

**ACTIVE 20-30  
UNITED STATES & CANADA**



**NATIONAL  
BYLAWS  
Fiscal Year 2017-18**

**ACTIVE 20-30 ASSOCIATION  
United States and Canada  
BYLAWS**

**PREAMBLE**

"We, the members of 'Active 20-30 United States and Canada', realizing the great good and many advantages that can come from an association of young men and women; That through such an association we can contribute to the betterment and welfare of our prospective communities and of our fellow citizens; That through our efforts to help others we will develop character within ourselves, become better citizens and learn to live and appreciate a fuller and richer life; Do ordain and establish this set of Bylaws for "Active 20-30 United States and Canada."

**ARTICLE I  
NAME AND ADDRESS**

**SECTION 1. NAME:** The name of the organization shall be "Active 20-30 United States and Canada."

**SECTION 2. LOCATION:** This organization shall have its address in the state of California.

**ARTICLE II  
OBJECTIVES**

**The objectives of this organization shall be:**

1. To develop members, by precept and example, into a more intelligent, aggressive and serviceable citizenship, and to create in them a desire to participate actively in civic and welfare work in their respective communities.
2. To create in every member a personal desire for knowledge and self-improvement, and to develop trust, friendship and understanding between members in their professional and social activities.
3. To provide a practical means of forming enduring friendships and good-will among its members in their communities, their country, and throughout the world.
4. To hold and promote entertainment, instructions, programs and social gatherings in and for the furtherance of the purposes of "Active 20-30 United States and Canada."

**ARTICLE III**  
**EMBLEM, MOTTO, COLORS AND OFFICIAL LANGUAGES**

**SECTION 1. EMBLEM:** The emblem shall be an insignia with a Buzz Saw encircling an Hour Glass, and inscribed "Active 20-30 International."

**SECTION 2. MOTTO:** The motto shall be, "Youth, to be served, must serve."

**SECTION 3. SLOGAN:** The slogan shall be, "A man never stands so tall as when he kneels to help a child." Each club may choose one of the following versions of the slogan for use in their club:

- a. "One never stands so tall as when kneeling to help a child";
- b. "Man never stands so tall as when kneeling to help a child";
- c. "A person never stands so tall as when kneeling to help a child."

**SECTION 4. COLORS:** The official colors shall be red, blue and gold.

**SECTION 5. LANGUAGE:** The official language shall be English.

**SECTION 6. NAME AND LOGO USE:** Active 20-30 US & Canada member clubs are authorized to use the Active 20 name and logo according to the following terms, and only when each of these four (4) conditions are met:

- a. The club is in "Good Standing" within Active 20-30 US & Canada, as defined in the organization's Policies & Procedures
- b. The club must use the colors, design and logo EXACTLY as registered;
- c. The club may place its name near or attached to the logo, but may not replace the word "International" within the logo;
- d. The club may place registered ® symbols next to the name and logo respectively.

Use of the name and logo when these conditions are not satisfied, is a violation of the bylaws and the federal protection against registered trademark infringement. Such a violation may cost an offending club and each of the club's individual board members a severe and significant amount. Liability to Active 20-30 US & Canada would include actual damages, profits, fees for use, and attorney's fees and costs.

## **ARTICLE IV INCORPORATED BODIES**

**SECTION 1. NATIONAL:** Active 20-30 United States & Canada is incorporated, nonpolitical and nonreligious.

**SECTION 2. CLUBS:** Any club receiving its Charter may incorporate under the name stated on the charter.

## **ARTICLE V MEMBERSHIP IN CLUBS**

**SECTION 1. CLASSES OF MEMBERSHIP:** Membership in chartered clubs, shall be limited to Active, Honorary, Past Active Life, Life and Member-at-Large.

**a. ACTIVE:** Active members shall be persons who are at least 20 years of age and have not reached their 40th birthday, of good moral character who are willing and ready to participate in club activities.

**b. HONORARY:** Honorary membership will be conferred to any person for meritorious service to the club, community or nation. They shall pay no dues, but shall enjoy the privileges of the club, except that of voting and holding office or having any interest in the property of the club. Honorary membership is granted in the manner provided for in the club's bylaws.

**c. PAST ACTIVE LIFE:**

Past Active Life Membership may only be conferred by the National Association upon the formal, written request recommendation of a Past Active Member's qualifying member's home club. Past Active Life Membership may not be granted to individuals recommended by clubs other than the club of record for their current active membership. After receipt of complete Past Active Life recommendation package, the recommendation for Past Active Life status will be verified for accuracy and voted on by either the National Board or a Membership Committee (if one is active at time of recommendation); which is subject to National Board ratification. A fee, paid by the member's home club of current membership club, to be set from time to time by the National Board, is required for Past Active Life Membership. Past Active Life Membership may be purchased by the past active member's home club of membership or individual member of the past active member's home club of membership, for a past active member who has no financial obligation to their home club or the National Association, and who fulfills at least one of the following requirements:

1. Has served their home Club Active 20-30 United States & Canada for a minimum of seven (7) years;

2. Has served as president of their home recommending Club.

3. Has deceased prior to fulfilling either requirement above but distinguished himself/herself in serving their Club, community, and/or Association during their time of membership. The Past Active Life Member is entitled to a Past Active Life pin, Past Active Life membership certificate, and lifetime subscription to the Active 20-30 National newsletter and other literature regularly mailed to active members. Past Active Life Members shall not have any rights to vote or hold office.

**d. LIFE:** Life membership will be conferred upon all Past National Presidents and International Presidents who will be entitled to all rights and privileges of Active members, but shall be exempt from payment of National dues.

**e. MEMBER-AT-LARGE:** The Member-at-Large classification will be conferred upon any active member in good standing who moves to a location where there is no Active 20-30 Club. When a club is organized in the location the member will then become an active member of that club. Member-at-Large membership must be applied for and must be recommended by the club with which the member was last active. The dues for Membership-at-Large shall be set from time to time by the National Board.

**SECTION 2. RESIGNATION:** Any member of any classification may resign from membership at any time, to be effective upon presentation of written notice thereof to the secretary of the club.

**SECTION 3. TERMINATION:** The membership of any member may be terminated at any time by the club or National, for failure to comply with National and/or Club bylaws.

**SECTION 4. AGE WAIVER:** Any member who shall be elected or appointed to office in their club, or National, before reaching the age limit set forth in Section 1 of this Article will continue to be an active member, notwithstanding the member's age, until they complete the term of office to which they were elected or appointed and/or to which they automatically succeed or might have to fill at the end of their elected term. Members who reach the age limit, set forth in Section 1 of this Article, prior to either their club's officer terms are not eligible to be elected or appointed to office in their club, or National.

**SECTION 5. ATTENDANCE:** Attendance requirements for active members of clubs shall be established by each club and each club has the authority to enforce those requirements.

## **SECTION 6. TRANSFERS:**

- a.** Any member transferring to another club shall be entitled to be credited in the club to which the member has transferred, from the date that they are actually admitted to active membership in the new club, the amount of unused dues, if any, that the member has previously paid to the club from which the member transferred, beyond the date of the transfer. The transferred members old club shall, immediately upon notification of the transfer, remit to the new club, the amount of unused dues, if any, that are found to be due the member's new club.
- b.** Neither membership nor initiation fee shall be charged to a transferred member who makes application to such club for membership by transfer.

**SECTION 7. LEAVE OF ABSENCE:** Any member wishing for a leave of absence from a club shall make application to the club's Board. It is at the discretion of each club's Board whether or not a leave of absence should be granted and for how long.

## **ARTICLE VI NATIONAL BOARD OF DIRECTORS**

**SECTION 1. OFFICERS:** The officers shall be the President, President-Elect, National Directors, Immediate Past President and Executive Director.

**SECTION 2. GOVERNING BODY:** The National Board shall be the governing administrative body of "Active 20-30 United States and Canada."

**SECTION 3. TERM OF OFFICE:** All officers shall take office at the close of the Annual General Meeting in the year they are elected and serve until the close of the Annual General Meeting of the following calendar year or until their successors are elected and qualified.

**SECTION 4. INTERPRETATION:** The interpretation of the Bylaws by the National Board shall be final and binding, unless the interpretation by the National Board is rescinded at the subsequent National convention. The National Board's interpretations must appear in writing and must be mailed to all member clubs within thirty (30) days of action. Additionally, if not rescinded at the subsequent National Convention, they will be added to (or deleted from) the Bylaws, in their next printing.

**SECTION 5. NATIONAL BOARD MEMBERSHIP:** Each Board Member officer, with the exception of the Executive Director, shall be a member in good standing of a chartered Active 20 30 Club in good standing as defined in the organization's Policies & Procedures, throughout their term of office. In accordance with Article V (Section 4,

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(May 17, 2018)**

Age Waiver) any member who shall be elected to office in their club or the National Association before reaching the age limit set forth in Article V, Section 1 will continue to be an active member, notwithstanding the member's age, until they complete the term of office to which they were elected and/or to which they automatically succeed or might have to fill at the end of their elected term.

**SECTION 6. COMPENSATION:** All directors except the Executive Director shall serve without compensation. The National Board shall, from time to time, fix the salary of the Executive Director and all other administrative employees.

**SECTION 7. NOMINATIONS:**

**a. PRESIDENT-ELECT:** All nominations shall be made from the floor of the convention at the time designated on the official program. However, each nominee shall have, not later than sixty (60) days prior to the opening day of the convention, filed with the Executive Director, a declaration of intention to run for the said office. The declaration must be accompanied by a Certificate signed by the Secretary of the club of which said nominee is a member, stating:

- (1) The age of the nominee;
- (2) The length of time nominee has been member;
- (3) Previous offices held in Active 20-30;
- (4) That the candidacy has been approved by a vote of the club's Board, and is in good standing with National Active 20-30 United States and Canada.

**b. ELIGIBILITY FOR PRESIDENT-ELECT:** An individual candidate shall be considered eligible for the position of President-Elect when the following qualifications are met:

- (1) A member in good standing of their club for a minimum of three (3) years;
- (2) Has served as a President of an Active 20-30 United States and Canada Club or as National Director of Active 20-30 United States and Canada; and
- (3) Has not yet reached his or her 40th birthday as of August 1<sup>st</sup> in the year of the election.

In the event that no eligible candidate declares for this position, then

nominations from the floor of the convention will be accepted (same eligibility standards apply). The candidate shall be nominated by the delegate or alternate delegate of their own club unless no other members of their club are present in which case the candidate may be nominated by the delegate carrying the candidate's club's proxy.

**c. NATIONAL DIRECTOR:** All nominations for National Director shall be made from the floor of the convention at the time designated on the official program. However, each nominee shall have, not later than sixty (60) days prior to the day of election, filed with the Executive Director a declaration of intention to run for office. The declaration must be accompanied by a Certificate signed by the Secretary of the club of which said nominee is a member, stating:

- (1) The age of the nominee;
- (2) The length of time nominee has been a member;
- (3) Previous offices held in Active 20-30;
- (4) That the candidacy has been approved by a vote of the candidate club's Board, and the Club is in good standing with National Active 20-30 United States and Canada.
- (5) That the candidate's club is within the clubs represented by the seat to which the nominee seeks to be elected National Director.

It shall be sufficient for the purpose of this section if the said declaration of intention and certificate be postmarked prior to the said time limit and addressed to the Executive Director. If no declarations of intention are filed for any of the above offices within the allotted time, nominations will be made from the floor of the convention. At least thirty (30) days prior to the opening day of the National Convention, the Executive Director will either publish in the National Newsletter, or mail to each club, a list of those declaring their candidacy for all offices, which shall list the facts as stated above.

**d. ELIGIBILITY FOR NATIONAL DIRECTOR:** An individual candidate shall be considered eligible for the position of National Director when the following qualifications are met:

- (1) A member in good standing for their club for a minimum of two (2) years;
- (2) Has served as a member of their Club's Board of Directors.
- (3) Has not yet reached his or her 40th birthday as of August 1st in the



year of the election.

In the event that no eligible candidate declares for this position, then nominations from the floor of the convention will be accepted (same eligibility standards apply). The candidate shall be nominated by the delegate or alternate delegate of their own club unless no other members of their club are present in which case the candidate may be nominated by the delegate carrying the candidate's club's proxy. If no delegate is carrying the candidate's club's proxy then the candidate may be nominated by the delegate of a club that is in the Region which will be represented by the seat the nominee seeks.

## **SECTION 8: ELECTIONS:**

**a. President:** Except where the National President-Elect shall have been appointed to fill a vacancy.

(1) There shall be no election for the office of President as the President-Elect shall automatically succeed to that office.

(2) If the President-Elect has been appointed by the board to fill a vacancy, both the offices of President and President-Elect shall be elected at the next convention under the same rules provided below for election of the President-Elect.

**b. President-Elect:** The President-Elect shall be elected at the National convention by ballot of the accredited voters. A majority of all votes cast shall be necessary for the election of the President-Elect. In the event that any ballot cast does not show a majority for any nominee for the foregoing offices, the President shall designate a time and place for further balloting for such office. Prior to the second ballot, the nominee having the lowest vote on the first ballot shall be dropped. For each succeeding ballot the same procedure shall be followed until some nominee shall have received a majority of all votes cast. The provisions of Article VI, Sections 7a-b, shall apply to such nominations and elections.

**c. National Director:** The National Directors shall be elected at the National Convention by ballot of the accredited voters for each respective region. A majority of all votes cast shall be necessary for the election of a Director. In the event that any ballot cast does not show a majority for any nominee for such office, further balloting shall be conducted as described above for President-Elect. The provisions of Article VI, Sections 7c-d, shall apply to such nominations and elections.

## **SECTION 9. DUTIES:**

**a. President:** The President shall preside at all conventions, and at all meetings of the National Board.

The President shall be the chief executive director and shall exercise general supervision over the work and activities of the association. The President shall perform such other duties as usually pertain to the office of President.

**b. President-Elect:** In the event of the inability of the President to perform their duties, the President- Elect shall preside and perform the duties, and have the same authority as, the President. The President-Elect shall also perform such other duties as usually pertain to that office, or as will be assigned to him by the President or the National Board.

**c. National Director:** Each National Director shall represent assigned clubs, and the duties shall be:

- (1) To enforce the Bylaws of Active 20-30;
- (2) To call and preside over meetings of the assigned clubs, if necessary;
- (3) To represent the will and interests of the clubs represented;
- (4) In emergencies, to take the necessary measures as stated in these Bylaws;
- (5) To perform such other duties as usually pertain to the office of National Director, or as will be assigned by the President or National Board.

**d. Executive Director:** The Executive Director (E.D.) shall:

- (1) Assist the President and the National Board in conducting the business of the association;
- (2) Perform such duties as are specified or implied in the Bylaws, or as will be assigned by the President or the National Board;
- (3) Attend all meetings of the National Board and the National Convention but shall have no vote;
- (4) Sign all documents issued by the association;
- (5) Make an annual report to the National Board at the National Convention, the report shall contain all information required by the

## National Board

**e. Treasurer:** As the Chairman of the Budget and Finance committee the Treasurer will:

- (1) Keep the accounts in the manner prescribed by the National Board;
- (2) Receive all moneys paid to the association, giving receipt therefor, and shall deposit the same in such bank or banks as shall have been designated by the National Board;
- (3) Disburse said moneys upon order of the Board;
- (4) Make a financial report to the National Board at the Annual Convention or more often if required by the National Board.

**f. Secretary:** The National Secretary will:

- (1) Be appointed by the National President to a term running concurrent with that of the term of the National Officers & Board of Directors.
- (2) Record minutes of all official National Board Meetings and the Annual General Meeting in a manner prescribed by the National Board.
- (3) Work in combination with the National Office to make all minutes available to the entirety of the general membership in a timely manner as prescribed by the National Board.

## SECTION 10. VACANCIES:

**a. President:** If there becomes a vacancy in the office of President between Annual Conventions, the National Board shall appoint the President-Elect to become President for the remainder of the term.

**b. President-Elect:** If a vacancy occurs in the office of the President-Elect between Annual Conventions, the National Board shall elect a qualified successor to fill the office for the remainder of the term.

**c. National Directors:** If a vacancy occurs in the office of National Director between the National Conventions, the National Board shall elect a qualified member of a chartered club in the clubs represented where the vacancy occurs. The appointed person will serve until the end of the term. A successor, shall be elected at the next convention in the manner provided herein.

## **SECTION 11. REMOVAL:**

- a.** Any director may, for good cause, and after a hearing, be removed by a two thirds vote of the members of the National Board, as long as the directors have been sent a notice by the Executive Director by registered mail, a notice containing a copy of the charges against the director and the time and place of the hearing, at least fifteen (15) days prior to the hearing thereon. The time, place and manner of conducting the said hearing shall be fixed by the President, except where the President is the party charged, and in such case the National Board shall so act. Removal pursuant to this section is effective immediately upon the voting thereof.
- b.** Any officer, who has been absent from three (3) regular meetings of the Board of Directors shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled as provided by these Bylaws, unless a further excused absence for extraordinary reasons shall be granted by a majority of the members of the Board of Directors.
- c.** Any officer who is not in compliance with Article VI (Section 5, National Board Membership) shall be deemed to have resigned from the Board of Directors and the vacancy shall be filled as provided by these Bylaws, unless an exception shall be granted by a two-thirds vote of the Board of Directors.

## **SECTION 12. BOARD VOTING RIGHTS:**

Only the following National Board Members are authorized to vote on the Association-related matters and business requiring Board action: President, President-Elect, Immediate Past President, and National Directors for each Region.

## **ARTICLE VII NATIONAL BOARD REPRESENTATION**

**SECTION 1. REVIEW:** The National Board will review the National Director's assigned clubs annually.

### **SECTION 2. ASSIGNMENT:**

- a.** The National Board will assign a number of clubs to each National Director.
- b.** This assignment will be based upon representation of all clubs and is not limited to physical boundaries or territories.
- c.** If the National Board sees the need to change the clubs assigned to a National Director, the changes will be based on one or more of the following:

- (1) The number of National Directors changes due to expansion or loss of clubs.
- (2) The Location of the club is not accessible to the National Director assigned.
- d. The Executive Director shall notify each affected club in writing within 30 days of any action taken.
- e. All clubs will be notified of the National Director Candidates that will be running to serve their clubs 60 days prior to the National Convention.

## **ARTICLE VIII NATIONAL BOARD**

### **SECTION 1. MEETINGS:**

- a. The National Board shall meet at such times and places as will be determined by action of the Board, by call of the President, or by the written request of four members of the Board. There shall be at least two meetings each year, one immediately after the close of the Annual Convention at which it is elected, and the other within three days prior to the first session of the succeeding Annual Convention. A written notice of time, place and purpose of all National Board meetings shall be mailed to each National Officer, the Secretary of each chartered club and to the chairs of all National Committees, by the Executive Director, at least thirty (30) days prior to the meeting.
- b. A copy of the minutes of each meeting of the National Board shall be distributed to each National Officer and upon request within thirty (30) days of the meeting, to each Active 20-30 club.

### **SECTION 2. VOTING**

- a. **VOTING BY MAIL OR ELECTRONIC MAIL (EMAIL):** VOTING BY MAIL OR ELECTRONIC MAIL (EMAIL): The National Board may, without meeting together, transact business by Mail or eMail, by voting on questions submitted to them by or with the approval of the President. For standard mail voting, thirty days will be allowed to return votes to the Executive Director. For eMail voting, five days will be allowed to return votes to the Executive Director. The voting shall be considered closed at the end of the respective periods (30 days for standard mail, 5 days for eMail), provided that a majority of the members of the Board have returned their votes by that time. It shall be considered closed at any time prior thereto if and when all the National Directors have returned their votes. If a majority of the National Board does not return their votes by the established deadline (30 days for standard mail, 5 days for eMail), the

measure being voted upon shall be deemed to have failed. If any question receives more than one negative vote, the Executive Director shall call for a re-vote and the Board shall abide by the result of the second ballot. The Executive Director must preserve all such votes until the next meeting of the National Board, at which meeting the National Board shall order the disposition of such votes. In cases where a hearing is required by the National Bylaws, voting by mail shall not be permitted.

**b. VOTING BY TELEPHONE CONFERENCE CALLS:** The National Board may transact business by telephone conference calls by voting on the questions that are submitted to them by or with the approval of the President. The President will call for a verbal vote reply of aye or nay. The directors and National President-elect will identify themselves before verbally stating their vote (i.e., "Region 1 votes aye"). The Executive Director must preserve all votes until the next meeting of the National Board, at which meeting the National Board shall order the disposition of such votes. In cases where a hearing is required by the National Bylaws, voting by telephone conference calls shall not be permitted.

**SECTION 3. EXPENSES:** Each member of the National Board shall be reimbursed for the amount of their traveling expenses incurred while attending meetings of the National Association and to visitations to clubs within their respective regions, as long as said expenses are within the annual budget allocated to said Director's travel costs. The President (or designated Board member in the event the President is unable to attend) shall also be reimbursed for travel expenses to the Active 20-30 International Convention and Midterm Meetings as long as these expenses are within the President's budget. Such reimbursement shall be made from the National funds.

**SECTION 4. QUORUM:** At all meetings of the National Board, a majority of the Board shall constitute a quorum for the transaction of all business, except in cases where a larger vote is required by these Bylaws.

**SECTION 5. POWERS AND DUTIES:** The National Board shall have the control and management of the affairs and funds of the association. They shall also have such powers and duties as may have been either expressly or implicitly conferred upon it by the Articles of Incorporation, or these Bylaws.

The National Board shall:

- a. Periodically evaluate and distribute the clubs to National Directors to insure representation of all clubs;
- b. Fix a uniform dues to be assessed to all clubs;
- c. Employ the Executive Director and any additional staff, and fix the compensation;

d. Exercise general control and supervision over all directors and committees of the association;

e. Make such rules and regulations as will be necessary to conduct the affairs of the association and fix such penalties as it deems just to enforce compliance therewith.

**SECTION 6. EMERGENCY POWERS:** The National Board, by a two-thirds affirmative vote, may declare an emergency to exist in any group of clubs represented and therefore may assume the following powers:

a. May further specify what remuneration in the way of National director's travel to or from the National Convention will be paid to the National Officers;

b. Declare an office of National Director vacant and elect a successor whose term shall expire at the end of the term.

**SECTION 7. APPEAL:** Any action taken by the National Board can be appealed at a National Convention provided that written notice of such appeal shall have been sent, by registered mail, to the Executive Director at least thirty (30) days prior to the convention. The Executive Director must notify the Secretary of each club of such appeal at least twenty (20) days prior to the convention at which the appeal is to be considered.

## **ARTICLE IX CONVENTIONS**

**SECTION 1. CALL:** The Executive Director shall mail or e-mail to the Secretary of each chartered club an official call to the National Convention at least ninety (90) days prior to the date of the convention. If there is a special convention, notification will be sent at least thirty (30) days prior to the date. The Executive Director shall mail or e-mail to the Secretary of each chartered club an official call to the National Convention at least one (1) year prior to the date of the convention. If there is a special convention, notification will be sent at least ninety (90) days prior to the date.

**SECTION 2. TIME AND PLACE:** A National Convention shall be held annually. The place or places approved by the National Board shall be presented to the Convention delegates at least one convention year in advance. The date shall be fixed by the National Board not less than ninety days prior to such Convention. The National Board shall have the power to substitute another place in case circumstances make such action necessary or advisable.

**SECTION 3. SPECIAL CONVENTION:** In case of emergency, special conventions will be called by the National President with the approval of a majority of the members of the

National Board.

#### **SECTION 4. SUPERVISION:**

a. The National Board shall have full supervision and management of all conventions that the financial responsibility is maintained by the National Association. The National Board shall determine the official program and order of business of each convention. Changes to the agenda can be made by a majority vote of the delegates present.

b. The National Board will have considerable financial oversight if National Association funds are being used to fund any portion of the convention.

**SECTION 5. OFFICERS:** The Officers of each convention shall be the National Officers of Active 20-30 United States & Canada. The President may appoint a Recording Secretary of the convention to assist the President and Executive Director.

**SECTION 6. SERGEANT-AT-ARMS:** At each duly called convention or prior thereto, the President shall appoint a Sergeant-at-Arms of the convention and such assistants as will be necessary or advisable.

**SECTION 7. COMMITTEES:** At each duly-called convention, or prior thereto, the President will appoint a Committee on Credentials and a Committee on Elections. Each committee will consist of at least three members of chartered Active 20-30 Clubs.

a. **Committee on Credentials:** The Committee on Credentials shall receive and approve all credentials of delegates and alternates and shall have the right to determine the seating of delegates and alternates. The committee will, before the opening of the polls, provide the Executive Director and the Committee on Elections with a list of the delegates entitled to vote.

b. **Committee on Elections:** The Committee on Elections shall have general charge of the election and of the printing, distribution, and the counting of the ballots.

#### **SECTION 8. DELEGATES AND ALTERNATES:**

a. Each chartered club in good standing shall be entitled to seat one delegate who shall have one vote.

The delegates, and an alternate for each, shall be elected by each club prior to the date of the convention. Their election shall be evidenced by a certificate authenticated by the President and the Secretary of the club. This certificate must be presented to the Committee on Credentials before such delegates or



alternates shall be entitled to be seated officially at the convention. In the absence of the delegate, the alternate, upon obtaining approval of the Credentials Committee, shall be entitled to vote. Upon return of the delegate and at their request, they shall again be seated. The alternate delegate may sit for the delegate as often as the delegate is not in attendance. All delegates, including all said alternates, must be active members in good standing of the chartered clubs of which they are members.

**b.** Any club in good standing unable to send a delegate to a National Convention, may cast one vote for National Officers and proposed amendments to these Bylaws on the prescribed absentee ballot form, issued by the National Association following procedures adopted by the National Board; or in the alternative, the club may elect an active member of another club in good standing (with the exception of current Officers and Directors of the National Board), to represent that club by proxy on the prescribed proxy certificate issued by the National Association following procedures adopted by the National Board. A proxy may not be directed, specified, or restricted. There shall be a maximum of 3 proxies per eligible member.

#### **SECTION 9. VOTES AND VOTING:**

**a.** Each accredited delegate and proxy present, whose name appears on the list prepared by the Committee on Credentials, shall be entitled to one vote in each question submitted in any convention. All voting in conventions shall be via voice or by a show of hands, except for the election officers, which shall be by ballot. In all voting a majority shall rule, unless otherwise provided in these Bylaws.

**b.** The President can vote on ties of issues, but cannot vote on candidates.

**c.** The President-Elect, National Directors and Past National Presidents cannot vote on candidates or issues.

**SECTION 10. REGISTRATION FEE:** The National Board may establish a uniform registration fee to be paid to Active 20-30 by all members attending any convention. The proceeds derived from such registration fees shall be expended under the direction of the Convention Committee, and with the approval of the National Board. A notice, stating the amount of the registration fee and giving the Convention program, shall be sent to Secretary of each club at least twenty (20) days before the date of the convention. No delegate or alternate shall be charged a registration or admission fee to attend only the Annual General Meeting (AGM).

**SECTION 11. TRAVEL EXPENSE:** The President, President-Elect, National Directors, and Executive Director, shall be reimbursed for the amount of expenses to and from the convention, and shall be determined by policy of the National Board. The

reimbursement herein provided for, shall be made only to those persons actually in attendance at the convention.

**SECTION 12. QUORUM:** The quorum of any convention shall consist of not less than one-fourth of the total accredited delegates.

**SECTION 13. PARLIAMENTARY PROCEDURE:** Robert's Rules of Order Revised shall be the parliamentary guide of the organization, except as otherwise provided by these Bylaws.

## **ARTICLE X COMMITTEES**

**SECTION 1. APPOINTMENT:** The President must appoint the following committees at the start of each fiscal year:

**a. Budget and Finance:** The President will appoint the chair of the Budget and Finance Committee and shall be given the title Treasurer.

**b. Laws and Regulations.** The President may appoint additional committees as deemed necessary.

**SECTION 2. COMPOSITION:**

**a.** Each committee shall have a minimum of two active members;

**b.** The Executive Director shall be a non-voting member of each committee;

**c.** A committee may appoint other members to sub-committees for the purpose of dealing with specifically assigned subjects.

**SECTION 3. FUNCTIONS:**

**a.** The Executive Director may attend each committee meeting;

**b.** Minutes shall be taken at each meeting and copies provided to the National Board and National office if requested. Otherwise a verbal report shall suffice;

**c.** The National Board, upon adoption of a program and budget submitted by a committee, may delegate to the committee authority to act on its behalf for the purpose of implementing a program.

**SECTION 4. DUTIES:**

**a. Budget and Finance:** The committee of Budget and Finance shall advise the

Executive Director in supervising the handling of National funds, aid in the collecting funds due, and prepare an annual budget proposal for the incoming National Board. Copies of the proposed budget shall be made available to any club upon request.

**b. Laws and Regulations:** The committee on Laws and Regulations shall examine the laws and regulations of the association and shall submit any recommendations concerning revisions thereof to the National Board. They will also make a report on all properly proposed amendments to these Bylaws to be submitted to any convention. It shall further be the duty of the committee to interpret any and all provisions of the Bylaws whenever it shall be called upon to do so. The interpretation of the committee shall be considered binding.

**c. Other Committees:** Descriptions of additional committees set up when needed shall be included in the official Operating Policies established by the National Board.

## **ARTICLE XI WORLD COUNCIL AND INTERNATIONAL ASSOCIATION**

### **SECTION 1. WORLD COUNCIL AND INTERNATIONAL ASSOCIATION.**

As a charter member of the World Council of Service Clubs (WoCo) and member of the International Association of Active 20-30 Clubs, the association shall be represented on the Council and in the International Association by members selected in the following manner:

**a. Delegate:** The National President shall automatically serve as the Delegate to World Council and the International Association. In the event of the President's inability to attend meetings of the World Council or the International Association in this capacity, the responsibilities of Delegate shall progress, in order, to the President-Elect, or to a member of the National Board elected by the fellow directors.

**b. International Relations Officer:** The International Relations Officer (IRO) to World Council and the International Association shall be appointed by the National Board and shall serve from the close of the Annual General Meeting in the year they were appointed until the close of the Annual General Meeting of the following calendar year.

## **ARTICLE XII OFFICIAL PUBLICATION**

**SECTION 1. PUBLICATION AND TITLE:** The association shall publish, or cause to be published under its control, a periodical under the official title of "Active Twenty-Thirdian."

**SECTION 2. EDITORIAL STAFF:** The Executive Director shall act as the Editor of the publication. The Editor shall have, with National Board approval, complete charge of any responsibility for the issuance of the official publication. The Editor may appoint such assistants as necessary, subject to the approval of the National Board, who shall fix their compensation, if any.

**SECTION 3. SUBSCRIPTION:** Each active member will be a subscriber to said official publication and shall continue as such as long as the individual remains a member. The subscription price shall be included as part of their National Dues.

**SECTION 4. HONORARY SUBSCRIPTION:** Every Past National President shall receive, without cost, a permanent subscription to the official publication.

**SECTION 5. CLUB CORRESPONDENTS:** Each chartered club may provide information for publication. That information shall be provided by the club secretary or by any person appointed to do so by the club.

## **ARTICLE XIII FINANCES AND ACCOUNTING**

**SECTION 1. FISCAL YEAR:** The fiscal year of the association shall begin on the first day of July each year.

**SECTION 2. POWER OF NATIONAL BOARD:** Under the direction of the National Board, the following shall occur:

- a. A double entry system of accounts shall be maintained;
- b. A budget with anticipated appropriations and contemplated disbursements for the current fiscal year plus the next two projected fiscal years shall be adopted. The budget must be accepted in whole or in part by a newly elected Board within the year for which said budget was adopted;
- c. Depositories for all funds shall be designated, and certain directors and employees shall be empowered to execute and countersign checks that shall be the only medium through which disbursements can be made;
- d. Quarterly and year to date financial statements without audit shall be

prepared with assistance of the Budget and Finance Committee or other members so designated by the President. The reports will be rendered to the National Board;

e. Copies of the annual budget immediately after adoption by the National Board shall be sent to each club

f. The National Board at any time, or the delegates at the National Convention by a majority vote may require an audit be conducted of the books of account by a certified public accountant.

### **SECTION 3. NATIONAL DUES:**

These dues shall be computed based upon the Club's membership as of June 30 as reflected in official reports and records and shall be billed on an annual basis in July. b. Dues are payable on August 1st. In the event dues are not paid before September 1, a late fee equal ten percent (10%) of the delinquency plus interest at the legal rate shall be added and become due.

## **ARTICLE XIV LOCAL CLUBS**

### **SECTION 1. MEMBERSHIP AND LOCATION OF CLUBS:**

a. **Membership:** The National organization shall consist of persons who are, or have been members in good standing of clubs that have been duly selected, approved and chartered by the National Board. All clubs must comply, at a minimum, with the International and National Bylaws as adopted and as will be amended from time to time.

b. **Location:** Clubs will be formed and chartered in any community in accordance with these Bylaws, and upon such other terms as the National Board may impose.

### **SECTION 2. ORGANIZATION AND CHARTERING OF CLUBS:**

a. **Application for Charter:** The method and rules for application will be as defined in the National Active 20-30 Chartering Manual. The Manual is periodically reviewed & changed by the National Board.

b. **Organization:** Upon approval of the application for a charter, by the National Board, the National President shall accept the applicants into the club.

c. **Chartering:** Upon completion of the organization of the new club, a charter signed by the President and Executive Director under the official seal;

provided, however, that such club shall have:

- (1) A minimum number of chartering members as fixed by the National Board;
- (2) Adopted a set of bylaws which, at a minimum, comply with the National Constitution & bylaws;
- (3) Elected directors, appointed committees, and completed the organization of the club as provided by club Bylaws;
- (4) Ratified the Constitution and Bylaws of National Active 20-30 and agreed to be bound by them and any amendments thereto in all things not contrary to law;
- (5) Certified to the Executive Director its agreement to comply with any other requirements imposed by the National Board;
- (6) Upon fulfillment by the club of these requirements, a date shall be set for charter night at which time an accredited representative of Active 20-30 shall present said charter to the said new club. The directors of the new club shall be charged with their duties. Such directors shall continue to serve until the next regular date for election of directors provided in the Bylaws adopted by the club.

**SECTION 3. TERMS OF OFFICE:** The elective directors of an Active 20-30 Club, namely: President, Vice President(s), and Directors, shall be elected, at the option of said club, for a term of six (6) months, or a term of one (1) year.

**SECTION 4. MEETINGS OF THE CLUB:** Each chartered Club shall hold at least two regular meetings each month and at least one board meeting each month.

**SECTION 5. CLUB REPORTS:** Each club shall submit to the National Office, a quarterly report of membership including an updated roster of names and addresses of active members.

**SECTION 6. CONDUCT OF CLUB BUSINESS:**

- a. Each club shall hold regular meetings of its Board.
- b. Each member club shall maintain at least two bank accounts. One shall contain funds collected from dues and projects, the proceeds from which have not been designated or advertised as going to charity. This account shall be used for all club operational and social transactions. One or more accounts shall contain all funds collected for charitable purposes, which shall be held in trust

and shall be expended solely for charitable contributions and purposes, and the necessary expenses incurred in conducting charitable projects.

**SECTION 7. NAME:** A chartered club shall not use any name except that designated in its charter. The terms "National" and "International" are prohibited from being included within said designated name.

**SECTION 8. RATIFICATION OF BYLAWS:** Every club, by accepting a charter of membership, ratifies and agrees to be bound in all things not contrary to law of the country in which it is established, by the Bylaws of Active 20- 30 International and by the Articles of Incorporation and Bylaws of National Active 20-30 and amendments thereto, and agree to faithfully observe the provisions thereof.

**SECTION 9. TERMINATION OF CLUB CHARTER:**

**a. Non-Payment:** Any club more than thirty (30) days in arrears for any indebtedness to National Active 20-30 shall be considered delinquent in its account and not in good standing. The club shall be notified immediately by the Executive Director. The club has thirty (30) days from receipt of the notice to pay the delinquency in full or obtain a compromise payment agreement from the National Board or its representative. In the event the delinquent account is not paid in full, or an acceptable compromise reached within the specified term, the club's charter could be subject to revocation. Within the next thirty (30) days, the delinquent club shall be contacted by a National Director for the purpose of settling the account. Payment in full or a compromise agreement shall remove the delinquency and return the club to good standing.

**b. Indemnification:** Each Club must name the National Association as an additional insured on their general liability policy and must maintain current insurance coverage at all times. In the event the insurance policy lapses, the Club's charter could be subject to revocation.

**c. Discipline:** Any club that fails to conform to the Bylaws of Active 20-30, or fails to conform to such rules and regulations adopted by the National Board, may have its charter suspended, revoked, or disciplined, by a two thirds vote of the National Board; provided that a hearing be held. A copy of the charges with the notice of the hearing shall be sent by registered mail by the Executive Director, to the club at least thirty (30) days before the hearing.

**d. Appeal:** If the National Board suspends or revokes the charter of membership of any club or disciplines any club, the Executive Director shall send by registered mail within fifteen (15) days a notice of action to the club. The club, within sixty (60) days from the date of mailing of such notice, may file with the Executive Director written notice of appeal, which shall be considered and decided at the next National Convention.

**e. Resignation:** Any club may resign from National Active 20-30. All financial obligations of the club to National Active 20-30 must be fulfilled. The resignation must be approved by three-fourths of the active membership of the club, and shall be certified by the President and Secretary of the club to the Executive Director. Such resignation will become effective when accepted by the National Board. The National Board may, upon written application by the club, reinstate the club to membership in Active 20-30 United States and Canada.

**f. Surrender:** Any club which shall for any cause cease to be a member of Active 20-30 shall relinquish the use of the numerals 20-30, the word "Active" and the word "Twenty-Thirty" or the words "Active Twenty-Thirty" in its club name, shall surrender its charter and all club properties, real and personal, which have been purchased with club funds, to a representative of the National Board and shall not thereafter use the name, emblem, badge, or insignia of Active 20-30 in any manner whatsoever.

## **ARTICLE XV AMENDMENTS**

Amendments to the Bylaws shall be made only at a National Convention by a two-thirds (2/3) vote of the delegates present and voting, including proxies and absentee ballots. Any amendments shall be received at least ninety (90) days prior to the date of the convention. The Executive Director will, not less than thirty (30) days prior to said convention, send a copy of the proposed amendments to the National Board, and the Secretary of each club. Amendments can be proposed by a member club, a group of clubs, the National Board, or by the Committee on Laws and Regulations. Unless otherwise stated in a proposed amendment to the Bylaws, it shall take effect upon the closing of the National Convention at which it was approved.