



Swiss Club of Southern Nevada

www.swissclubsnv.com

By-Laws

Article I: Name

The name of this organization shall be **SWISS CLUB OF SOUTHERN NEVADA**.

Article II: - Purpose

This non-profit, non-partisan association is organized to offer annual general meetings as well as scheduled and unscheduled social gatherings where Swiss citizens, their descendants and friends of Switzerland can congregate and celebrate Swiss heritage and customs.

Article III: Membership

Active Members: An active member must be at least 18 years old. An active member has the right to vote, can be elected as an officer, and has the right to submit verbal suggestions at the regular meetings. Criticism or suggestions submitted in writing to the Executive Board must be read and voted upon, and seconded, at the general meeting. An active member can participate in all functions of the Club and may invite his or her family and friends, unless the function is restricted to members.

Exclusions: An active member may be excluded from all activities of the Club, whether public or restricted, if the member has not paid the dues before May 1st of the current year. The member will be reinstated when current and outstanding dues are paid. The exclusion is automatic and the member will not be notified.

Article IV: Officers

Section 1: Enumeration and Election

The elected officers of this Club shall be a President, Vice President, Secretary, Assistant Secretary and Treasurer. They shall be elected for terms of one year by the general membership at the annual meeting in February. These elected officers shall officially take office at the conclusion of the meeting.

Section 2: Duties

a) **The President** shall preside at all meetings of the Club and the Executive Board meetings and appoint necessary committee chair persons. The President or the Vice President may, in case of absence or disability of the Treasurer, sign or endorse Club checks or drafts.

b) **The Vice President** shall, in the absence or disability of the President, possess all the powers and perform all the duties of that office.

c) **The Secretary** shall organize the general meeting and social gatherings, collect monies due for the membership and social gatherings, conduct necessary correspondence, keep minutes of meetings, maintain a correct membership list and be custodian of all official documents.

d) **The Treasurer** shall receive all monies due; keep an itemized account of all receipts and disbursements; present a financial statement at Executive Board meetings; present a financial report at the annual general membership meeting and submit the records to an audit.

Optionally, the following Committee positions may be established and filled as needed as mandated by the Executive Board:

- An **Activities Committee** to organize outings, get-togethers and find new activities for the Club.
- A **Newsletter Editor** who edits and publishes the Clubs Newsletter.

Article V: Executive Board

Section 1: Composition

The Executive Board shall be comprised of the elected officers and appointed officers.

Section 2: Powers and Duties

The Executive Board shall have full charge of the property and business of the Club, with full power and authority to manage and conduct same, subject to the instructions of the general membership.

Section 3: Vacancies

Any vacancy occurring on the Executive Board by reason of resignation or other consideration, may be filled until the next annual meeting by a majority vote of the remaining members of the Executive Board, except in the case of the President; who will be succeeded in office by the Vice President.

Article VI: Meetings

Section 1: Regular meetings of the Club shall be held a minimum of four (4) times per year, the time and place to be determined by the Executive Board.

Section 2: Any member, having made a reservation for a meeting shall pay for that reservation, unless it has been canceled by the member in a timely manner as determined by the Executive Board.

Article VII: Financial Administrations

Section 1: Dues

Annual dues of \$25.00 per adult member shall be payable upon joining the Club and at the annual meeting each year thereafter, becoming delinquent by the 1st of May. Delinquent members shall be dropped from the membership rolls.

Article VI II: Dissolution of Swiss Club of Southern Nevada

Upon dissolution of the Swiss Club of Southern Nevada the remaining assets must be used for any charitable, educational or scientific purpose.

Article IX: Amendments

These by-laws maybe amended at any regular meeting by a majority of the members present and voting, provided that the amendments were submitted to the membership at least ten (10) days in advance of the meeting.

Article X: Enforcement

These By-Laws will rule the Swiss Club of Southern Nevada from February 1, 2003. In case of difference of interpretation of the By-Laws, the parties will submit to the arbitrator of the Swiss Consul in San Francisco.

Swiss Club of Southern Nevada

Amendments to the By-Laws

Changes were voted on and approved at the annual General Membership meeting held January 18th 2006.

Article III: Membership

An active member can participate in all functions of the Club and may invite his or her family and 2 guests, unless the function is restricted to members only. The member has to be present at the event with his or her guests.

Article IV: Officers

Section 3: Board Position Applications

Applications for a board position shall be made to the current board at least 4 weeks in advance of the annual General Membership Meeting.

Article VII: Financial Administrations

Section 2: Auditors

Two club member auditors (Senior and Junior) shall review the treasurer's records 4 weeks before the annual general membership meeting where the results will be announced. Every year the senior auditor will be replaced by the junior auditor and a new junior nominee will be voted on.

Section 3: Club Fiscal Year

The club year shall be equivalent to the calendar year (January to December).

Section 4: General Membership Meeting

The meeting has to be announced at least 3 weeks in advance with an agenda to include election information and the treasurer's financial report. Officer elections shall be made with ballots except when there are no changes to the existing board.