



27 Memorial Drive West Bethlehem, PA 18015

## LEHIGH HOME CLUB BY-LAWS

### **Section 1 Administration**

The affairs of the Club shall be administered by a Board of Directors who shall be elected as hereinafter provided.

### **Section 2 Operating Calendar**

The Lehigh Home Club shall operate on a fiscal year basis. The fiscal year shall begin on July 1 of each year, and conclude on June 30 of the following year.

### **Section 3 Board of Directors**

(a) The Board of Directors shall consist of at least 15, but no more than 30 active Club members.

(b) The President of the Board of Directors shall appoint a Nominating Committee consisting of four (4) members of the Board, two of whom should be past Presidents, if available. The nominating Committee shall propose the names of one or more nominees for up to twenty (20) positions on the Board of Directors, to hold office for a period of three (3) years.

(c) The President shall, in the annual Club mailing to members, solicit members to determine their interest in serving as a member of the Board of Directors. The President and Secretary shall be responsible for forwarding any resulting expressions of interest to the Nominating Committee.

(d) At the last regularly scheduled Board of Directors meeting in each fiscal year, the Board shall determine, by majority vote of those Board members present at the meeting, the number of positions on the Board of Directors to be filled for the following year. Printed ballots shall be provided to Board members, listing the nominations made by the Nominating Committee. Up to ten (10) members of the Board of Directors shall be elected on the basis of the printed ballots as recorded by the Secretary and attested by the Treasurer. The results of the balloting shall be provided to the President in writing. If there are more nominees than available positions, the nominees who have received the greatest number of votes shall be declared by the President to be elected as Members of the Board of Directors.

(e) Each member of the Board of Directors shall hold office for a period of three (3) years commencing on the first day of the fiscal year immediately following their election.

#### **Section 4 Authority of the Board of Directors**

The Board of Directors shall have general management and control of the affairs and activities of the Club. The Board shall submit at each annual meeting a general report of the affairs to the Club, to be prepared by the President with the assistance of other officers and Board members as needed. The Board shall have the authority to remove any of its members or any officer of the Club by an affirmative vote of two-thirds (2/3) of the members of the Board.

#### **Section 5 Meetings of the Board of Directors**

The Board of Directors shall meet at least four (4) times during each fiscal year. At the first Board meeting of each fiscal year, the Board of Directors shall establish the dates for the remaining meetings to be held during the fiscal year. Forty (40) percent of the current members of the Board shall constitute a quorum.

#### **Section 6 Club Meetings**

The regular annual meeting of the Club membership shall be held each year on a day, time and place as shall be designated by the Board of Directors. Other meetings of the Club membership may be held as necessary or advisable, at the call of the President, at the request of ten (10) or more members of the Board of Directors, or by the written request of twenty (20) or more Club members.

#### **Section 7 Officers of the Board of Directors**

The officers of the Board of Directors shall consist of a President, a Vice President, a Secretary, and a Treasurer.

#### **Section 8 Election of Officers**

The Board of Directors shall, at the last scheduled meeting for the fiscal year, elect from its body the Officers specified in Section 7 of these By-Laws. Officers shall be elected by majority vote of those directors present at the Board meeting. Officers shall hold office for a term of two years, commencing on the first day of the fiscal year following their election. If any Officer of the Board of Directors shall be unable to complete their term, the Board of Directors shall determine, by majority vote of Directors present at a Board meeting, whether the Officer will be replaced or whether the office shall remain vacant for the remainder of the term of office. If the Officer is to be replaced, the new Officer shall be elected by majority vote of those present at the Board of Directors meeting, and shall serve the balance of the original term.

#### **Section 9 Duties of the President**

The President of the Club shall be the Chairman of the Board of Directors and shall preside at all meetings of the Board of Directors and of the Club. The President shall appoint all committees and shall be an ex-officio member thereof, and shall exercise the usual functions of the presiding officer.

### **Section 10 Duties of the Vice President**

The Vice President shall perform the duties of the President in the event of his or her absence or inability to act.

### **Section 11 Duties of the Treasurer**

The Treasurer shall collect funds of the Club and shall keep the accounts of the Club, including a roster of dues-paying members. The Treasurer shall render a report to the Board of Directors at each meeting of the Board of Directors, at other times as requested by the President, and shall make a full written report to the Club at the annual meeting.

### **Section 12 Duties of the Secretary**

The Secretary shall keep a record of all meetings of the Club and of the Proceedings of the Board of Directors. The Secretary shall conduct the correspondence of the Club, give notice of all meetings of the Club and of the Board of Directors, and shall report all Club meetings to the Lehigh University Alumni Association.

### **Section 13 Executive Committee**

The members of the Executive Committee shall be the President, who shall serve as Chairman; the immediate Past President as an Executive Committee Member At-Large; the Vice President; the Treasurer; and the Secretary. The Executive Committee shall meet late in the fiscal year to develop a recommendation to the Board of Directors regarding events, event chairpersons, and event committees for the following fiscal year. The Executive Committee is also empowered to act in case of an emergency on any matter which cannot wait until the next scheduled meeting of the Board of Directors. Any actions taken shall be reported to the Board of Directors by the Chairman at the next scheduled meeting of the Board of Directors. The Executive Committee shall not commit the Club to an expenditure in excess of \$500.00.

### **Section 14 Standing and Special Committees**

The President shall appoint such Standing and Special Committees as he deems necessary or upon recommendation of the Board of Directors. Each Standing and Special Committee shall transact such business as is delegated to it by the President or the Board of Directors. Except where special authority has been given by the Board of Directors, such committees shall not take final action until a report has been made to and approved by the Board of Directors.

### **Section 15 Club Dues**

Potential dues for each fiscal year shall be determined by the Board of Directors.

**Section 16 Amendments**

Amendments to the By-Laws may be proposed by any member of the Board of Directors. Any such proposed amendment shall be submitted to the Secretary at least ten (10) days prior to any scheduled meeting of the Board of Directors. The proposed amendment shall be presented to the Board of Directors for review and discussion at the next scheduled Board meeting. Following this review, the proposed amendment shall be voted on at the following Board meeting. A proposed amendment requires an affirmative vote of two-thirds (2/3) of the members of the Board of Directors.

**Section 17 Supersedes Previous By-Laws**

These By-Laws shall supersede in whole and in part any and all other previous By-Laws of the Lehigh Home Club.

*Amended June 3, 2009.*