

**Y'S MEN OF MERIDEN, CONNECTICUT  
CONSTITUTION AND BYLAWS**

**CONSTITUTION**

*Constitution/Bylaws approved by members in attendance May 14, 2002*

**ARTICLE I           NAME**

1. The name of the Organization is Y's Men of Meriden, Connecticut.

**ARTICLE II           PURPOSE**

1. The purpose of the Organization is to provide a means by which retired men, residents of the Meriden area or its vicinity, may better associate among themselves for fellowship, entertainment, and the exchange of ideas.

**ARTICLE III          MEMBERSHIP**

1. The Organization shall have one class of members which shall not exceed such number as the Board of Directors shall from time to time determine. Eligibility for membership shall be restricted to male residents of Meriden or its vicinity, who are retired from active business or professional life and not employed on a full-time basis. Membership shall terminate by death, voluntary withdrawal, upon failure to pay any dues or assessments within 90 days of the due date thereof, or when eligibility requirements provided above are no longer met. Applicants shall become members upon successful payment of dues.
2. When the number of applicants exceeds the maximum limit of membership established by the Board of Directors, a waiting list composed of such excess shall be maintained by the Membership Chairman, such list to be arranged in chronological order based on priority of date.
3. Meetings of members shall be held as established by Article V of the Bylaws of the Organization.

**ARTICLE IV          OFFICERS**

1. The officers of the Organization shall consist of a Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer.
2. Each officer of the Organization shall be nominated and elected as provided in Article III of the Bylaws of the Organization, or until he shall sooner resign or upon termination of his membership in the Organization.

**ARTICLE V          BOARD OF DIRECTORS**

1. The Organization shall be managed by a Board of Directors which shall consist of the Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Immediate Past Chairman, and others as may be provided in Article II of the Bylaws of the Organization.

2. The Board of Directors shall act in an advisory capacity to the Chairman and shall meet as provided in Article II of the Bylaws of the Organization. The Board of Directors shall have final authority to act for the membership in the establishment of policies and the approval of budgets and expenditures.

#### ARTICLE VI PUBLIC ISSUES

1. The Organization shall not become involved in, or take a position on, public issues of a controversial nature, nor shall it do so with respect to political or religious matters.

#### ARTICLE VII DONATIONS

1. The Organization shall not make donations, monetary or otherwise, to any local, state or national organization, except that donations may be made to the YMCA of Meriden, Incorporated, and then only by affirmative vote of Y's Men of Meriden members in attendance.

#### ARTICLE VIII AMENDMENTS

1. Proposals for the amendment or change of these articles shall be referred to the Board of Directors in writing. Upon approval by the Board of Directors, any amendment or change shall be presented to the membership in writing and read at the second regular weekly meeting of a month. An affirmative vote of two thirds of the members present will be required for acceptance providing a quorum is present, as called for in Article V, Item 7., of the Bylaws of the Organization. Such amendment or change shall be recorded in the space hereinafter provided. Note: A copy of the Constitution and Bylaws showing in boldface type the changes approved by the members in attendance at the meeting on May 14, 2002, is hereby made a part of the records of the Y's Men of Meriden.

#### **BYLAWS**

*Bylaws approved by members in attendance May 14, 2002*

*Revisions approved by members in attendance May 3, 2005*

*Revision approved by members in attendance Dec. 12, 2006*

#### ARTICLE I OFFICERS

1. The officers of the Organization shall consist of a Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. Each officer shall serve a one year term commencing on the first Tuesday in June of the year immediately following his election to office. No person shall serve two consecutive terms in the same office, with the exception that the term for both the Treasurer and Secretary is renewable for up to two additional years, at the discretion of the Nominating Committee.
2. The Chairman shall preside at meetings of the Board and shall be responsible for the day-to-day management of the Organization. He shall have such other authority and perform such other duties as may be delegated to him by the Board.

3. The Vice Chairman shall assist the Chairman in the day-to-day management of the Organization. He shall have such authority and perform such duties as may be delegated to him by the Board or by the Chairman. If the office of the Chairman shall become vacant, the Vice Chairman shall succeed thereto for the unexpired term. In addition, the Vice Chairman shall be the General Program Committee Chairman, with duties listed under Article IV, K, in this document.
4. If the office of Vice Chairman becomes temporarily or permanently vacant, the Assistant Vice Chairman shall perform the duties of the Vice Chairman as noted in Item 3 above.
5. The Secretary shall keep a record of all acts and meetings of the Board and of all committees of the Board, and he shall act as the clerk and shall be the custodian of the records of all meetings of members. The Assistant Secretary shall assist the Secretary in the discharge of his office.
6. The Treasurer shall have charge of funds of the Organization and shall keep its books of account subject to the direction of the Chairman. The Assistant Treasurer shall assist the Treasurer in the discharge of his office.
7. If the office of Secretary or Treasurer shall become vacant, it shall be filled for the unexpired term, respectively, by the Assistant Secretary or the Assistant Treasurer.

## ARTICLE II BOARD OF DIRECTORS (hereinafter referred to as the Board.)

1. The Board shall consist of the Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the immediate Past Chairman, the representative of the Y's Men of Meriden to the Board of Directors of the YMCA of Meriden, Incorporated, and three Directors from the general membership.
2. Regular meetings of the Board shall be held not fewer than three times per year at such place, on such day and hour, and such periodic intervals as the Board may from time to time determine. Notice of such meetings shall be given by the Secretary.
3. Special meetings of the Board shall be held at the call of the Chairman, the Vice Chairman, the Assistant Vice Chairman or any three Directors.
4. The Board shall determine the amount of annual dues payable each year, and may levy special assessments after due notice to the membership and with a concurring two thirds vote by the membership in attendance at any regular meeting.
5. The Board may cancel any meeting of the membership upon due notice to the members and may make any needed interim appointment of officers.
6. At least 50 % of the number of Directors in office shall constitute a quorum for the transaction of business at any meeting of the Board. The act of a majority of the Directors present at a meeting at which a quorum is present shall be an act of the Board.

## ARTICLE III COMMITTEES AND YMCA BOARD REPRESENTATIVE

1. The Board shall establish those committees deemed necessary for highest effectiveness. The Chairmen of these committees shall be appointed by the Chairman with the approval of the Board. Members of the respective committees will be selected from the membership by the Standing Committee Chairmen. Other Standing or Temporary Committees of the membership may be established at the discretion of the Board, with the chairmen of such committees being selected by the Chairman with the approval of the Board.
2. There shall be a Nominating Committee of five (5) members chaired by the Immediate Past Chairman. He shall select from the general membership four (4) members who are not officers of the Board. The Nominating Committee Chairman shall then present the names of the members of the Nominating Committee at a meeting of the Board for its approval each year on or before the first Tuesday of March.
3. At the first regular meeting of the membership in April each year, the Nominating Committee shall present the names of the candidates it suggests for Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, and three Directors from the general membership to the Board of Directors.
4. A representative of the Y's Men of Meriden to the Board of Directors of the YMCA of Meriden shall be appointed by the Chairman with the approval of the Board. The term of office is determined by the Bylaws of the Meriden YMCA Board of Directors. The Y's Men of Meriden representative to the YMCA Board will have the same status on the Y's Men of Meriden Board as do standing Committee Chairmen.

ARTICLE IV            FUNCTIONS AND DUTIES OF ELECTED OFFICERS, CHAIRMEN  
   OF STANDING COMMITTEES AND THE REPRESENTATIVE TO  
   THE YMCA BOARD.

A.        CHAIRMAN

1. As chief executive officer, the Chairman is primarily responsible for the direction of the Y's Men of Meriden within the established policies as interpreted by the Board.
2. To preside at all meetings of the Y's Men of Meriden and the Board.
3. To appoint Chairmen of all committees and Co-chairmen when needed, subject to the approval of the Board. The Chairman of each such committee shall be authorized to select the members of his committee.
4. To discuss with the Officers and Chairmen of Committees the program and procedures of their office and committees. In case of the absence of any officer or committee chairman, to make certain that his substitute has been arranged for and understands his functions.
5. By virtue of his office, the Chairman is a member of all committees.
6. To maintain and update a Chairman's file, and at the completion of his term of office, pass the file on to the next Chairman

B. VICE CHAIRMAN

1. To perform the functions of the Chairman in his absence and to succeed him in that office in case of incapacity.
2. The Vice Chairman shall be the General Program Committee Chairman, with duties listed under Article IV, K, in this document.

C. ASSISTANT VICE CHAIRMAN

1. To perform the functions of the Vice Chairman in his absence and to succeed him in that office in case of incapacity.

D. SECRETARY

1. To attend all meetings of the Y's Men of Meriden and meetings of the Board, and to prepare minutes of those meetings.
2. As custodian of valuable records, to see that the minutes book and other pertinent data are kept up-to-date and are turned over to his successor at the expiration of the current Secretary's term of office.
3. To bring pertinent correspondence to the attention of the Board and membership, and to answer any such correspondence covering any action decided upon.

E. ASSISTANT SECRETARY

1. To perform the functions of the Secretary in his absence, to assist him in his duties, and to succeed him in that office in case of incapacity.
2. To handle such extra load of outgoing correspondence as may be designated by the Secretary.

F. TREASURER

1. To be responsible for collection of dues and assessments from the members.
2. To maintain a checking account for the Y's Men of Meriden, Connecticut at a depository approved by the Board of Directors. Funds received from the membership will be deposited promptly into the checking account. Checks will be drawn against the account to pay approved expenditures of the organization. Checks written will require two signatures. The organization's Chairman, Treasurer and Assistant Treasurer are eligible signers. The Treasurer will reconcile the checking account statement on a monthly basis to insure the account is in balance with the depository.
3. To be prepared to report at the 2<sup>nd</sup> meeting of the month of the Y's Men of Meriden as to the status of the finances of the Organization.

4. To report to the Board and the membership at their regular meeting, the receipts and expenditures for the preceding period and the cash balance on hand.
5. To maintain a record of receipts, expenditures, and balance in a form suitable for auditing at the end of June.

G. ASSISTANT TREASURER

1. To perform the functions of the Treasurer in his absence, to assist him in his duties, and to succeed him in that office in case of incapacity.

H. MEMBERSHIP COMMITTEE CHAIRMAN

1. To keep a complete record of applicants and be responsible for recruitment of new members.
2. To arrange membership of new members when vacancies occur, notify the sponsors, arrange for name badges and introductions. The Chairman shall send a welcoming letter to each new member.
3. To keep a list of all members and their addresses, and to issue once a year a directory showing name, address and telephone number of each member. In addition, a directory of members' e-mail addresses will be provided. A copy of these directories and the Constitution and Bylaws is to be made available to each member.

I. HOSPITALITY COMMITTEE CHAIRMAN

1. To arrange transportation to and from meetings for members who have none available.
2. To function as a reception committee to make certain that strangers are welcomed and introduced.
3. To contact members who have been absent from several consecutive meetings and ascertain the cause.
4. To visit members who are sick, or by assignment to interested members not on the committee, where such a visit seems advisable, and send cards and condolences to families of deceased members.

J. GENERAL ACTIVITIES CHAIRMAN

1. To appoint chairmen and vice chairmen for each club activity who shall plan, arrange, supervise, and collect fees (where necessary) for all general activities.
2. To supervise the planning and arranging of programs for recreational activities of interest to the membership.
3. To be the official Y's Men of Meriden contact with the YMCA of Meriden for scheduling Y's Men activities and committee meetings using YMCA facilities.

K. GENERAL PROGRAM COMMITTEE CHAIRMAN

1. To work with and instruct the weekly Program Presenter whose duties are as follows:
  - a. To arrange programs for Tuesday meetings in the week for which he is responsible.
  - b. To confer with the General Program Chairman on proposed speakers and subjects so as to avoid repetition or too great emphasis on any one field of interest.
  - c. To inform the speaker of time, place of meeting, how to get there, parking, etc.
  - d. To determine well in advance if the speaker requires a projector, screen, blackboard, or other special properties and to make the necessary arrangements for them.
  - e. To arrange with some member, when appropriate, to entertain the speaker at lunch as the guest of the Y's Men of Meriden, particularly if the speaker is from out of town.
2. To confer with the Chairman of Special Events and the weekly Program Presenter for any special program.

L. PUBLICITY COMMITTEE CHAIRMAN AND NEWSLETTER EDITOR

1. The committee shall prepare and publish a monthly Newsletter in which will be included an outline of the weekly programs for the ensuing month, a list of new members who joined during the preceding month, and any other pertinent matter and announcements of general interest to the members.
2. Publicity in local media shall be developed for regular meetings and special events.

M. CHAIRMAN OF SPECIAL EVENTS

1. To arrange for whatever annual events the Board of Directors and the membership wish to hold, such as an outing or a banquet.
2. To arrange special trips and events of any kind which may be of interest to members, and to prepare articles for announcing the details in the Newsletter.

N. CHAIRMAN OF VOLUNTEER SERVICES

1. To keep the membership informed regarding where volunteer services are needed by reporting at the Tuesday meetings, and by preparing announcements to appear in the monthly Newsletter.
2. To make periodic surveys and report to the membership Y's Men participation in all types of volunteer work.

O. HISTORIAN

1. To keep an up-to-date set of Y's Men of Meriden Newsletters, copies of which will be available to any member to borrow on request.
2. To maintain and keep up-to-date a separate Y's Men of Meriden History File, and to have all such material constantly available to the Chairman and other members of the Board.
3. To research for answers to any question raised by the Board as such question may pertain to Y's Men of Meriden history.
4. To contribute articles of historical interest to the Newsletter.

P. REPRESENTATIVE OF THE Y'S MEN OF MERIDEN TO THE BOARD OF DIRECTORS OF THE YMCA OF MERIDEN, INCORPORATED.

1. To represent the Y's Men of Meriden on the Board of Directors of the YMCA of Meriden, Incorporated, and to report back to the Board of the Y's Men of Meriden.

Q. CYBERSENIORS

1. All active members of the Y's Men of Meriden are eligible to participate in meetings of this group for expanding the members' knowledge of computers and related subjects.
2. Members attending the meetings shall appoint a chairman, and shall determine the time and place of the meetings. The members in attendance shall also appoint a Webmaster or Webmasters who will be responsible for the active continuation of the Web Page of the Y's Men of Meriden.

ARTICLE V MEETINGS OF MEMBERS

1. There shall be an Annual Meeting of members to be held at the Meriden YMCA on the second Tuesday in May. This may be modified by the Board as needed.
2. The Chairman, Vice Chairman, Assistant Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and three Directors from the general membership to the Board of Directors shall be elected at the Annual Meeting on the second Tuesday in May.
3. Regular meetings of members shall be held on Tuesday of each week during the month except during June, July and August, the Tuesday immediately following Labor Day, and the last Tuesday in December. No such meeting shall be held in any week in which Tuesday is a legal holiday in the State of Connecticut. Any changes to Item 3 shall be by vote of the Board of Directors and by approval of the members in attendance.
4. In addition to the Annual Meeting and regular meetings (Items 1 and 3 above) of members, special meetings of members may be called by the Chairman or upon written request made to the Chairman by 25 % or more of the members.

