

# **BY-LAWS – DAUGHTERS OF ERIN**

These amended Bylaws were approved by a Quorum at a general membership meeting on May 3, 2015. These Bylaws are effective June 1, 2015.

## **ARTICLE I – MEMBERSHIP**

Section 1 Members of this organization shall consist of General, Junior, Honorary and Charter members.

- a) General members are members in good standing who have completed an application and paid dues.
- b) Junior members are girls who have not completed High School and have completed an application and paid dues.
- c) Honorary members in good standing are persons over the age of eighty and other persons upon whom that status is bestowed by the voting members of the Board of Directors (“Board”) and have completed an application.
- d) Charter members in good standing are the ten founding members.

Section 2 Upon a signed, written complaint to the Board by a member in good standing of any member’s conduct which is likely to reflect unfavorably upon the organization, or failure by any member to complete her legal responsibilities as related to the Daughters of Erin (“DOE”), such member may be deemed to be not in good standing and may be expelled by a three-fourths vote of the Board. However, any member of whom such a complaint is made shall have the right to be heard on her own behalf before such a vote is taken by the Board.

Section 3 General, Charter and Honorary members are voting members.

Section 4 Junior members are nonvoting members.

## **ARTICLE II – LIABILITY OF MEMBERS**

Section 1 No officer or member shall be held personally liable for any bills or obligations authorized by the organization, past or present, except for her own payment of dues.

Section 2 No officer or member of the organization shall disperse funds or monies in her keeping and belonging to the organization without the annual authorization of the Board and such authorization recorded by the Secretary, except as when otherwise provided by the Bylaws.

## **ARTICLE III – USE OF ORGANIZATION’S NAME, INSIGNIA, MAILING LIST**

No person shall use the name, official insignia, or membership information of the DOE for other than strictly official DOE purposes without the authorization of the Board and approval by a Quorum at a general membership meeting and the Secretary shall record such authorization.

## **ARTICLE IV – DUTIES OF OFFICERS**

President: The President shall:

- a) preside at all general membership and Board meetings of the organization;
- b) appoint as members of the Board, The Financial Secretary, the Treasurer, all Standing Committee Chairwomen, the Parliamentarian, the Sergeant at Arms and the Historian;
- c) appoint ad hoc chairwoman as needed;
- d) be an ex-officio member of all committees except the Nominating Committee;
- e) have access to the organization’s online banking accounts and all financial assets; use of a bank debit

card for authorized purchases and deposits authorize payment of bills less than one hundred dollars.

- f) receive and review all committee, financial, expense and deposit reports and deposits and pass them on to the Financial Secretary and/or Vice President
- g) and shall perform all such duties as are incidental to the office of President.
- h) In the event the President is unable to serve or resigns during her term of office, the Vice President shall take over the duties of that office.

Vice President: The Vice President shall:

- a) oversee, coordinate and approve all fundraising activities and provide notification to the Board prior to the general meeting;
- b) have access to the organization's online banking accounts and all financial assets; and use of a bank debit card for authorized purchases and deposits.
- c) receive and maintain administrative records, such as committee and/or deposit reports received from the President; and
- d) in the absence of the President, shall be vested with all of her powers.

Secretary: The Secretary shall:

- a) maintain all non-financial records;
- b) record and disseminate minutes of all general membership and Board meetings;
- c) generate any correspondence deemed necessary; and
- d) sign and date all the minutes and other certified acts of the organization, unless the bylaws specify differently.

Financial Secretary: The Financial Secretary shall:

- a) have charge of the disbursement and collection of funds of the organization as directed by the Board;
- b) be responsible for all banking business of the organization;
- c) maintain all financial records and accounts, including a post office box,
- d) maintain four signatures on all accounts, the President, Vice President, Financial Secretary and Treasurer with two signatures required for each check;
- e) give members receipts for money received
- f) give a signed and dated report at the Board and general membership meetings;

Treasurer

The Treasurer shall:

- a) balance and reconcile all accounts;
- b) ensure that the organization has sufficient insurance and bonding;
- c) ensure that all submissions related to income, legal status and any other requirements are filed in a timely manner; and,
- d) review financial accounts and statements monthly, conduct a yearly audit and submit the results to the Board at the February Board meeting.

## **ARTICLE V – BOARD OF DIRECTORS**

Section 1

The Board shall consist of the following:

- a) Elected officers
- b) Treasurer
- c) Financial Secretary
- d) Chairwoman of the Standing Committees
- e) Immediate Past President
- f) Parliamentarian
- g) Charter Members

- h) Historian
- i) Three Elected Delegates
- j) Sergeant at Arms

- Section 2            The Directors shall not set aside any action or decision made by a vote of the general membership.
- Section 3            All contracts and agreements involving the Daughters of Erin shall be submitted to the Board and shall be authorized only upon approval at a meeting of the Board. The Board shall be trustees to take title and hold property of the organization.
- Section 4            The Board shall meet prior to the general membership meeting, or at the discretion of the President. The time and place of the Board meetings shall be decided by the President an announced not less than two weeks previous to the date of such meeting.
- Section 5            It will be understood that three, consecutive unexcused absences by a member of the Board from Board meetings shall be interpreted as disinterest in their position and will serve as an automatic dismissal from the Board of Directors. A written notice from the President following the third unexcused absence will be sent informing the Board member that she is no longer a member of the Board of the Daughters of Erin.
- Section 6            Should a vacancy occur on the Board during her term of office, the President has the authority to fill that vacancy, with the approval of the Board, by appointing someone from the membership to serve the un-expired term.
- Section 7            Within 15 days following the expiration of her term of office or upon request by the Board, each Board member

shall deliver to the Secretary of the organization any and all property of the DOE in her possession.

## **ARTICLE VI – PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the DOE in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the DOE may adopt.