online voting link/instructions.
- Online Voting closed one day before annual Meeting.
- Annual Meeting has in-person voting for those who did not vote online. Results of in person voting is tabulated with the online voting results. Online voting results shall be kept confidential until after the results of the in-person voting.

Article VI - Membership Meetings

- 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.
- 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.
- 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. All committees are accountable to the Board for purpose, money and activities held by same.
- The Board of Directors may adopt procedures for online voting at membership meetings.

Article VII - Dissolution

- In the event that two-thirds (2/3rds) of the voting membership in good standing decide to dissolve the Club or in the case of insolvency, the Board of Directors shall convey all

assets and personal property of the Club to a local unit of government and/or to another nonprofit organization in the Board of Director's sole discretion."

Article VIII - Income

- The capital and income of the Club shall be derived from pledges, gifts, contributions, dues and monies derived from lawful activities of the Club.
- All donors shall remain anonymous on all financial statements, unless otherwise requested by such donor, and subject to approval by the Board of Directors.
- 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. By 2/3's vote of the entire board, the Chair may designate another club member to carry out his or her duties and responsibilities. Said designated member may be one of the paid contractors with the club, such as the Club Manager or the Club Administrator.

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 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 of those members present 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.
- By 2/3's vote of the entire board, the Secretary may designate another club member to carry out his or her duties and responsibilities. The designated member may be one of the paid contractors with the club, such as the Club Manager or the Club Administrator.

Treasurer:

- Shall work with Club Manager or Club Administrator to 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.
- 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 two of the four following Board officers: Chairperson, Vice Chairperson, Treasurer and Secretary.
- 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.
- By 2/3's vote of the entire board, the Treasurer may designate another club member to carry out his or her duties and responsibilities. The designated member may be one of the paid contractors with the club, such as the Club Manager or the Club Administrator.

Club Manager and Club Administrator:

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

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

- No capital expenditures shall be made in excess of \$10,000 without the prior approval of the general membership, nor may multiple checks totaling of \$10,000 or multiple checks whose aggregate exceed \$10,000 be issued for any single project without the vote of approval by the general membership.

Serenity House ~ Alano Club of Charlevoix

Welcome to the Serenity House Alano Club of Charlevoix (the “Club”). We are a not-for-profit (501c3) corporation whose mission is “*to provide an alcohol and drug-free environment for 12-step recovery programs*”. The Club strives to maintain a family friendly environment while providing members and guests an alcohol and drug-free place for recovery meetings and sober social activities. Our policies, as determined by a duly elected Board of Directors (the “BOD”), are implemented by the Chairman and BOD through directives to an Administrative Coordinator and Club Manager (“Management”), both of whom answer directly to the BOD. The Club’s income is derived from membership dues and rental fees paid by each 12-step meeting using the facility, plus grants from various charitable entities.

Though many of our club members are involved in 12-step groups, the Charlevoix Alano Club is NOT Alcoholics Anonymous, Narcotics Anonymous, Overeaters Anonymous, or Al-Anon. Issues that arise within those groups and similar groups meeting at the Club must be addressed within those groups in accordance with the group’s guidelines and traditions. Issues dealing with the Club should be directed to the BOD and/or Management.

Membership in the Serenity House Alano Club of Charlevoix is not required to attend 12-steps meetings at the Club. However, each person entering the Club is expected to respect Club rules and policies, as well as the traditions of his/her respective recovery organization.

Club membership dues shall be set by the Board of Directors during the first meeting of the new year (July-June). If the BOD elects not to act regarding an increase in dues, dues from the previous year shall remain in effect. Dues shall not be less than the following:

Adult dues: \$50 per year

Teenage dues: \$25 per year

Family rate: \$75 per year

Lifetime membership: \$1,000

Dues must be current as presented in the Club’s Bylaws.

HOUSE RULES OF CONDUCT

Rules of Conduct may be amended from time to time by the Board of Directors with a two-thirds vote. The BOD approved rules (the “Rules”) as noted below shall be listed with the Bylaws:

1. Alcohol or drug possession or consumption is strictly prohibited on Club premises.
2. Any Member or guest under the influence of alcohol and/or drugs, or engaging in disruptive behavior, may be refused admittance or asked to leave the Club premises at the discretion of Club Management or other designated authority.
3. No gambling is allowed on Club premises, other than Club sponsored fundraising campaigns.
4. No solicitations are allowed on Club premises for outside organizations.

5. No profanity or loud abuse language is permitted on Club premises.
6. No begging is allowed on Club premises.
7. No sleeping or overnight accommodations are allowed on Club premises.
8. Appropriate dress shall be worn by Members and their guests.
9. Access to Club facilities shall be limited to Members, their families and/or their guests.
10. Members are responsible for the actions of their families and/or their guests.
11. All guests entering the Club must be physically accompanied by a Member in good standing, unless attending a 12-step meeting.
12. Non-members may use the Club facilities fifteen (15) minutes before and after 12-step meetings.

Alano Club Policy Statements

CHILDREN are expected to be under the direct supervision of a parent while on Club property. Children are welcome at monthly Friday Night Potluck Dinners prior to the introduction of the speaker(s). At that time, parents are asked to take home any children under the age of fourteen.

ANIMALS are not permitted inside the Club. Service animals and/or emotional support animals are permitted inside the Club, provided they accompany an individual with a disability. The Club is not responsible for the animal while on Club premises. Any animal, including a service and/or emotional support animal, may be removed from the Club should that animal's behavior pose a direct threat to the health or safety of others.

CHARLEVOIX LEGACIES GROUP ("Legacies Group") sponsors certain events at the Club. The Legacies Group will post guidelines relative to their respective events.

BUILDING USE is dictated by the BOD of the Club (December 2014):

1. Any Event ("Event") hosted inside the Club must be Alano Club related, or 12-step program related. The Event will be open to all Club members and their guests.
2. Any person ("Responsible Party") wishing to procure the Club for an Event must be a Member of the Club. No Member may act on behalf of a non-member to procure use of the Club. The Responsible Party will submit in writing to Management a brief description detailing the activity at least fourteen (14) days prior to the Event. Exceptions may include "emergency events" such as hosting a wake for a fellow recovering individual.
3. No Event will preempt any regularly scheduled 12-step meeting.
4. The Responsible Party agrees to abide by the clean-up and close-up checklists as provided by Management.
5. The Club may post details of each Event on its website, plus promote events through other media outlets.
6. To help defray costs, the basket may be passed at all events. Proceeds will be deposited in the Club's Lockbox.
7. Coffee will be provided at the Event. Soda and water may be available for purchase.