

BYLAWS

Pentwater Service Club



ARTICLE I

Name

The name of the organization shall be the Pentwater Service Club ("PSC")

ARTICLE II

Purpose

The purpose of the PSC is to encourage and promote good citizenship, worthy community projects, and a better informed citizenry.

ARTICLE III

Policies

The PSC shall be governed by the following policies: (1) It shall be non-sectarian and nonpartisan; (2) It shall not endorse a commercial enterprise or a political candidate; and (3) It shall not directly or indirectly participate or intervene in any political campaign, except it may sponsor candidate forums.

ARTICLE IV

Membership

Qualifications for Membership. Membership in the PSC is open to all persons who are interested in the welfare of the Pentwater community without regard to race, sex, religion, or national origin. Membership is established and maintained by the payment of the annual dues.

Quorum. A minimum of twenty (20) members must be present in person or by written proxy to constitute a quorum for a membership meeting to conduct business, except for advisory votes to the Board of Directors as provided by Article VI of the Bylaws.

ARTICLE V

Officers and Duties

Officers. The elected officers of the PSC shall consist of a President, Vice-President, Secretary, Deputy Secretary, Treasurer and Deputy Treasurer. The duties of each officer shall be as expressed in these Bylaws and as implied by their respective titles. Officers shall be responsible to ensure their assigned duties are met through their own

initiative or through delegating specific duties to a sub-committee or other resource as approved by the Board of Directors.

Terms. The term of office shall commence on September 1st and run until August 31st of the following year or thereafter if a successor has not been elected.

Removal from Office. A person may be removed as an officer by the two-thirds vote of the members of the Board of Directors.

Duties. The duties of the officers shall include the following:

PRESIDENT

The President shall be the principal executive officer of the PSC and shall be the general supervisor at all its activities. The President shall preside at all meetings of the Board of Directors and the general membership.

At the first meeting in September, the incoming President shall appoint the leadership for the following standing committees: Program, Finance, Membership, Nominating, Citizen of the Year, Warren W. Schafer Memorial Scholarship, Blue Lake Fine Arts Scholarships, Sand Castle Contest, Caramel Corn, Homecoming Parade, and Duncan Wagon. The President has the discretion to create and appoint additional committees as needed.

VICE PRESIDENT

The Vice President, in the absence of the President, shall perform the duties of the President. The Vice President shall assist the President in the performance of his or her duties, including providing oversight and communications for all PSC activities and events.

SECRETARY

The Secretary shall fulfill the following duties: (1) prepare a permanent and accurate record of all PSC business meetings; (2) draft correspondence on behalf of the PSC as directed by the President; (3) prepare agendas for the Board of Directors and general membership meetings as directed by the President; (4) provide and collect written proxies; and (5) perform the duties of the President in absence of the President and Vice-President. The Secretary shall perform such others duties as fairly implied by the office of Secretary, and such other additional duties as assigned by the President.

DEPUTY SECRETARY

The Deputy Secretary, in the absence of the Secretary, shall perform all duties assigned to the office of Secretary.

TREASURER

The Treasurer shall fulfill the following duties: (1) collect and deposit all PSC receipts in the PSC's bank account consistent with the PSC's fiscal management policies; (2) pay all bills owed by the PSC; (3) maintain an accurate accounting for all receipts and expenditures; (4) present a current statement of all bank account activities and balances at all business meetings of the general membership or when requested by any member of the Board of Directors; (5) prepare an annual budget for the PSC which shall be presented to the general membership at the February business meeting and then presented to the Board of Directors at its next meeting; and (6) maintain a record of payment of dues by members which includes the date and amount of each payment.

DEPUTY TREASURER

The Deputy Treasurer, in the absence of the Treasurer, shall perform all duties assigned to the Treasurer.

Nominations. At the May business meeting, the Nominating Committee shall present to the membership a slate of candidates for office. Nominations from the floor may be made by any member eligible to vote on the scheduled election date. All nominations are conditioned on the consent of the nominee to serve in the office.

Eligible Voters. Only members who are listed on the membership roster on May 1st are eligible to cast a vote for the election of officers held that year. Eligible voters may vote in person or by written proxy.

Elections. The annual election of officers shall be held during the June business meeting or such other day in June as directed by Board of Directors. A simple majority of the members present in person or by written proxy shall constitute an election. In the event no person shall receive a majority of the votes cast, a run-off election between the two candidates who received the most votes shall be held.

Vacancy. A vacancy in the office of President shall be filled by the Vice President. A vacancy in the offices of Secretary or Treasurer shall be filled by the Deputy for that respective office. All other vacancies may be filled by the Board of Directors with a member who has consented to serve in that office.

ARTICLE VI

Board of Directors

Membership. The Board of Directors shall consist of the officers for the PSC and its immediate past President. The PSC President shall preside at the Board meetings and the Secretary of the PSC shall prepare a written record of the Board meeting

proceedings. The initial Board of Directors shall consist of those persons holding office on the date these Bylaws are adopted.

Quorum. More than 50 percent of the members of the Board of Directors shall constitute a quorum for the transaction of business.

Authority. Subject to limitations provided by the Bylaws, the Board of Directors shall have the authority, by a majority vote of a quorum, to approve all policies and actions of the PSC and to direct the officers in the discharge of their duties.

Advisory Membership Vote. Notwithstanding anything to the contrary, at each membership meeting, members shall be invited to advise the Board through an informal vote on all matters likely to come up for a Board vote before the next membership business meeting. An advisory vote shall be solicited by the vote of members present at the membership meeting.

Meetings. An organizational meeting to the Board of Directors shall be held prior to the first September meeting of the PSC general membership. At this meeting, the Board shall select a meeting schedule and location for the Board and the general membership. This schedule shall be posted on the PSC website and emailed to all members who have provided the PSC with their email address. Special meetings may be called by the President or a majority of the Board of Directors. Absent an emergency, seven days advance notice shall be given before any special meeting of the Board. Any member of the PSC is entitled to attend any meetings of the Board of Directors.

Removal from Board of Directors. A member of the Board of Directors may be removed by a two-thirds vote of the general membership.

ARTICLE VII Financial Controls

Fiscal Year. The fiscal year for the PSC shall be the calendar year.

Banking. All funds received by the PSC, regardless of source, shall be deposited in a bank account approved by the Board of Directors. The Treasurer shall maintain a written record regarding the source of all funds deposited in the bank.

Reimbursement of Expenses. The Treasurer may reimburse a person for expenses incurred within the scope of any authorized PSC activity, provided a legible receipt for the expenses is provided. In the event a receipt is not available, the President and the Treasurer may jointly authorize the reimbursement, provided a written record of the expense is created which shows the date, amount, and purpose of the expenditure.

Committee Budget. The committee chairperson shall prepare a budget for each project within the scope of his or her committee which must be reviewed and approved by the Board of Directors. Any expenditures in excess of the total budget must be approved by the Board of Directors, except the committee chairperson, upon notice to the President, may approve excess expenses for food and beverages needed to operate a club project.

PSC Revenues and Expenditures. Annually, the Board of Directors shall review and adopt a written policy regarding the handling of PSC revenues and expenditures. The policy shall provide a system of reasonably appropriate checks and balances designed to insure an accurate accounting and safeguarding of all PSC revenues and expenditures.

ARTICLE VIII

Dissolution

A proposal to dissolve the PSC shall be presented to the general membership for review and action. The outstanding obligations of the PSC shall be satisfied, if possible. Any remaining assets of the PSC shall be distributed to one or more non-sectarian charitable organizations which are tax exempt under 26 USC Sec.501(c)(3) as determined by the Board of Directors.

ARTICLE IX

Amendment

These Bylaws may be amended by a majority of the members present at a general membership meeting, either in person or by written proxy. A minimum of seven days advance notice shall be given to the members of any meeting where a Bylaw amendment will be voted on. Notice shall be given by email to all members who have provided the PSC an email address and the notice shall be posted on the PSC website. Any revisions or amendments to the Bylaws approved by the membership shall be effective upon adoption unless otherwise specified.

CERTIFICATE OF ADOPTION

I certify that on June 7, 2017, a majority of the membership of the Pentwater Service Club was present in person or by proxy, and these bylaws were approved by a majority of the members present.


Juanita Pierman
Secretary, Pentwater Service Club