

**AMERICAN-POLISH CITIZENS
CLUB**

OF MONTVILLE, CT

85 Maple Avenue

Uncasville, CT 06382



CONSTITUTION & BY-LAWS

CONSTITUTION AND BY-LAWS
OF THE
AMERICAN-POLISH CITIZENS CLUB
MONTVILLE, CONNECTICUT

Adopted December 3, 1933

Founded November 12, 1933 under the name of the American - Polish Citizens Club with headquarters in Montville, Connecticut.

PURPOSE OF THE CLUB

1. To take an active part in Town, State and National affairs.
2. To promote brotherhood/sisterhood, friendship and citizenship among its members as well as the community in the following ways:
 - by helping better the community;
 - by promoting community projects; and
 - by taking part in community and civil affairs.
3. To assist members in time of illness.
4. To aid families of deceased members.

ARTICLE I

Membership Eligibility

1. Every person of legal drinking age, as established by the State of Connecticut Law, of reputable character and who is leading a good moral life may become a member of the American-Polish Citizens Club.
2. Every candidate meeting the above requirements shall complete a membership application, which shall be obtained from a member in good standing, from an Officer of the Club or from an appointed alternate. The application shall be signed by one (1) member who has been in good standing with the Club for at least one (1) year and who is personally acquainted with the candidate. The candidate and his/her sponsor shall appear before the Montville American – Polish Citizens Club Investigating Committee, who will make a recommendation on the candidate at the next monthly meeting.
3. The application fee as set by the Club must accompany the application. Yearly dues shall be paid at the time of the initiation into the Club. If a candidate is not accepted for membership into the Club, the application fee will be returned to him/her.
4. Should the applicant desire to withdraw his/her application before taking his/her oath to the Constitution and By-Laws of the Club, he/she has the right to demand the return of his/her application fee. A written request must be made to the President of the Club explaining his/her reason(s) for withdrawal of the application. The President will have final authority on the matter.

ARTICLE II

Application Procedure

1. All applications for membership shall be submitted to the Investigating Committee for consideration. The application must be completed in full and signed by both the applicant and the sponsoring member.
2. A member of the Investigating Committee will contact the sponsoring member and invite him/her and the applicant to meet with the committee. Following this meeting, the application will be posted at the club for a period of at least one (1) month for review by the membership.
3. The applicant will be contacted by the Investigating Committee and invited to attend a second meeting of the committee. If the committee accepts the application, the applicant is sworn in at that meeting.

OATH OF NEW MEMBERS

I _____, do hereby join the American – Polish Citizens Club of my own free will and having fully understood the Constitution and By-Laws and aims of the Club, accept them and promise to abide by them, so help me God.

ARTICLE III

Membership Dues

1. All members must pay yearly dues as set by the Executive Board of the Club.
2. Members shall be obligated to pay any special assessment voted on, in the case of emergency, by a majority of at least two-thirds (2/3) of the members present at that meeting.
3. Yearly dues are payable on or before October 1st. A three (3) month grace period will be allowed. Should a member fail to pay his/her dues prior to January 1st, a surcharge, as determined by the Executive Board, shall be imposed and the member shall be considered inactive until the dues and surcharge are paid in full.
4. Should a member, through negligence, fail to pay his/her dues he/she shall be denied Club privileges until said dues, and surcharge if applicable, are paid in full.
5. A member may be reinstated upon paying his/her dues but if under any circumstances the Financial Secretary feels a need for an investigation, the matter will be reported to the Investigating Committee for review. The committee shall report the circumstances and recommendations back to the Financial Secretary, at which time the proper action will be taken.

ARTICLE IV

Officers

The Club shall have the following Officers:

- President
- Vice President
- Treasurer
- Financial Secretary
- Recording Secretary
- Five (5) Trustees; three (3) of which shall be of Slavic decent
[one (1) shall be elected each year to a three (3) year term]
- Marshall

ARTICLE V

Election of Officers

1. Any candidate for office must have the following qualifications:
 - (a) They must be a member of the Club for at least three (3) years while in good standing and have been on a decision making committee for one 1 year;
 - (b) They must be honest, capable and have knowledge of and a willingness to uphold the Constitution and By-Laws of the Club;
 - (c) Three (3) of the five (5) Trustees must be of Polish or Slavic decent and must have held an officer position with the Club for at least two (2) consecutive years.
2. At the December meeting, the members shall nominate a moderator who will conduct the election of Officers. During the election of Officers a member may nominate only one (1) candidate for any one office. If requested, the voting may be by secret ballot. Any number of candidates may be out up for an office but only the one (1) having a majority of the votes present will be elected. In case no single candidate for an office has a majority of the votes, the candidates with the two (2) highest numbers of votes are voted on a second time.
3. If, in the final voting, both candidates for the same office receive an equal number of votes, the tie shall be decided by the moderator's vote.
4. At the annual meeting in January, after a complete report has been received by the retiring Officers, the new Officers shall take their Oath of Office and shall assume their duties at the close of the meeting. All previous committees are dissolved and new committees shall be appointed.

OATH OF OFFICERS

I _____, as a member of the American - Polish Citizens Club accept the duties I shall be required to perform as an Office of this Club and solemnly swear that I will conscientiously perform all the duties imposed on me by the Constitution and By-Laws of the Club and will always be fair and impartial, so help me God.

ARTICLE VI

Meetings

1. Regular monthly meetings shall be held on the second Sunday of every month at 4:00 p.m., excluding holidays, which months the meeting will be held on the third Sunday at 4:00 p.m. The January meeting shall be considered the "Annual Meeting." Officers shall be elected at the December meeting each year. The Nomination Committee shall be appointed in October and shall report in December.
2. The meeting cannot be called to order unless a minimum of eighteen (18) members are present, Officers included.
3. The President or next highest Officer shall open the meeting at the appointed time. If any one (1) or more of the Officers are not present, the President or his designee shall call upon a dependable member to take his/her place.

Orders of Meetings

- (a) Salute to the Flag;
- (b) Report of sick members;
- (c) Moment of silence for deceased members;
- (d) Reading of the minutes from the last meeting;
- (e) Treasurer's Report;
- (f) Financial Secretary's Report;
- (g) House Committee's Report;
- (h) Entertainment Committee's Report;
- (i) Investigating Committee's Report;
- (j) Vote on application(s) of new members;
- (k) Swearing in of new members;
- (l) Transactions of old or incomplete business;
- (m) New business;
- (n) Complaints;
- (o) Motions for the good of the Club;
- (p) Election of Officers (December meeting only);
- (q) Monthly drawing;
- (r) Motion to adjourn.

ARTICLE VII

Parliamentary Authority Language

The Rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically covered in these By-Laws and Constitution.

ARTICLE VIII

Member Meeting Procedure

1. All members are requested and urged to attend monthly meetings.
2. During meetings members shall conduct themselves quietly and peacefully, attentively listening to the proceeding.
3. Members desiring the floor shall ask the presiding Officer for permission. When granted, a member shall express his/her views briefly and clearly, speaking for no more than three (3) minutes and only on the matter under consideration.
4. No member shall have the floor more than twice (2ce) on any one (1) matter. However, after all others have spoken on a given subject, a member may ask for a third (3rd) time and this privilege shall be given.
5. While speaking on the floor, members are required to confine themselves within the bounds of decency and shall avoid any insulting or improper references to fellow members of Officers. It shall not be permitted to renew any matter which has previously been settled or rejected, nor to discuss the affairs of other organizations.
6. Members not abiding by these rules shall be ordered from the meeting by the presiding Officer and referred to the Investigating Committee for investigation on the matter.
7. Club matters shall not be discussed outside Club meetings without discretion.

ARTICLE IX

Duties of the Members

1. It is the duty of every member to pay his/her dues yearly and he/she shall strive for the betterment of the Club.
2. Any member, who upon relocating to the area after having moved away for any period of time, wishes to rejoin the Club, may do so upon payment of one (1) full year dues at the time of rejoining. There shall be no need for re-application by said member unless the Investigating Committee sees a concern.
3. Every member shall conduct himself/herself properly on the Club premises at all times. He/she is expected to treat fellow members with fairness and consideration and he/she shall never offend or insult anyone. In the event of an infraction of this rule, a member has the right to bring up the matter for action against the accused offender by written complaint to the President or shall appear at the next monthly meeting and state his/her complaint. The President shall handle the complaint as set forth in Article X below.
4. Members are required to obey the Marshall and Officers at the meeting and are required to obey the Duty Bartender, defined as any member/non-member, male or female, who is the DUTY BARTENDER at any time. Disorderly members refusing to comply with the Club rules will be reported to the President and/or the Investigating Committee.

ARTICLE X

Duties of Officers and Committees

Duties of the President

1. The President or his/her designee shall preside at all regular meetings unless of illness or he/she has some very important matter which prevents his/her presence. In said event, the President must notify the Vice President and give him/her the necessary instruction on matters to be taken up at the meeting.
2. The President shall open the meeting in accordance with the Constitution and By-Laws and shall conduct it in the proper order. The President shall allow all members who wish to speak to do unless he/she speaks unreasonably. The President ordinarily shall not allow anyone to speak more than five (5) minutes and no member shall speak more than twice (2ce) on any subject until everyone has been given a chance to speak.
3. The President only votes in the case of a tie.
4. The President shall sign all orders, documents, receipts and official papers.
5. If necessary, the President shall authorize the Recording Secretary to call a special meeting in matters of great importance.
6. The President shall have the right to limit discussion on certain matters, as he/she may see fit, to not less than fifteen (15) minutes or longer than thirty (30) minutes.
7. The President shall have general supervision of all matters of the Club and shall do whatever is necessary to keep the Club operating and shall have right to name temporary replacements of those unable or incompetent of doing assigned job(s). At the next monthly meeting the President shall explain why such action was taken.
8. The President is a voting member of all committees ex-officio.
9. The President shall resign or shall be asked to resign if his/her duties are not fulfilled properly. Only the Trustees, with sufficient cause and a majority vote of no confidence by the Executive Board, may remove the President from his/her office.

Duties of the Vice President

1. The Vice President or his/her designee shall be present at all meetings and shall assist the President in conducting the meeting.
2. In case of the absence of the President, the Vice President shall open the meeting and perform all the functions of the President.
3. The Vice President shall have the rights and privileges and assume the duties of the President in his/her absence.
4. The Vice President shall preside at all House Committee meetings.
5. The Vice President shall resign or shall be asked to resign if his/her duties are not fulfilled properly. Only the Trustees, with sufficient cause and a majority vote of no confidence by the Executive Board, may remove the Vice President from his/her office.

Duties of Treasurer

1. The Treasurer or his/her designee shall receive all monies belonging to the Club.
2. The Treasurer shall pay all expenses upon receipt of an order by the House Committee, vote of the body, or order of the Trustees so designated.
3. The Treasurer shall submit a financial report at the monthly meeting and shall give an annual income report for the preceding year at the beginning of every year.
4. The Treasurer deposits all sums in excess of working capital into a savings account in the Club name.
5. The Treasurer shall be obligated turn over all money, receipts, checkbooks and canceled checks in his/her possession to his/her successor.
6. The Treasurer shall be present at all meeting unless of illness or he/she has some very important matter which prevents his/her presence. In such event, the Treasurer shall notify the President and give his/her report to the President to be read at the meeting.
7. The Treasurer shall resign or shall be asked to resign if his/her duties are not fulfilled properly. Only the Trustees, with sufficient cause and a majority vote of no confidence by the Executive Board, may remove the Vice President from his/her office.

Duties of the Financial Secretary

1. The Financial Secretary or his/her designee shall keep a list of Officers and members, including their addresses, phone numbers and email addresses.
2. The Financial Secretary shall receive all dues and fees and shall remit the money to the Treasurer properly receipted. He/She shall keep an account of all monies (dues), income, expenses and errors in proper books. He/She shall issue or certify receipt and submit his/her records to the proper. Trustee for an audit upon demand or before each Annual Meeting.
3. The Financial Secretary shall be present at all meetings unless of illness or he/she has some very important matter which prevents his/her presence. In said event, the Financial Secretary shall must notify the President and give him/her the financial statement to be read at the meeting.
4. The Financial Secretary shall resign or shall be asked to resign if his/her duties are not fulfilled properly. Only the Trustees, with sufficient cause and a majority vote of no confidence by the Executive Board, may remove the Financial Secretary from his/her office.

Duties of the Recording Secretary

1. It is the duty of the Recording Secretary or his designee to keep complete records and give a monthly report of the general standing of the Club, to be present at every meeting unless prevented by illness or some other important cause, when he/she should notify the President and submit his/her minutes report to him/her.
2. The Recording Secretary shall keep the minutes of every meeting documented in the proper place and read the minutes of the previous meeting at all regular meetings.
3. The Recording Secretary shall resign or shall be asked to resign if his/her duties are not fulfilled properly. Only the Trustees, with sufficient cause and a majority vote of no confidence by the Executive Board, may remove the Recording Secretary from his/her office.

Duties of the Board of Trustees

1. The Trustees should be present at all meeting to assist the President in all Club matters. Each Trustee shall be kept informed of all Club matters.
2. Each Trustee shall be kept informed of all monthly income, expenses and other matters of importance that arise. They may demand from any officer or member any Club records, property or monies that they feel is (are) not being handled properly and report same to the body at the next monthly meeting for consideration by the body.
3. The Trustees shall audit the Financial Secretary's, Treasurer's and House Committee's books annually to be sure they are in good order and shall prepare a report which shall be made available to the body. The Trustees may hire an independent auditor if they deem is necessary.
4. The Trustees shall vote, with a three-fifths (3/5) majority, on expenditures exceeding \$1,500.00. Additionally, in the event of an emergency, for any expense amount, the Trustees are allowed to vote on the emergency expense with a three-fifths (3/5) majority vote.
5. The office of Trustee shall be held by five (5) members, of which three (3) must be of Slavic decent.
6. The Trustees shall have final authority to remove an Officer who due to neglect or irresponsibility is not performing his/her duties as required by the office, provided there is a two-thirds (2/3) majority vote of no confidence by the other members of the Executive Board. A Trustee shall call a meeting of and preside over the Executive Board during meetings concerning the removal of an Officer.

Duties of the House Committee

1. The Vice President shall appoint a House Committee, which shall consist of not less than seven (7) and not more than eleven (11) members.
2. The House Committee shall have full and complete control of the premises on which the organization is located and shall have management and supervision thereof.
3. The Chairman of the House Committee shall keep an inventory of all Club assets.
4. A member must be in good standing for one (1) year in order to serve on the House Committee.
5. All House Committee members must be approved by the Officers by simple majority.

Duties of the Entertainment Committee

1. The President shall appoint the Entertainment Committee.
2. The Entertainment Committee shall conduct all social affairs in the Club and shall keep a record of all affairs and report on same at each monthly meeting.

Duties of the Marshall

1. The Marshall or his/her designee shall be present at all meetings for the purpose of keeping order during the meeting. After a meeting has been called to order, he/she shall take his/her position next to the door and admit only members with valid dues cards. When the minutes are being read, the Marshall shall allow no one to enter the meeting. He/She shall not allow anyone to leave the hall without the President's permission.

Duties of the Investigating Committee

1. The President shall appoint at least five (5) members of the Club to the Investigating Committee for the purpose of examining new applications for membership. They shall report their findings to the body at the monthly meeting with a recommendation of whether to accept the applicant and shall answer any questions by the body about the applicant.
2. The Investigating Committee shall also serve as a Hearing Board to hear complaints made against members of the Club. A hearing shall be held and a disposition rendered by the Board.
3. The same members of the Investigating Committee need not sit at each hearing.
4. Prosecution at the Hearing Board shall be handled by an Officer of the Club.
5. Appeals of the decisions by the Hearing Board may be taken to the general body at the next monthly meeting, but only if a representative of the Investigating Committee is present to explain the reasons for the Committee's decisions.
6. The Investigating Committee, at the President's request, shall assist in any matter the President deems necessary under Article X, Duties of the President, #7.
7. Members must be in good standing for one (1) year prior to serving on the Investigating Committee.
8. All Investigating Committee members shall be approved by the Officers by simple majority.

Duties of the Nominating Committee

1. The Committee is appointed by the President at the October meeting.
2. The Committee shall consist of three (3) members.
3. The President shall appoint the Chairman and the other 2 committee members.
4. The Nominating Committee members must be a member of the club for a minimum of (1) one year.
5. The Committee must interview all candidates for an office when more than (1) one member submits a letter of intent for the same office.
6. The Committee shall report its endorsements for each office at the November meeting.
7. The Committee shall verify the eligibility of all members running for office. Per (Art. V Sec. 1)
8. The Committee will continue to verify candidate eligibility until the December meeting.

Duties of the Executive Board

1. The Executive Board shall consist of the Trustees, the Officers of the Club and the House Committee members. The Board shall be chaired by the President and he/she shall be charged with calling the meeting date and time.
2. The Executive Board shall not meeting less than twice (2ce) per year. Once after the installation of Officers and once prior to the September monthly meeting. The purpose of the meetings shall be to discuss and analyze the progress and direction of the Club for the present and the future. The Executive Board shall report any necessary matters to the body of the Club at the succeeding meeting.
3. The Executive Board will be charged with voting on and reporting to the Trustees any vote of no confidence against an Officer who has not properly filled his/her duties.

ARTICLE XI

Complaints and Accusations

1. Any member wishing to put in a complaint against another member who has wronged him/her or the Club, may do so in writing, and deliver the letter to the President or his representative. The President will notify the Investigating Committee for action on the matter or if the President deems it necessary he/she may handle the grievance himself/herself. The President shall make sure all parties and witnesses are notified to be present for the hearing.
2. The statute of limitations regarding all matters is two (2) months. However, any matter brought to the President's attention after two (2) months can be acted upon at the President's discretion.
3. Accused parties shall be notified of the hearing by registered mail.
4. If the accused party(ies) is(are) unable to attend the hearing, after being notified of the date and time, he/she must contact the President of his designee and request, in writing, another hearing date if he/she wishes to contest the accusation.
5. If the accused does not appear at the hearing he/she/they thereby confirms the accusation and must accept the punishment delivered by the Investigating Committee.
6. The results of the hearing must be read at the next monthly meeting.
7. Any witness(es) found to testify falsely at a hearing may be subject to the same punishment as the accused member.

OATH FOR WITNESSES

I _____ hereby do testify in God's presence that I will tell all that I saw and know to be true about the case in which I am to act as a witness, so help me God.

ARTICLE XII

Penal Code

1. The Hearing Board shall have full authority in making judgment against the member in which the complaint has been made.
2. The Hearing Board will decide on the penalty.
3. The severity of the charge shall be matched with the penalty, taking into consideration first (1st), second (2nd) and third (3rd) offenses. The Hearing Board can suspend privileges for whatever time they feel is necessary. The Hearing Board can also require restitution of monetary value if applicable.
4. There will be a probationary period of one (1) year from reinstatement of the member's last offense. Automatic suspension if found guilty of violation of probation in judgment of the Hearing Board.
5. For disturbing the peace during a meeting, the member shall be removed from the Club by the Marshall.
6. A member suspended for any reason whatsoever shall forfeit all rights and shall not have the right to demand the return of dues.

ARTICLE XIII

Life Membership

1. Lifetime membership shall be attained by the "Rule of 85" which is defined as follows: years of membership in good standing plus a member's age. When that equals 85 they will be life time members.

ARTICLE XIV

Death Benefits

1. The Club shall be available, at no charge, for a gathering after the funeral of a member or a member's spouse.

ARTICLE XV

Dissolution of the Club

1. In the event of the dissolution of the Club all the remaining assets, after payment of all liabilities shall be distributed to a non-profit organization per section 501(3) of the Internal Revenue Code.
2. The distribution of such assets shall be determined by a majority vote of the remaining Executive Committee.
3. No part of the net earnings of the Club shall be distributed to any member, Trustee, employee, Office or the like, except in such case(s) that payment is due for services rendered which are considered reasonable and acceptable.

ARTICLE XVI

Amendments to the Constitution and By-Laws

1. A Constitution and By-Laws Committee shall be formed at least once every ten (10) years for the purpose of determining if the current Constitution and By-Laws are feasible for the current state of the Club.
 - A motion for forming a Constitution and By-Laws Committee shall be made and so moved by the body of the Club at the Annual Meeting with a simple majority vote. The motion must state the intent to allow the President to appoint a Committee Chairman who will select a body of no less than six (6) members, of which two (2) shall be of the Executive Board.
2. A Constitution and By-Laws change must be approved of by the body of the Club at a regular meeting. The Constitution change must pass by a two-thirds (2/3) majority vote for approval. The By-Laws change must pass by a simple majority or 51% for approval.
3. All members of the Club must be notified of the proposed changes.
 - The notification must include a brief summary of the subject matter(s) that are being proposed.
 - The notification must include the date on which the initial voting is to take place.
 - All members will be notified by a posting in the Club, the Club website, and by email. The posting will remain up for 45 days.

4. Constitution and By-Laws changes that are deemed to be necessary for the good of the Club at any time between formation of a Constitution and By-Laws Committee shall be handled in the following manner:
 - A motion must be made and seconded concerning the reason(s) for changing the Constitution and By-Laws. Time must be allowed for discussion and a motion must pass by two-thirds (2/3) majority vote of the body present at the meeting.
 - The Executive Board must pass the proposal by a two-thirds (2/3) majority vote; otherwise, the reason(s) is (are) sent back to the body with reasons for the rejection.
 - Should the proposal pass the Executive Board, Article XVI, sections 2 through 3(b) must be followed as proper protocol.
5. All voting on Constitution and By-Laws changes shall be article by article.

Declaration

The foregoing Constitution and By-Laws has been drawn from the original Constitution of November 20, 1933; amended on: April 21, 1954, May 21, 1978, October 9, 1994 and May 8, 2011.