

SHAMROCK CLUB OF COLUMBUS CLUB BYLAWS

Article I – Name

The name of this organization shall be The Shamrock Club of Columbus.

Article II – Objectives

- A. The objectives of this Club shall be: to promote and encourage the awareness and appreciation of Irish Culture, History, and Traditions; provide educational and entertainment opportunities relative to Irish Culture, History, and Traditions, for our membership and community; participate in community service and charitable activities; coordinate and cooperate with other Irish organizations in an effort to unify the American-Irish voice.

- B. Since this Club was formed to venerate the memory and teachings of Saint Patrick, who is also the Patron Saint of The Shamrock Club, the Club shall promote the public veneration of Saint Patrick on March 17 of each year by sponsoring and engaging in a procession to a Catholic church in the City of Columbus and participating in the Holy Sacrifice of the Mass by the Bishop of the Diocese of Columbus or his designee.

Article III – Membership

A. General Members

- 1. General Members shall consist of those persons who express an interest in Irish Culture, History, and Traditions.

- 2. Senior General Members shall be those 65 years or older.

- 3. Junior General Members shall be those 17 and under, who are relatives of current or former members.

- 4. All General Members, except Junior Members, shall have the right to vote and hold office.

B. Family Membership

1. A parent or parents, and their children under 22 years of age, with whom they reside, or a husband and wife, may secure a Family Membership.
2. Family Members 18 and over shall be entitled to the same rights and privileges as other General Members.

C. President's Club Members

1. Membership in the President's Club includes a complimentary Family Membership to the family of the purchaser's choice.
2. Designees are entitled to full benefits of family membership the only difference being membership will coincide with the President's term- May 1st through April 30th.

D. Social Members

1. Social Members shall be persons 18 and over, who shall join the Club solely for the privilege of enjoying the use of the Club's physical facilities.
2. Social Members shall enjoy the privilege of attending Regular Meetings of the Club's Membership, and to speak at such meetings. They shall not be entitled to make motions, vote, or hold any elective office. No current, full-dues-paying member shall be permitted to change their classification to Social Membership until such time that their General Membership shall have lapsed for a period of two (2) full years.

E. Life Members

Life Members are those who were Charter Members of the Club as of April 12, 1936. All Past Presidents, and their spouses during their term of office, are Life Members. All Club Presidents, and their spouses, upon completion of their term of office shall become Life Members. They shall have all the privileges of General Membership, but shall pay no dues. Previously bestowed Life Memberships shall remain in effect.

F. Honorary Members

1. Honorary Membership may be bestowed upon any non-member for outstanding service to, and/or support of, the Club, by an eighty percent (80%) favorable vote of the Executive Board (E-Board). This membership shall be for a lifetime. No dues shall be required of Honorary Members. Previously bestowed Honorary Memberships shall remain in effect.
2. Honorary Members shall enjoy the privilege of attending Regular Meetings of the Club's Membership, and to speak at such meetings. They shall not be entitled to make motions, vote, or hold any elective office.

G. Complimentary Members

1. Complimentary Membership may be bestowed upon any non-member for outstanding service to the Club, at the discretion of the President, with a majority vote of the E-Board. This membership shall be for a term not to exceed one (1) year. No dues shall be required of Complimentary Members.
2. Complimentary Members shall enjoy the privilege of attending Regular Meetings of the Club's Membership, and to speak at such meetings. They shall not be entitled to make motions, vote, or hold any type of office, elected or appointed.

H. Pub Members

Pub Membership shall be purchased (per) year, event, or day. This allows entrance into the Club as determined by the E-Board. There are no other rights or privileges, implied or otherwise, associated with this membership.

I. Membership Dues

1. The E-Board shall recommend any dues increases or decreases for all categories of membership, which will be voted on by the General Membership.
2. A percentage of all dues collected shall be put into the Capital Reserve Account. It shall be the responsibility of the E-Board, with input from the Facilities Committee and the Financial Oversight Committee (FOC), to determine the percentage to be included in the Capital Reserve Account based on the Shamrock Club's long-term capital projects that are anticipated. Therefore, the percentage will increase and/ or decrease depending on the capital projects outstanding.

3. The Membership Year shall be January 1 through December 31. The dues are due on January 1 of each year. Any member whose dues are not paid on or before March 1 shall be considered delinquent and suspended from membership.
4. The dues of any person(s) applying for General, Family, or Social Membership, after March 31 of each year, shall be either prorated on a quarterly basis, or the E-Board may approve a special incentive amount at any time as a unique recruiting tool. However, dues will not be prorated for any person(s) who was a member of the Club the previous year.

J. Membership Application

Dues for the current year, based upon membership type, shall accompany application for membership. All new General, Family, and Social Membership applications shall be signed by a current member and approved by the Membership Committee, and/or E-Board.

K. Reinstatement

Delinquent members shall be reinstated to membership upon receipt of a new application and the appropriate dues payment. Reinstated General and Family Members, whose dues are not paid prior to March 24, will not be entitled to apply for any elective office, or to vote.

Article IV – Officers

A. Elected Officers

The Elected Officers shall be a President, Vice-President, Secretary, and four (4) Directors. Directors shall serve for a term of two (2) years and shall not serve more than two (2) consecutive terms in the same office. Each year two (2) of the four (4) Directors shall be elected as the remaining two serve the second year of their term.

B. Qualifications

1. Secretary

Candidates for the office of Secretary shall be General Members, who shall have no less than three (3) years of continuous membership in the Club, during at least one of which they shall have served either on the Executive Board or as a chairperson of a major committee, as specified in Article VII, Paragraph D of the Bylaws, and shall have attended no less than fifty percent (50%) of the Club's regular meetings, in the two-year period immediately preceding the date of the election for the position for which they seek to be elected. The Appointed Officers of the Club would also qualify for this office after completing one (1) year service in their appointed capacity, if all other requirements are satisfied.

2. Director

Candidates for the office of Director shall be General Members, who shall have no less than two (2) years of continuous membership in the Club, and during that time-frame, have served as chairperson of a committee, as specified in Article VII, Paragraph D of the Bylaws, or as a member of one of these committees and be recommended by the chair of said committee with the unanimous approval of the Nominating Committee. And, shall have attended no less than fifty (50%) of the Club's regular meetings, in the two-year period immediately preceding the date of the election for the position for which they seek to be elected. The Appointed Officers of the Club would also qualify for this office after completing one (1) year service in their appointed capacity, if all other requirements are satisfied.

C. Officer Succession

On May 1st, the current President shall become the Immediate Past President, the Vice President shall succeed to the office of the President; the Secretary shall succeed to the office of Vice President; the Secretary-elect shall become the Secretary; and the two (2) directors-elect shall become Directors.

D. Appointed Officers

The appointed officers shall be a Treasurer, who shall be an individual with demonstrated expertise in the field of accounting, auditing, or other area of fiscal control and planning; a Parliamentarian, Historian, Sergeant-at Arms, three (3) Financial Oversight Committee members and a Chaplain, who shall be a Roman Catholic clergyman, all of whom shall be appointed by the President, with the approval of the E-Board. They shall not be entitled to vote at the E-Board meetings.

E. Nominating Committee

1. At the first Regular Meeting in February, a Nominating Committee composed of five (5) general voting members shall be elected through nominations from the floor; any vacancy in the Committee shall be appointed by the E-Board.
2. After the Nominating Committee is elected, they shall receive nominations from the membership for each office to be filled.
3. At the Regular Meeting immediately proceeding March 17, the Nominating Committee shall present at least two (2) candidates for each of the following offices: Secretary and four (4) Directors. Additional nominations may be made from the floor, with the consent of the nominee.
4. It shall be the duty of the Nominating Committee and the Seannchie Committee to publish the slate of candidates prior to the election.

F. Elections

1. Elections shall be held at the second Regular Meeting in April.
2. The President shall appoint at least three (3), but no more than five (5) Past Presidents, to act as tellers in counting ballots cast.
3. A majority vote shall be required for the election of Secretary. Directors shall be elected by plurality vote.
4. In the event any ballot cast for Secretary does not show a majority, the person having the lowest number of votes on the first ballot shall be eliminated, and on each succeeding ballot, the person having the lowest vote shall be dropped. This procedure shall be followed until a majority vote is received.

G. Vacancies

1. In the event of a vacancy in the office of President, the Vice-President shall succeed to that office for the unexpired term.
2. In the event of a vacancy in the office of Vice-President, the Secretary shall succeed to that office for the unexpired term.
3. Any other vacancy shall be filled by appointment of the E-Board, for the balance of the term only.
4. Appointment to an unexpired term of less than six (6) months shall not be considered a term in the same office.

H. Duties of Officers

1. The President shall:
 - a. preside at all meetings of the Club and the E-Board, administer operations of the Club, and perform such other duties as ordinarily pertain to this office.
 - b. appoint all appointed officers and committee chairpersons, subject to approval of the E-Board.
 - c. plan and coordinate all events and arrangements for the celebration of St. Patrick's Day.
 - d. be responsible for the selection and presentation of the awards for the Irishman of the Year, Member of the Year, and Parade Grand Marshal.
 - e. be an ex-officio member of all committees, except the Nominating Committee.
2. The Vice-President shall:
 - a. preside in the absence of the President;
 - b. coordinate and monitor all Club events and activities;
 - c. serve as a member of the Budget Committee;
 - d. perform such other duties as assigned by the E-Board;

3. The Treasurer shall:

- a. be the Chairperson of the Budget Committee and shall be a non-voting member of the Financial Oversight Committee;
- b. collect all dues and funds of the Club;
- c. deposit all funds in such bank account as the E-Board may direct;
- d. make disbursement by check signed by the Treasurer or the President.
- e. keep an account of all receipts and disbursements, making a detailed report monthly to the E-Board, said report being made available at the membership meetings;
- f. close the books and submit them for audit.

4. The Secretary shall:

- a. record the minutes of all meetings of the Club and the E-Board;
- b. keep a list of names and addresses of all members designating those who are Charter Members;
- c. provide notices of meetings as directed by the President and/or the E-Board;
- d. handle all mailings sponsored by the Club.
- e. preserve in a permanent file all records and letters of value to the Club and its officers, which, together with the Minute Book, shall be delivered to the Secretary-elect.

5. The Directors shall:

- a. serve as liaisons and coordinators to the Chairpersons and the other Irish organizations, as assigned by the President with the approval of the E-Board;
- b. represent the general membership of the E-Board;

- c. perform other duties as assigned by the President and consultant to the E-Board;
- 6. The Parliamentarian shall be Chairperson of the Bylaws Committee and advise on all questions of order.
- 7. The Chaplain shall provide spiritual guidance for the organization.
- 8. The Immediate Past President shall:
 - a. serve as advisor to the President and consultant to the E-Board;
 - b. serve as liaison and coordinator to chairpersons and other Irish organizations, as assigned by the President with the approval of the E-Board.
- 9. The Historical Committee chair shall oversee the preservation of all Club records.
- 10. The Sergeant-at arms shall on the floor of the meeting hall, assist in preserving and maintaining order as the chair may direct. He may also be directed to verify the eligibility of those seeking to enter the meeting hall.
- 11. The FOC members, along with the Club's Treasurer as Committee Chairman, shall examine the budget for the administrative year of the new President, as submitted by the E-Board for the FOC's review and approval.

I. Bond and Insurance

- 1. Officers and any person(s) handling Club funds, and/or signing checks, shall be bonded. The amount is to be set by the E-Board and the premium to be paid by the Club.
- 2. The Club shall purchase Liability Insurance, to include Liquor Liability, for all Officers, Directors, Pub Manager, and Committee Chairpersons (as deemed necessary by the E-Board), the coverage limits to be determined by the E-Board.
- 3. The Club shall purchase Real and Personal Property Insurance, the coverage limits to be determined by the E-Board.

4. The Club shall purchase Director & Officers Liability Insurance, which shall include the customary Indemnification & Defense Provisions, with terms and coverage limits determined by the E-Board.
5. The E-Board shall have the authority to provide other insurance coverage as the E-Board deems appropriate.

J. Transfer of Files

1. Within fifteen (15) days after the close of the term of office, each officer, with the exception of the Treasurer, shall transfer to the incoming officer the files of their respective office (if there is no successor, then to the President).
2. Within fifteen (15) days after the close of the term of office, the Treasurer shall deliver the books and financial records to the Financial Oversight Committee.

K. Budget

Capital Budgets: Each January, the Facilities Committee shall prepare and submit to the E-Board for their consideration and approval the anticipated capital expenditures that they think will occur in the following May through April fiscal period (Refer to the Shamrock Club's capitalization Policy/ Procedure for the type of items that are to be considered for capitalization). The capital budget must be approved by the E-Board prior to May 1st annually. After the budget is approved, any budgetary additions, deletions, or special requests, shall also be submitted to the E-Board for approval prior to being implemented.

Operating Budgets: Even though the dues for the Shamrock Club are collected and accounted for on a calendar year basis, the terms of the administrative officers' of the club have historically been and continue to function on a fiscal year basis (May through April). Therefore, the operating budgeting process should commence in early October in order to have the budget reviewed by the FOC by February 28th, and approved by the E-Board prior to May 1st annually. After the budget is approved, any budgetary additions, deletions, or special requests, shall also be submitted to the E-Board for approval prior to being implemented.

Article V – Meetings

A. Regular Meetings

1. Regular Meetings shall be held monthly, except January, February, March, and April, when there shall be one additional meeting.
2. The actual dates of Regular Meetings shall be determined by the incoming President by May 10 (tenth) of each year and communicated to the membership.
3. The E-Board may change any Regular Meeting, with prior notice given to the membership.

B. Special Meetings

Special Meetings may be called by the President, the E-Board, or by one third (1/3) of the voting eligible membership, provided a notice specifying the principal business of the meeting is given to all members at least fifteen (15) days prior to this meeting. Forty-five (45) of the voting eligible members shall constitute a quorum for Special Meetings.

C. Quorum

The quorum shall be forty-five (45) of the voting eligible members. After the meeting has been opened for business, a diminishing number of members shall not affect the quorum.

Article VI – Executive Board

A. Composition

The Executive Board (E-Board) shall be composed of the elected Officers, elected Directors, and the Treasurer.

B. Powers

1. Shall be responsible for the general management of the Club.
2. Shall supervise the affairs of the Club in accordance with the Bylaws and Standing Rules and Procedures.

3. Shall transact business of the Club, keeping the membership informed of any such actions.

C. Meetings

The E-Board shall hold regular meetings, at such time and place as may be designated by said E Board, and hold other meetings that the President may call.

D. Quorum

The quorum shall be a majority of the voting eligible members of the E-Board.

Article VII – Committees

A. Chairpersons

The President shall appoint Standing Committee Chairpersons, subject to the approval of the E-Board, within thirty (30) days after the election of officers. The President will also assign the elected Directors to coordinate and monitor each Standing Committee. Thereafter, the Directors will report all activities of their assigned Committees, financial and otherwise, to the President.

B. Standing Committees

The following four (4) groups and their related Committees shall constitute the Standing Committees. However, the President shall appoint other Standing Committees as may be needed, subject to approval of the E-Board.

1. The Cultural Committees are, including but not limited to:

Color Guard	Memorial Mass
Cultural	Pipe Band
Historical	Seannchie
Irish Way	

2. The Event Committees are, including but not limited to:

Athletic Awards	Irish Family Reunion
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Corn Roast	Lenten Fish Fry
Entertainment	Music Festival
Family Picnic	Past President's Luncheon
Golf Outing	Procession/Parade
Halfway to St. Pat's Day	Proclamation Day
Installation Dinner	Pub Entertainment

3. The Administrative Committees are, including but not limited to:

Budget	Membership
Bylaws	Memorial Badges
Directory	Publicity
Fund Raising	Sunshine
Information Technology	

4. The Facilities & Liaison Committees are, including but not limited to:

Financial Oversight	Liaison
Facilities	Pub Operations

a. The FOC shall be comprised of three (3) Club Members and the Treasurer, who shall serve as a non-voting member of this Committee. The three voting members shall have experience in such fields as Accounting, Financial Planning, and/or Fiscal Management.

b. The Facilities Committee, subject to the direction and control of E-Board, shall have responsibility for the oversight of the management and operation of the Club facilities.

c. The Facilities Committee shall be comprised of a Chairperson, no more than four (4) Advisory Council members and as many craftsperson's as are required to perform the committees responsibilities and duties. These positions are appointed by the President, subject to approval of the E-Board.

d. The Liaison will communicate and coordinate with all other local Irish Organizations in order to enable each to achieve their respective goals, and strive to be a united Irish community.

e. The Pub Operations Committee shall be comprised of a Chairperson and two members and the Pub Manager who shall be a non-voting member of the committee. These positions shall be appointed by the President, subject to approval of the E-Board.

f. The Pub Operations Committee shall have the responsibility for the oversight of the management and operation of the Pub. It is preferred that the three voting members have experience in such fields as restaurant and bar management, food service and human resources.

g. The duties and responsibilities of the Pub Operations Committee shall be more specifically defined in the standing rules.

C. Special Committees

1. Special Committees may be grouped under a liaison, as selected by the President, for effective communication.
2. The President shall appoint other Special Committees as may be needed, subject to approval of the E-Board.

D. Major Committees

Major Committees shall consist of the following (subject to the possible addition or deletion of a Committee, by a vote of the E-Board):

Athletic Awards	Installation Dinner
Corn Roast	Irish Family Reunion
Cultural Activities **	Membership
Directory	Music Festival
Family Picnic	Procession/Parade
Financial Oversight	Pub Operations
Golf Outing	Publicity
Halfway to St. Pat's Day	Seannchie Committee
Facilities Committee	Sunshine
Information Technology	Shamrock Club Pipes & Drums
Men's Dart League	

** (Entertainment)

E. Transfer of Files

All Committees shall, within fifteen (15) days after their conclusion or project, transfer any and all files to their successor(s), or the President.

F. Vacancies

1. The E-Board shall have the power to declare a vacancy or remove a Committee Chair for reasonable cause.
2. The President shall fill a vacancy by appointment, subject to approval of the E-Board.

Article VIII – Dissolution Clause

In the event of the dissolution of The Shamrock Club of Columbus, all assets shall be distributed to a nonprofit, charitable organization, as defined by the Internal Revenue Code. Notice is to be given to all members at least fifteen (15) days prior to the dissolution meeting. In no event shall any of the Club's assets be distributed to any members or private individuals.

Article IX – Parliamentary Authority

The most current edition of Roberts Rules of Order shall be the Parliamentary Authority where applicable, and where there is no conflict between said Rules and the Bylaws of this Club.

Article X – Standing Rules and Procedures

The Standing Rules and Procedures shall be adopted by a majority vote of the E-Board. The Rules may be amended by the E-Board by a two-thirds (2/3) vote.

Article XI – Amendment of Bylaws

These Bylaws may be amended at any Regular Meeting by a two-thirds (2/3) vote of the voting eligible members present and voting, provided written notice of the proposed amendment(s) has been mailed to the membership at least ten (10) days preceding the meeting.