

# Bylaws of United Clubs of York County

Established 1935

## Article I - Name

The name of the organization shall be "United Clubs of York County", hereinafter referred to as United Clubs.

## Article II - Purpose

The purposes of the organization are:

1. To carry on the functions as a subordinate unit of the Pennsylvania Federation of Social Organizations, hereinafter referred to as PFFSO.
2. To unite, fraternally, for mutual benefit, protection and improvement generally such organizations which, under the laws of the PFFSO are entitled to membership in such subordinate unit.

## Article III – Membership

1. Bonafide, legitimate clubs located within the County of York, Pa, whether independently organized or affiliated with a state or nation-wide organization operating on the lodge system as a subordinate organization, all of which charge their members annual dues, shall be eligible for membership in United Clubs.
2. Applicants for membership shall, through their proper officers, sign a written application for membership on a form to be furnished by United Clubs, accompanied by one year's dues. The completed application shall be delivered to the President who shall refer it to the Credentials Committee for investigation and report. The Credentials Committee shall report its findings to the Secretary who shall present the application with the report of investigation at the next regular meeting of the delegates at which time the application shall be voted on.

A negative vote of 50% of the votes cast at such meeting shall bar the applicant from membership and its dues shall be returned.

3. Dues of member organizations shall be set by the executive officers and voted on at the next open membership meeting for approval. Dues shall be paid annually in advance on or before December 31<sup>st</sup> of each year. If a member organization does not pay its dues by the December meeting it shall be dropped from the rolls on motion by the delegates at the next regular meeting and its membership shall thereupon cease. Organizations may rejoin without investigation and approval by paying current annual dues.
4. Clubs approved for membership at any time before the regular December meeting shall have their dues credited to the year in which they were approved. If approved at the regular December meeting, their dues shall be credited to the next calendar year.
5. Member clubs shall receive a written certificate from PFFSO when they are in good standing.

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6. Clubs wishing to resign from membership shall deliver to the Secretary a written notice of resignation. When the delegates at a regular meeting accept the resignation, the resigning club's membership shall cease.

## Article IV – Governing Body and Voting Rights

1. The governing body shall consist of delegates who shall elect officers. Each affiliated club shall elect or appoint delegates who shall attend the meetings as their respective representatives. These shall constitute the governing body.
2. Each affiliated club shall be entitled to one regular delegate and multiple alternate delegates as the club determines necessary. Selection of delegates may be done in any manner determined appropriate by their associated club.
3. Each affiliated club shall notify the Secretary in writing of the names and addresses of its regular and alternate delegate(s), and also when the same are changed. The Secretary shall refer the delegate names to the Credentials Committee, which shall review and pass the names to the governing body.
4. Each affiliated club shall be entitled to one vote on all questions, elections and motions through its regular delegate, or any alternate delegate acting in the regular delegate's absence.
5. The privileges of a member club shall be suspended when it is in arrears in its financial obligations to United Clubs as provided for in these bylaws.
6. Delegates shall serve as long as their respective club shall determine. In the event of change, the respective club shall notify the Secretary in writing of the newly appointed delegate and/or alternate(s). For the purposes of representation, only such delegates whose credentials are in proper order with the Secretary shall be recognized by United Clubs.
7. No person shall be a delegate for more than one club during votes.
8. Voting by proxy shall not be recognized.
9. Voting by electronic means, such as Zoom, where the delegate has participated in discussion on the matter to be determined, shall be allowed.
10. Cumulative voting shall not be recognized on election of officers.

## Article V – Officers, Qualification, Term and Duties

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1. Officers shall be elected or appointed, as herein provided, from among the delegates and alternate delegates. Officers shall hold office for one year, commencing with the July officers meeting, or as long as they remain the accredited delegate or alternate delegate from their respective club, whichever is shorter.
2. The officers shall be President, First Vice-President, Second Vice-President, Third Vice-President, Treasurer and Secretary, all of whom shall be elected. The president shall appoint a Sergeant-at-Arms and a Guard. United Clubs shall elect, or the President may appoint, as many State Delegates or Alternate State Delegates as are allotted to United Clubs by the PFFSO. The Vice-Presidents shall rank each other numerically for all purposes.
3. The President shall preside at all meetings, preserve order, apply and enforce the laws, decide all parliamentary questions, appoint committees, require committee reports, demand the necessary books and papers required for audit, inspect the books when he deems necessary, and see that the funds are properly deposited. He shall cast a vote on questions of business of United Clubs at meetings only when it is necessary to break a tie vote.
4. The ranking Vice-President present shall, in the absence or disability of the President, perform all duties of the President.
5. The Treasurer shall receive from the Secretary all monies collected, deposit all funds in the designated accounts and make a report at each regular meeting of the condition of the treasury. The treasurer shall keep all books and records necessary and shall be bonded in such amount as United Clubs may decide by resolution. The treasurer shall have custody of all securities and fiscal documents of United Clubs.
6. The Secretary shall record the meeting minutes of the governing body and Executive Board, conduct all correspondence, read all communications, issue all notices, call the roll and perform all other duties relevant to the office. The Secretary shall receive and keep records of all monies and turn them over to the Treasurer. The Secretary shall keep all books and records relevant to their office and shall be bonded in such amount as United Clubs may decide by resolution.
7. The State Delegates, and the Alternate State Delegates in the Delegates' absence, shall attend all meetings of the PFFSO and represent United Clubs in its deliberations and decisions and shall make report to United Clubs of the proceedings. Delegates or Alternate Delegates voting on behalf of United Clubs in matters of the parent or superior organization shall vote as instructed by United Clubs or in the absence of instructions shall vote in the best interest of United Clubs and in furtherance of its purposes and aims.
8. The Sergeant-at-Arms shall introduce all visitors and escort them to their seats at the meetings and perform all other duties required by the President.

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9. The Guard shall be in charge of the door under the supervision of the President.
10. On termination of their terms of office, the respective officers shall turn over all property and accounts to their successors or to whomever United Clubs may direct.
11. Any officer who misses three consecutive meetings of the governing body, Executive Board or both, without reasonable excuse, shall be removed from office and the office shall be declared vacant.
12. United Clubs will pay the expense for any officer it deems proper to be bonded.

## Article VI – Nomination and Election of Officers, Privileges and Restrictions, Filling of Vacancies

1. Nomination of officers shall be made at the regular meeting held before the month of June. They may be made orally and no seconds shall be required. Where more than one person is nominated for an office, the Secretary shall have written or printed ballots prepared for use at the election meeting. When required by the governing body, ballots shall be mailed to each member club at its address as shown in the books of the organization. Names of persons not nominated for office at this meeting shall not be written on the ballot at the election meeting. Votes cast for write in candidates shall not be counted.

The election shall take place at the regular June meeting. Delegates or alternate delegates casting votes for their respective clubs shall do so at the meeting place in person or through electronic means, such as Zoom. A supply of ballots shall be kept on hand at the time of voting for the convenience of the delegates.

The President, in contested elections, shall appoint a Judge of Elections and two Tellers who shall tabulate election results. A majority of votes shall elect an officer.

In the case where only a single nomination for an office has been made, no election needs to be held and the Secretary may cast a single ballot for the nominees at the election meeting.

If any person nominated refuses the nomination, is disqualified or deceased after the nomination meeting, additional nominations may be made on the date the election is held before the start of balloting.

2. Officers may succeed themselves.
3. No person shall hold more than one elected office.
4. Vacancies shall be filled at the next regular meeting following the date on which they occur or at a special meeting called for that purpose.

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If any office other than the President becomes vacant, the President shall appoint a person, who would be eligible for election to office, to fill the vacancy for the unexpired term. If the office of the President becomes vacant the ranking Vice-President shall succeed to the office and hold it for the unexpired term. The President will then appoint an eligible person to fill the vacancy in office caused by his succession to the office of President for the unexpired term.

## Article VII – Meetings, Quorum and Business to be Conducted

1. Regular meeting shall be held on the third Wednesday of the third month of each quarter or as approved by the governing body at a regular meeting.
2. Special meetings may be called by the President, or must be called by petition to the Secretary signed by delegates of 5 affiliated clubs, in which case any expenses related to the meeting shall be borne by the petitioners; these costs, however, may be remitted by a majority vote of the delegates. General business may be conducted at a special meeting by a majority vote of the delegates present.
3. Due notice of general and special meetings shall be given by the Secretary addressed to the addresses of the members.
4. A quorum shall consist of at least 5 delegates in good standing. A quorum of officers shall consist of any 3 officers in good standing.

## Article VIII – Financial Matters

1. All expenditures of United Clubs shall be paid by check or debit card drawn on United Club bank accounts.
2. The depository shall be a bank in the town or community approved by the officers.
3. All contracts and legal documents, except as otherwise provided, shall be signed by the President and the Secretary. Checks drawn on organization bank accounts shall bear the signature of two officers, comprised of the President, Secretary or Treasurer. Checks received by United Clubs may be endorsed for deposit in United Clubs accounts and shall bear the verbiage "For Deposit Only". The Treasurer may make debit card purchases with a single signature, but must have each purchase approved by voucher bearing an additional signature of the President or Secretary.
4. All bills must be approved before payment by the governing body or ratified thereafter to be valid.

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5. All books, accounts and records shall be audited annually at the July officer's meeting, which shall be mandatory for all outgoing and incoming officers to attend barring unforeseen circumstances.
6. The Secretary and Treasurer may receive a salary set by the President and Vice-Presidents and voted on by the delegates on an annual basis.
7. Fiscal years shall begin and end with the July officers' meeting.

## Article IX – Committees

1. The regular standing committees of United Clubs shall be:
  - (a) Legislative and Legal
  - (b) Credentials
  - (c) Expansion
  - (d) Finance
  - (e) Grievance
  - (f) Public Relations
  - (g) Rule
  - (h) Nominations
  - (i) Bylaws
2. Except for the Nominations Committee, which shall consist of up to nine (9) members, each of the committees shall consist of at least three (3) persons, whether delegates or not, provided they stay in good standing with a member club. The members of the committees shall serve at the pleasure of the President and their terms shall expire no later than the conclusion of the President's term. The President may appoint any special committees that may be necessary throughout the year. The President shall be an ex-officio member of all committees.
3. Legislative and Legal Committee – The Legislative Committee shall consider and recommend the passage, rejection and amendment of all State and National laws affecting United Clubs and its members. It shall advise all member clubs of legislation that should be specifically supported.
4. Credentials Committee – The Credentials Committee shall examine the credentials of clubs applying for membership as well as the delegates and alternate delegates for each member club. All questions relative to rights of delegates shall be referred to the committee.
5. Expansion Committee – The Expansion Committee shall engage in securing membership of new clubs and make plans for accomplishing the same.

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6. Finance Committee – The Finance Committee shall review, approve and certify to the governing body all bills and expenses of United Clubs. It shall make recommendations to the delegates concerning financial matters, and the manner of operating the business and office affairs of the organization.
7. Grievance Committee – The Grievance Committee shall receive and adjust all complaints against officers, delegates or member clubs, which are referred to it and shall report its activities to PFFSO with its recommendations if a resolution can't be met at the United Clubs level.
8. Public Relations Committee – It shall be the duty of the Public Relations Committee to keep informed on matters of public relations including relations of United Clubs and its members with other licensees and groups of licensees, other club organizations, religious, civic, reform and law enforcement bodies, and the general public and make reports from time to time of its findings to the governing body.
9. Rule Committee – The Rule Committee shall ensure that all rules of order are followed throughout general meetings and shall decide matters where specific rules and procedures are called into question.
10. Nominations Committee – The Nominations Committee shall be responsible to report a slate of candidates for the offices of President, First Vice-President, Second Vice-President, Third Vice-President, Secretary and Treasurer at the annual nomination meeting in March.
11. Bylaws Committee – The Bylaws Committee shall be responsible to review the organization's bylaws prior to the officers meeting in July. Proposed changes to the bylaws will be presented to the governing body at the September member meeting and approved by the delegates at the December meeting.
12. Except for the Nominations and Bylaws Committees, the duties of the various committees may be amended, augmented, diminished and transferred without amendment to the bylaws.
13. The President shall control all activities of committee members involving expenditure of organization funds.

## Article X – Executive Board

1. The President, the three Vice-Presidents, the Treasurer and the Secretary shall constitute the Executive Board of the organization.
2. The Executive Board shall meet on an as needed basis, but at least once each year in July, at such time and place as shall be named by the President. The Secretary shall give each Board member due notice of the time and place of the meeting.

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3. Between regular meetings of the organization, the Executive Board shall, subject to these bylaws and the bylaws of PFFSO, have and exercise all of the powers of United Clubs whenever an emergency arises.
4. The Executive Board shall conduct an educational campaign among the member clubs to secure appreciation by them of the objects, purposes, accomplishments and services rendered to them by United Clubs and PFFSO.
5. The members of the Executive Board shall be Trustees for the purposes of holding in trust for the organization all real property belonging to United Clubs and all personal property not entrusted to the Treasurer and said Trustees shall hold said real and personal property. Said real estate and personal property or any interest therein belonging to the organization may be conveyed, mortgaged, or encumbered by said Trustees when authority for the same is given by a majority vote of the delegates of the governing body. Such conveyance of other instrument affecting said real and personal property, when duly authorized, shall bear the signatures of the Trustees.

## Article XI – Voting, Conduct, Decorum and Parliamentary Authority

1. Voting shall be by aye or no vote. If a decision is called, there shall be a standing vote and the votes shall be counted by the President. Upon motion, seconded and carried by a majority vote of the delegates present at a meeting, a roll call vote may be had or a secret written ballot may be had on any question.
2. United Clubs shall be non-partisan politically and no religious, nationality or racial question shall be discussed. The organization's political activities shall be restricted to matters and candidates affecting this organization, its member clubs and PFFSO. The vote and attitude of public office holders on questions affecting United Clubs may be referred to.
3. Delegates while attending meetings shall not indulge in personalities or indecorous language nor refer to the religious, political or social affiliations of the delegates.
4. When called to order by the President, the members shall be seated and cease speaking until the point is decided and permission is given to proceed.
5. Members shall not speak more than once upon the same subject until all members shall have the opportunity to do so or more than twice on the same subject without permission of the delegates.
6. The rules contained in Robert's Rules of Order Manual of Parliamentary Law and Procedures, latest publication, shall govern the organization in all cases to which they are applicable and in



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which they are not inconsistent with the bylaws of United Clubs, special rules of order or the laws of the PFFSO.

## Article XII – Order of Business

1. The order of business of the governing body shall be as follows:
  - a. Opening Ceremonies
  - b. Official Roll Calls
  - c. Report of Credential Committees
  - d. Action on Credential Committee Report
  - e. Reading of Minutes
  - f. Reports of Officers
  - g. Reports of Committees
  - h. Nomination of Officers
  - i. Election of Officers
  - j. Unfinished Business
  - k. New Business
  - l. Resolutions
  - m. Good of the Order
  - n. Selection and announcement of next meeting
  - o. Adjournment

2. The Executive Board may establish its own order of business.

## Article XIII – Amendments, Severability and Suspension

1. Proposed amendments shall be presented to the Bylaws Committee who shall place them in proper form if they so decide and present them at a regular meeting of the governing body.

Amendments may likewise be presented to the governing body at a regular meeting when signed by the delegates of five (5) member organizations without the recommendation of the Bylaws Committee.

At the next regular meeting following presentation of the proposed changes, the amendments shall be voted upon for approval. Notice and content of the amendments shall be included in the notice of the meeting.

A vote of the delegates representing two-thirds of the member organizations present shall enact the amendments into the Bylaws.

2. If any provisions of these Bylaws are held to be invalid, the remaining provisions shall not be affected and shall remain in full force and effect.

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3. A vote of two-thirds of the delegates present at a regular meeting may temporarily suspend any provisions of the Bylaws.

## Attributes

These Bylaws incorporating Amendments and changes were duly adopted unanimously at a meeting of the United Clubs of York County May 19, 1982, after motion by Carrell Thumma, Wago Club, and Edward B. Smith, Owls Social Club; and attested to by Preston G. Mansberger, President, and Lynwood K. Smith, Secretary.

These Bylaws incorporating Amendments and changes were duly adopted unanimously at a meeting of the United Clubs of York County June 18, 2014, after motion by Larry Myers, West York VFW Post 8951, and Tony Dunlap, Red Lion Legion Post 543; and attested to by Mark D. Spicer, Sr., President, and John Domer, Secretary.