



BYLAWS of the MERRY MIXERS OF CONTRA COSTA

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Bylaws of the Merry Mixers of Contra Costa as adopted by the Board of Directors 2022

ARTICLE I: Name and Address

The name by which this organization shall be known is the MERRY MIXERS OF CONTRA COSTA, herein after referred to as the “Club”.

The official address shall be the Post Office Box designated by the Board of Directors.

ARTICLE II: Purpose and Objectives

To serve the social, recreational and emotional needs of adults by providing the facilities and opportunities to pursue common interests in a proper and friendly manner.

To provide activities suitable for mutual participation by individuals twenty-one (21) years of age or older.

To develop the potential talents of each individual by encouraging participation in Club operations as well as participation in its social and recreational activities.

ARTICLE III: Governing Policy

This Club shall be a secular, non-profit, and non-political organization. No person may use the Club for any motive of financial gain.

ARTICLE IV: Membership

1. **Qualification and Responsibility:** Members shall be at least twenty-one (21) years of age, of good character, integrity and reputation.
 - a. Members must abide by rules of conduct based upon accepted standards of behavior as well as adhering to such policies of conduct as the Club may establish from time to time.
 - b. Each member shall have the right to cast one vote at any meeting of the membership as hereinafter set forth.
 - c. Membership is terminated by a majority vote of the Board for cause, or by non-renewal of dues.
 - d. Membership renewal fees are due annually each July. Membership is forfeited if dues are not paid by September 1.
 - e. Lifetime Membership (forgiveness of annual dues) may be bestowed upon any member by a vote of the Membership in recognition of five (5) years of service on the Board of Directors or to recognize substantial contributions to the Club.
2. **Application for Membership:** Candidates for membership must file an application for membership on the form provided by the Club and submit the form and membership fee to the Membership Chairman. All application fees are transferred to the Treasurer for deposit.
 - a. The Membership Chairman will review the application and indicate approval. However, if deemed necessary, the Membership Chairman may forward the application to the Board for approval or rejection for cause.
 - b. In the event of a rejection, the Board will direct the Secretary to notify the Applicant in the form of a letter.

ARTICLE V: Board of Directors

1. The Board shall manage the business of the Club and make such rules and regulations consistent with the laws of the State of California and these Bylaws.
2. **Officers:** The four (4) elected officers shall be President, Vice President, Secretary, and Treasurer.
 - a. The officers shall have the responsibility to administer and execute the activities of the Club within the framework of the policies established by the Board. The President, Vice President, Secretary, and Treasurer should be members of the Club at least one year prior to election.
 - b. The terms of Club officers shall be for one (1) year. There is no limit to the number of times a Member may volunteer to serve as an Officer.
 - c. Terms of service begin on April 1 following the Annual Meeting of the Membership in March of the year in which they have been elected.
3. **Directors:** There shall be four (4) elected Directors at Large.
 - a. The Directors at Large will serve two (2) year terms.
 - b. Two Directors shall be elected each year so that the terms overlap and maintain experienced Directors from year to year.
4. **Committee Chairs:** There shall be four (4) Standing Committees that report to the Board and the Chairs of those Committees will have Voting Privileges. Those Standing Committees are Membership, Publicity, Sunshine and Programming.
 - a. Additional Committees to serve the needs of the Club may be appointed by the President with the approval of the Board.
5. **Ex-Officio Member(s):** Ex-Officio members do not have voting privileges. The current ex-President serves a one year term on the Board as an Ex-Officio member
6. **Combining Duties:** In order to serve the best interests of the Club, Board Members may serve in more than one office concurrently. However, the Board Member still has only one (1) vote.
7. **Vacancies:** If a vacancy in an elected position occurs (Officers or Directors) more than two months prior to the Annual Meeting, the President shall call a special meeting of the membership to fill the remaining term of the Board Member.
8. **Recalls and Forfeitures:** In the event that Members petition the President to remove a member of the Board from Office, a petition signed by ten (10) percent of the membership shall trigger a recall election. The President shall call a special meeting of the Membership to conduct the recall election. A majority of those present is sufficient to recall that Board Member.

ARTICLE VI: Duties of Officers

1. The **President** shall be the principal executive officer of the Club and shall:
 - Preside at all Board meetings and at the annual Club Meeting;
 - Not vote in matters before the Board except to break a tie;
 - Be responsible for all the business and affairs of the Club between meetings of the Board and in accordance with its policies;
 - Be responsible for keeping track of any forms or other reports due to the State or Federal Government. The President may assign this responsibility to another member deemed by the Board to be well qualified to handle such forms or reports;
 - Call regular and special meetings or authorize email ballots by the Board as needed;

- With the approval of the Board, appoint all committees and designate the Chairman of each, and fill any vacancies occurring in those Committees in accordance with the provisions of these Bylaws; and
 - Perform such other duties as are usually pertinent to the office of the President and are assigned by these Bylaws and by the Board.
2. The **Vice President** shall:
- Perform the duties of the President in the event that the President is absent or cannot serve;
 - Perform such other duties as the President may delegate;
 - Succeed immediately to the office of President in the event of the President's resignation or incapacitation.
3. The **Secretary** shall:
- Keep a record of the proceedings of all Club meetings;
 - Record and distribute minutes of all meetings of the Board to Board members;
 - Assist the Board with mailings and related items for the annual Club meeting;
 - Assist the Membership Chair to maintain an accurate membership roster of the Club;
 - Assist the Board with the conduct of Club elections, including preparation and distribution of ballots for election of officers and the Board.
4. The **Treasurer** shall:
- Have charge of the Club's finances according to the financial guidelines set forth by the Board;
 - Be responsible for the collection of dues from the Membership Chair, attendance fees, donations and other monies due the Club, and for all disbursements approved by the Board, and keep an accurate record thereof;
 - Submit an annual Summary Report to the Club summarizing all financial transactions and the financial condition of the Club; and
 - Submit periodic financial reports to the Board as the members of that committee deem necessary for their information.

ARTICLE VII: Meetings

Section I. Board meetings.

- The Board shall schedule regular monthly meetings to conduct the business of the Club. The Time and Place for each meeting is at the discretion of the Board. If a meeting must be cancelled for any compelling reason, the Board Meeting should be re-scheduled as soon as practicable.
- The Agenda for each meeting is the responsibility of the Club President. Agendas should include review of the Secretary's Minutes, the Treasurer's Report and the Reports of the Chairs of Committees.
- The Quorum for each Board Meeting shall be six (6) voting members of the Board, excluding the presiding officer.

Section II. Annual Meeting of the Membership.

The Annual Meeting of the Membership shall be held each year during the month of March. Notification shall be given to the membership at least fourteen (14) days in advance of the Meeting.

- The Agenda for the Annual Meeting is the responsibility of the Club President. Agendas should include review of the Secretary's Minutes from the prior year, the Treasurer's Report and the Annual Election.
- The Election of Officers and Directors to the Board shall be conducted at the Annual Meeting. The President shall distribute paper ballots to the membership and call for any additional nominations from the membership present.

- The Quorum for the Annual Meeting shall be 10% of the Active Membership as reported by the Membership Chair.

Section III. Special Meetings.

- As noted in Article V, it may be necessary from time to time to call a Special Meeting of the Membership. The Membership shall be notified at least fourteen (14) days prior to the Special Meeting.
- Ten (10) percent of the active membership is considered a quorum for any Special Meeting of the Membership.

ARTICLE VIII: Nominations and Elections

Section I. Nominations. Nominations for the Board of Directors shall be solicited within the two months prior to the Annual Meeting of the Membership each March. Additional nominations will be accepted at the Annual Meeting of the Membership.

Section II. Elections. The ballots for voting and listing the nominated candidates, shall be distributed to the members at the Annual Meeting of the Membership each March. Candidates nominated at the Annual Meeting must also be added to the pool of candidates for office. Winning candidates are those receiving a majority of the votes of the members present and voting.

ARTICLE IX: Financial Safeguards

The Board shall be empowered to authorize such expenditures not to exceed \$1000 for any single item. All matters requiring a capital outlay in excess of \$1000 must be presented to the membership for approval.

ARTICLE X: Amendments to the Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by the vote of the membership at the Annual Meeting of the Membership or at a Special Meeting, as outlined in Article VII above.

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