

# SAN JOSE IBM CLUB RETIREMENT CLUB CONSTITUTION AND BYLAWS

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# SAN JOSE IBM CLUB RETIREMENT CLUB CONSTITUTION AND BYLAWS

## CONSTITUTION

San Jose IBM Club Retirement Club

### Article 1 - Name

The name of the organization shall be "SAN JOSE IBM CLUB RETIREMENT CLUB," hereinafter called the Club. The Club will operate as a Special Activity Club, under Procedures and Guidelines of the San Jose IBM Club, with exceptions included in this document.

### Article 2 - Objective

The objective of the Club shall be to encourage, coordinate, and promote social, educational, cultural, recreational, and charitable activities in the interest of its Members.

### Article 3 - Membership

#### Section I.

Types of membership in the Club shall be Member, or Associate Member.

#### A. Member

1. Retired former IBM regular employees qualify to be Members in the Club. If husband and wife are both eligible, each may become a Member by paying dues.
2. The spouse of a Member may participate in all Club activities but may not vote or hold office.

#### B. Associate Member

1. The current dues paying spouse of a Member or spouse of a qualified non-member.
2. The current dues paying widow/widower of someone who was qualified to be a Member
3. Associate Members are eligible to vote and hold any office except President or Vice President.
4. The widow/widower of a Member becomes an Associate Member and carries forward the membership status of the spouse.

#### C. Reasons for becoming an Associate Member

1. Spouse of a current paid-up Member wishing to gain the privilege of voting and to hold office.
2. Spouse of an IBM non-member retiree who wants to join the Club and gain the above privileges.
3. Widow/widower of a former Club Member.

### Article 4 - List of Officers, Committees and Duties

#### Section I. Elected Officers

#### A. President

The President shall preside at all meetings of the Executive Board and general meetings of the club. Also has the authority to call special meetings, and shall be an ex-officio

member on all committees except the nominating and elections committees. The President, with a majority approval of the Executive Board, shall appoint all committee chairpersons. The President must approve all committee member appointments.

#### B. Vice President

The Vice President shall perform the duties of an absent President, shall be responsible for coordination of all social activities of the Club and shall perform such other duties as assigned by the President

#### C. Secretary

The Secretary shall record the minutes of all proceedings of the Executive Board and general meetings of the Club. Keep a record of all correspondence between the Club and outside groups. Members of the Executive Board who send or receive correspondence in the name of the Club shall provide a copy to the Secretary for the Club files. The Secretary shall perform such other activities as the President may assign.

#### D. Treasurer

The Treasurer shall keep all financial records as specified in the IBM Site Controllers' financial procedures for IBM Club Special Activity Clubs, which include:

1. Maintaining monthly statements and sending them to the department or individual specified by the IBM San Jose Site Controller.
2. Assisting the President and making recommendations on matters involving Club dues.
3. Receiving, checking accuracy, and processing funds disbursement vouchers and requests for funds.
4. Paying out all monies owed by the Club, by check, according to current IBM San Jose Site Controller procedures.
5. Maintaining current and past year Club records.
6. Assist Budget Committee in Budget proposal precautions for Executive Board review.

#### E. Membership Director

The Membership Director shall be responsible to:

1. Up-to-date monthly membership roster.
2. Providing mailing labels.

#### F. Communications Director

The Communications Director shall be responsible for:

1. Gathering information and articles for the monthly Newsletter.
2. Writing articles for monthly Newsletter.
3. Publishing monthly Newsletter
4. Interface with any organization outside of the IBM San Jose Retirement Club on any request for publicity and/or assistance, except travel.
5. Prior to publishing any communications referring to travel, the information must be referred to the Travel Committee Chairperson for their review.

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## G. Three Directors At-Large

1. Three Directors At-Large will assist other Officers and shall perform such other duties as assigned by the president.

Section II. The President and Vice President may not be immediate family members.

Section III. The Advisory Board consists of all past Presidents, who shall act as advisors and counselors in making of policies and operations of the Club.

## Section IV.

An Officer who does not perform assigned responsibilities may be removed from office by a two-thirds vote of a quorum of the Executive Board.

## Section V.

Replacement of Office vacancies, except the President, will be appointed by the Executive Board for the unexpired term. Majority vote of the Executive Board required for approval. The Vice President shall fill the vacated office of President.

## Section VI.

The President shall appoint heads of committees. The Vice President shall appoint Event and Activity leaders. The Executive Board must approve all appointments.

Activity Leaders: Each leader of an activity, for example, Annual Picnic, Holiday Party, etc. shall be responsible for the operation of the activity.

## Standing Committees:

1. The Sunshine Committee will send get-well and sympathy cards as appropriate.
2. The Travel Committee will be chaired by the Club Vice-President. The Committee will review all trip/tour proposals and recommend trips/tours and tour hosts to the Executive Board for final approval. It will also maintain the trip/tour schedule, guidelines/procedures, tour host requirements and approved list of the Travel Committee members and tour hosts.

## Section VII.

The Executive Board must approve all Club trips/tours and Tour Hosts. Any Member or Associate Member may submit a trip/tour proposal to the Travel Committee. Should complementary tickets be available, the IBM Retirement Club will allow the Tour Host to utilize these complementary tickets in support of the individual or individuals properly required to manage the approved trip/tour while offering maximum benefit to the Club Membership.

## Article 5 - The Executive Board

### Section I.

The Executive Board shall consist of the elected Officers, Directors At-Large, and the Advisory Board. (Only the three most recent available past Presidents present at the beginning of the meeting are eligible to vote.)

### Section II.

The Board shall handle all the regular business of the organization.

### Section III.

There shall be regular monthly meetings of the Executive Board. The Board should set up a yearly meeting calendar consistent with members' needs and publish this to the General Membership. Any non-Board Member desiring to attend these meetings should let a Board member know to insure enough space.

### Section IV.

A quorum for conducting the business of the Executive Board shall be a majority of the Members of the Board empowered to vote.

## Article 6 - Elections

### Section I. Nominations

1. In April, the President, with approval of the Executive Board, shall appoint a Nominating Committee. Committee will consist of a Chairperson and at least two Members. Their duty is to nominate the Officers for the next administration.
2. The Nominating Committee will submit their recommendations at the July meeting of the Executive Board.

### Section II Elections

- A. The President, with approval of the Executive Board, shall appoint an Elections committee consisting of a Chairperson and at least two Members.
- B. Voting shall be by secret ballot. Ballots will contain nominees and provision for write-ins. Ballots will be mailed a minimum of 30 days before the October general meeting. They must be received back for counting no less than five days before the meeting. The candidate receiving the most votes for each office is elected to that office.
- C. Each paid-up Member/Associate Member has one vote.

### Section III. Terms of Office

- A. Officers are elected in October, for a term of one year. Term is January 1 through December 31 of the following year.

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- B. All elected or appointed Officers may not serve in the same office more than two consecutive terms or continuously serve as an officer for more than four consecutive years, with the exception of the Membership and Communications Directors who can be elected every year without regard to the number of years served.

\*End of Constitution\*

## BYLAWS

San Jose IBM Club Retirement Club

### Bylaw I - Dues

- A. Lifetime Member/Associate Membership fee is \$25.00
- B. The Executive Board will propose annual dues for the following year. The Membership will vote for or against at the annual general business meeting. Dues are payable to the Treasurer January 1. Members who have not paid their dues by the end of March will no longer be Members.
- C. A Member/Associate Member who has resigned, or not paid their dues, may reapply for Membership without penalty.
- D. Dues paid after November 1, pay for the remainder of the current year and to the end of the following year.
- E. Paid dues (lifetime or yearly) of deceased Members will carry over the period covered. Their Widow/Widower may use them to participate as an Associate Member.

### Bylaw II - Meetings

#### Section I.

There shall be a general business meeting held in October. Notice of the meeting shall be in the newsletters published about the first of August, September, and October. A quorum shall consist of 25 Members present.

#### Section II.

The President or the Executive Board may call Special Membership Meetings. Ten Members (minimum) may sign a request for a Special Meeting which must occur within one calendar month after receiving this request. Notice of the meeting must be given to the Membership at least ten days before the meeting. A quorum shall consist of 25 Members present.

#### Section III.

The President may call Special Executive Board meetings. (See Article 5, Section IV for a quorum.)

#### Section IV.

The order of business shall be as follows:

1. Reading and approval of the minutes of the last meeting.
2. Treasurer's report and Membership Director's report.
3. Committee reports.
4. Presentation of newly elected Officers (October general business meeting only).
5. Call for vote on dues for following year (October general business meeting only).
6. Call for vote on destruction of ballots (October general business meeting only).
7. Unfinished business.
8. New business.

### Bylaw III - Non Member Participation

#### Section I.

Members may invite dependents and guests who may or may not be or have been IBM employees to participate in selected Club activities.

### Bylaw IV - Amendments

#### Section I.

The President, with approval of the Executive Board, shall appoint a committee to do an annual review of the Bylaws. To revise the Constitution requires a yes vote of two-thirds of all the Members present at the October general business meeting, or at a special meeting called for that purpose. To revise the Bylaws requires a yes vote of a simple majority of the Membership voting. Copies of the proposed amendment shall be given members in writing at least one month before the October meeting. In case of a Special Meeting called for this purpose only, notification requirement could be reduced to no less than ten days.

\*End of Bylaws\*