

CONSTITUTION OF
THE CHRISTOPHER COLUMBUS ITALIAN SOCIETY
(Last amendment change 11/3/2020)

ARTICLE I
Name

Sec. 1. The name of this Society shall be: "Christopher Columbus Italian Society and United Brotherhood of San Antonio, Texas".

ARTICLE II
Objectives

Sec. 1. The mission of the Society is to: (a) Promote and conduct charitable, educational, religious, social welfare, and public relief work, (b) Promote social and intellectual dialogue among its members and their families. (c) strengthen community relations.

Sec. 2. The purpose of this Society is to perpetuate Italian culture and heritage in San Antonio, Texas.

Sec. 3. All assets of the Society are dedicated or pledged to the performance of its charitable functions. The Society is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Sec. 4. Upon the dissolution of the Society, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Sec. 5. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 Sec 4 and Sec 5 hereof. No

substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or

(b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE III Membership

Sec. 1. Membership shall be limited to persons of good moral character.

Sec. 2. There shall be four classes of members in this Society: a. Regular; b. Honorary, including Chaplain; c. In-Absentia; d. Junior

Sec. 3. Regular members shall be citizens of the United States of America or Italian citizens who are legal residents of the United States of America and who are the age of 18 years or older as of their date of admission to the Society. Regular members shall be permitted to vote and to hold any office in the Society.

Sec. 4. Honorary membership may be conferred to any person who has distinguished themselves by some special act, or has contributed to the moral or material benefit of humanity or to the Society. The election to Honorary membership must be by unanimous vote of those present and voting at the meeting.

Honorary members and the Chaplain are neither permitted to vote nor to hold office in the Society. Such members are not entitled to any benefits offered by the Society.

Sec. 5. In-absentia membership may be conferred to any member during said member's temporary absence from Bexar County. See Article III, section 8 for applicable conditions and designated procedures.

Sec. 6. Junior members shall be citizens of the United States of America or Italian citizens who are legal residents of the United States of America and who are the age of 15 to 17 years as of their date of admission to the Society. Junior members

shall not be permitted to vote or to hold any office in the Society. On their 18th birthday their membership status will change to Regular member.

Sec. 7. Application for membership to the Society. Any eligible individual desiring membership in the Society will complete the prescribed form. Said application must be endorsed by two regular members. The application along with the admission fee shall be submitted to the Secretary.

Sec. 8. Acknowledgment and course of application.

- a. An application for membership will be read to the membership only after approval from the Investigating Committee. After the reading, voting for the new member will take place. Voting shall be by secret ballot unless the membership unanimously agrees to vote otherwise. A majority of two thirds of the votes cast by the eligible members present at the meeting must be favorable to constitute acceptance. If application is approved, the new member will be invited to the next meeting to be sworn in.
- b. The Investigating Committee will report its findings to the President, and if favorable, the application will be read to the membership.
- c. The applicant shall be informed, in writing, by the Secretary concerning the acceptance or rejection of the application. Should the application be rejected, the admission fee shall be refunded to the applicant.
- d. The accepted applicant shall be sworn in to the Society at the meeting following his notification of acceptance.
- e. Membership into the Society shall commence on the date the applicant is sworn into the Society.
- f. A person whose application has been rejected by the membership must wait one year before submitting a new application form.
- g. The accepted applicant will receive no more than three (3) written consecutive monthly notices instructing them to attend a regular meeting to be sworn into the Society. Failure to attend after receiving these three notices will constitute forfeiture of the admission fee.

Sec. 9. Conditions and procedures for in-absentia membership.

- a. When it becomes necessary for a member to temporarily leave Bexar County for a period exceeding one year they may apply for membership in-absentia. A written request to obtain this status will be submitted to the President prior to or within 60 days following said member's departure. Said request will include the purpose of the relocation, departure date and the approximate length of absence.
- b. Said request will be read at the regular meeting following its receipt by the President. The request will be voted upon; a two-thirds majority of the votes cast must be favorable to constitute approval of the request.

- c. An in-absentia member will remain on the Society's membership role. They are not required to pay dues; and are not eligible for any benefits.
- d. Within 60 days following their permanent return to Bexar County, said member will notify the President in writing of said return. Upon receipt of this correspondence, the Secretary will automatically revert the aforementioned in-absentia member to the applicable membership status.

ARTICLE IV
Fees and Dues

Sec. 1. Dues for regular members will be \$48.00 per year

Sec. 2. The readmission fee for former members of this Society shall be forty eight (48) dollars.

Sec. 3. The monthly per capita dues for Regular members shall be four (4) dollars.

Sec. 4. Honorary, Junior members and the Society Chaplain will not be required to pay the admission fee nor any dues.

Sec. 5. The Society will sell Life Memberships for \$480 dollars.

Sec. 6. The Secretary will notify, in writing, those members whose dues are not paid for by the 3rd month. A second and final notice will be sent to those members whose dues are not paid to date by the 4th month. Failure to remit this full amount prior to the end of the 4th month the names will be forwarded to President and Board of Directors for review. After review, Board of Directors and President will inform Secretary to remove members whose membership has been terminated.

An announcement will be made at a General Membership meeting and names can be viewed by the general membership.

Sec. 7. The Society, by a two-thirds majority of the eligible members voting at a regular meeting, may raise or lower the admission fee and/or the dues stated herein.

Sec. 8. Those members who have maintained membership, in good standing, in the Society for forty (40) continuous years are exempt from the dues stated herein.

Sec. 9. Life members will not be required to pay dues.

ARTICLE V
Officers and Administration

Sec. 1. The Officers of this Society shall be a President, two Vice-President's, a Secretary, a Treasurer, and a Sgt.-at-Arms, all of whom shall be elected annually.

Sec. 2. The qualification required to serve as an Officer or Board Member is that the nominee must have been a member of the Society for a minimum period of one year immediately prior to their nomination.

Sec. 3. No Officer shall be elected to the same office for more than three successive terms.

Sec. 4. The Board of Trustees will be composed of seven (7) members. The tenure of office for a member elected to the Board shall be three (3) years.

Sec. 5. No person may serve as a member of the Board for more than two successive terms to which he has been elected.

ARTICLE VI
Election of Officers and Trustees

Sec. 1. At each regular December meeting of the Society, the Officers and applicable Board of Trustee member(s) will be elected.

Sec. 2. The election of all Society officers and Board members shall be elected by secret ballot.

Sec. 3. A simple majority of the eligible members present and voting at the meeting shall constitute a valid election.

Sec. 4. Refer to Article V. Sec. 3.

Sec. 5. Refer to Article V. Sec. 5.

ARTICLE VII
Committees

Sec. 1. All committee chairs shall be appointed by the President at the first regular meeting following his election to office. Standing committees will consist of the following: (a) Membership Committee (b) Festival Committee (c) Constitution and By-Laws Committee (d) Investigating Committee.

Sec. 2. In addition to the Standing Committees, the President may appoint a special committee or Chaplain at any time to perform certain specific functions. Such

special committees may be dissolved by the President at the completion of their duties.

ARTICLE VIII Custodian of the Hall

Position Deleted (11/2019)

ARTICLE IX Meetings

Sec. 1. The regular meetings of the Society shall be held on the first Sunday of each month. The President, with the concurrence of the Board of Trustees, may postpone or cancel regular meetings providing all Society matters are effectively administered in the interim.

Meeting notices will be sent to the membership for the December meeting and when necessary to advise the membership of rescheduled or canceled meetings.

Sec. 2. Special meetings may be called by the President at any time they deem it necessary, without advance notice.

Sec. 3. Special meetings may be called by written request, signed by a minimum of ten members. This request will state;

- a. The object of the meeting and the necessity thereof.
- b. A minimum of seven days will elapse from the approval of the request to the meeting itself.
- c. The membership will be notified by mail at least three days in advance of any special meeting called by the member request.

Sec. 4. A joint meeting of the elected Officers and Board of Trustee members should be held prior to each regularly scheduled Society meeting to coordinate their activities.

Sec. 5. The order of business for the January meeting will include the following:

- a. Annual reports of the committees for the preceding year will be presented by the committee chairmen and approved by the membership.
- b. Installation of Officers and Board member(s) elected for the ensuing year.
- c. The newly installed President will name their Committee Chairmen. The newly appointed Chairmen, along with the President, shall select the committeemen for the ensuing year. The President will also appoint the Assistant Secretary for the ensuing year.
- d. See Article VIII.

Sec. 6. A quarterly report of the financial status of the Society will be made by the Treasurer during the May, August, November and February meetings.

These reports shall reflect the financial status of the Society at the end of March, June, September and December, respectively.

Sec. 7. The nomination and election of Officers and Board member(s) for the succeeding year shall be held during the regular meeting in December. All other business at this meeting may be postponed.

ARTICLE X Quorum

Sec. 1. In January the Secretary will inform the President the total number of voting members. The quorum will be set at 10% of the total number of reported membership who are qualified to vote but no lower than twenty (20) members.

ARTICLE XI Rules for Meeting

Sec. 1. Robert's Rules of Order shall govern all meetings of this Society where procedure is not otherwise provided herein and/or the By-Laws.

Sec. 2. At any meeting of the Society no member is allowed the floor more than twice on the same subject. A member must direct their remarks to the chair and not to an individual. It is expressly prohibited for a member to express themselves in an offensive or personal matter.

Sec. 3. No member may leave the meeting during a discussion or while a vote is being taken without the permission of the chair.

Sec. 4. The manner of voting will be decided by those members present at a meeting except as specifically provided herein.

ARTICLE XII
Amendments

Sec. 1. Any proposed amendment or revision to the Constitution shall be submitted in writing at a regular meeting of the Society and shall be signed by a minimum of twelve (12) members who are qualified to vote. Said proposal will be read at three regular meetings of the Society.

Voting on the proposal shall be accomplished at the same meeting and immediately following the third reading of the proposal. A two-thirds majority of those eligible members present and voting shall constitute the acceptance or rejection of the proposal.

BY-LAWS

ARTICLE I Duties of Officers

Sec. 1. PRESIDENT. The President is head of the Society and ex-officio Chairman of all committees.

Citations in general or legal proceedings must be directed to the President. They name all Committee Chairs, who in turn select their respective committee participants with the President. The President has no vote, except in cases of a tie, when the President casts the deciding vote; they open and preside at all meetings and it is their duty to see that all rules and regulations are enforced. The President must sign all documents, vouchers, reports and correspondence. The President cannot make a motion; neither can the President discuss a motion without first turning over the Chair to the Vice-President.

The President must be bonded for an amount determined by the Board of Trustees.

Sec. 2. FIRST VICE-PRESIDENT - The First Vice-President shall act as aid to the President and perform the duties of the President in the absence of that officer. The First Vice-President shall coordinate and be responsible for the activities of the Membership committees.

Sec. 3. SECOND VICE-PRESIDENT - The Second Vice-President shall coordinate and be responsible for the activities of the Festival, Constitution and By-Laws Committees. In the absence of both the President and First Vice-President, the Second Vice-President shall perform the duties of the President.

Sec. 4. SECRETARY - The Secretary shall be present at all meetings of the Society and of the Board of Trustees, keeping accurate minutes of those meetings. The Secretary shall read the minutes of those meetings at the regular meetings of the Society. The Secretary shall maintain the membership dues and roster of the Society. The Secretary shall prepare and maintain the correspondence for the Society. The Secretary shall sign all vouchers with the President, keep all accounts, and submit all books for inspection as directed by the Board of Trustees.

The Secretary shall recommend a member to the President, who will appoint said member as assistant secretary. The Secretary shall, at the expiration of his term of office, turn over and deliver to his successor or any person whom the Board of Trustees may designate all books and records maintained during his tenure of office. The Secretary shall be remunerated for their services in the amount of \$200 annually, payable quarterly.

Sec. 5. ASSISTANT SECRETARY - The Assistant shall assist the Secretary in the performance of the duties outlined in Section 4 above. The Assistant Secretary shall be remunerated for their services in the amount of \$50.00 annually, payable quarterly.

Sec. 6. TREASURER - The Treasurer shall be the authorized custodian of the Society's funds. The Treasurer shall receive all monies from the Secretary and Board of Trustees. The Treasurer shall pay all vouchers properly drawn and signed by the President and the Secretary. The Treasurer shall be remunerated for their services in the amount of \$200 annually, payable quarterly.

The Treasurer shall make all deposits, transfers, and withdrawals of funds as directed by the Board of Trustees. The Treasurer shall coordinate all financial activities with the authorized accounting firm including pick-up and delivery of financial reports. The Treasurer shall maintain (deposit and payment of) funds for all tax liabilities provided for with the designated financial institution. The Treasurer must keep an exact account of all monies received and all monies disbursed.

The Treasurer shall, at the expiration of his term of office, turn over and deliver to his successor or to any person whom the Board of Trustees may designate, all funds, books, records and all other property of the Society then in their custody or under their control.

Sec. 7. SGT-AT-ARMS - The Sgt.-at-Arms shall maintain order at all meetings and enforce the orders of the President.

ARTICLE II

Duties of the Board of Trustees

Sec. 1. The Board of Trustees shall elect their own Chairman each year in the month of January.

Sec. 2. The Board of Trustees shall perform all duties as are prescribed by law governing its functions.

Sec. 3. The Board of Trustees shall review and approve all financial transactions of the Society. They shall check and approve all monthly, quarterly and annual reports of the Society before and after auditing of all financial reports. Approval of these reports shall be by endorsement of a majority of the members of the Board of Trustees.

Sec. 4. All expenditures of the Society for a sum not exceeding \$1000 must be approved by the Board. Any proposed appropriation or expenditure in excess of \$1000 will be submitted to the membership for approval. A majority vote by the eligible members present and voting at a meeting of the Society will determine the

acceptance or rejection of the proposal. Emergency repairs or services required to maintain normal operations of the Hall and its equipment may be authorized by majority of the Board of Directors. **Budgets for special events need to be submitted for review prior to the event.**

Sec. 5. The Board will administer all appropriations and expenditures in excess of \$1000.00 which have been approved by the Society. When services and/or supplies are included in the appropriations or expenditures, the Board will obtain at least three competitive bids. The Board will review the bids received and submit them with their recommendations to the Society. The Board will supervise the fulfillment of all approved expenditures

Sec. 6. The Board of Trustees shall have complete charge and supervision of the Hall and all its properties. They must keep an inventory of all furniture, fixtures, and any other property the Society may own; said inventory taken semi-annually and reported to the Society. Budgets for special events need to be submitted for review prior to the event.

ARTICLE III

Duties of the Committees

Sec. 1. The Membership Committee shall be composed of five members. The committee will develop proper organization to secure new members and to renew former memberships.

Sec. 2. The Festival Committee shall be composed of three or more members. The committee shall have charge of all festivals that the Society may decide to have. They will be responsible for program arrangements, for providing entertainment, for securing accommodations and arranging visits for guest speakers, and any other matter pertaining to social programs. The Society will commemorate Columbus Day.

Sec. 3. The Constitution and By-Laws Committee shall be composed of five members. The committee shall maintain, and keep up-to-date, the Constitution and By-Laws of the Society; and shall advise the President and the Board of Trustees regarding adherence to the Constitution and By-Laws. They shall review all proposed changes and/or amendments to the Constitution and By-Laws.

Sec. 4. The Investigating Committee shall be composed of three members known only to the President and the First and Second Vice-Presidents. The Committee shall make a report to the President, and Vice-Presidents regarding the qualifications of all applicants.

Sec. 5. The Chaplain shall perform ministerial duties as requested by the President.

ARTICLE IV
Removal of Officers

Sec. 1. Any officer or trustee may be removed from their duties by a three-fourths majority vote of the eligible members present and voting at any meeting of the Society. The voting shall be by secret ballot.

Sec. 2. Inexcusable absence from three consecutive monthly, Officer and/or Board of Trustee meetings will constitute proper cause for removal of any Officer or Trustee from their office. Validity of excusable absences from these meetings will be determined by a simple majority of the Officers and Trustees present when such matters are acted upon. Prior to any vote by the Officers and Trustees relative to this matter, said person will be provided the opportunity to present facts in their behalf.

ARTICLE V
Expulsion of a Member

Sec. 1. A member of this Society may be expelled for non-payment of dues as outlined in Article IV, Sec. 6 of the Constitution.

Sec. 2. A member, whose conduct and/or general reputation becomes detrimental to the welfare of this Society, may be expelled by a three-fourths vote of the eligible members present and voting at any meeting of the Society. The voting shall be by secret ballot.

Sec. 3. Members expelled under this Article must reapply for membership under CONSTITUTION, ARTICLE III, Membership, Sec. 6 and Sec. 7

ARTICLE VI
Amendments

Sec. 1. Any proposed amendment or revision to the By-Laws shall be submitted in writing, at a regular meeting of the Society and shall be signed by a minimum of 12 members who are qualified to vote. Said proposal will be read at three regular meetings of the Society.

Voting on the proposal shall be accomplished at the same meeting and immediately following the third reading of the proposal. A two-thirds majority of those eligible members present and voting shall constitute the acceptance or rejection of the proposal.

Sec. 2. In the event that any provision, section, or part of section of the Constitution or By-Laws should be declared invalid or inoperative by a court of competent jurisdiction, such declaration shall not affect the validity of the remaining provisions, sections, or parts of sections, and the remainder shall be given effect as if such invalid or inoperative provision, section, or part of section had not been declared invalid or inoperative.

NEW MEMBERS' PLEDGE

"Having been admitted to membership to this honorable Society, I (state your name) solemnly promise to observe and obey all its laws and regulations. I further promise to do all in my power for the moral good of the Society and all its members and promise to obey the laws of this country."
SO HELP ME GOD.

OATH OF OFFICE

"Having been elected (or appointed) to office in this honorable Society, I (state your name) solemnly promise to fulfill my duties as (state your office). I further promise to observe and abide by all rules and regulations stated in the Constitution and By-Laws of this Society. I further promise to do all in my power for the moral good of the Society and all its members and promise to obey the laws of this country." SO HELP ME GOD.

OPENING PRAYER

O God, the Father of us all, we humbly beg your most gracious assistance in all our undertakings.

Aid us in our purpose of mutual help and create a warmer feeling of respect between us.

This we ask through your Son, Jesus Christ, our Lord. Amen.