

# **BY-LAWS**



## **THE EMERALD ASSOCIATION OF PUTNAM COUNTY, INC.**

Amended: September 8, 2017

## **ARTICLE I – NAME & ADDRESS**

The name and address of this Association shall be the "Emerald Association of Putnam County, Inc." hereafter referred to as the Emerald Association. Communications may be addressed to:

The Emerald Association of Putnam County, Inc.  
P.O. Box 141  
Brewster, New York 10509

## **ARTICLE II – PURPOSE**

The purpose of the Emerald Association is as follows:

Section 1: Promote Irish Cultural programs.

Section 2: To initiate programs of particular interest and benefit to the Association's members.

Section 3: To provide emotional, spiritual and financial support to individuals, families and groups as determined by the Executive Board.

## **ARTICLE III – MEMBERSHIP AND DUES**

Section 1: Membership in the Emerald Association is open to persons of Irish ancestry and their families, who are in good standing in the community.

Section 2: Applications for membership will be reviewed by the Membership Committee and they will submit all recommendations to the Executive Board. Final decisions as to the acceptability of the applicant must be made at a General Membership meeting.

Section 3: Annual membership dues are as follows:

Family	- \$30.00
Single	- \$20.00

All dues shall be assessed annually on a calendar year basis, from January to December 31. Dues must be paid by the April meeting each year to be a member in good standing.

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## **ARTICLE IV – OFFICERS AND THEIR ELECTION**

SECTION 1: The Officers of the Association shall consist of a President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary and Membership Secretary.

SECTION 2: These officers shall be elected at the Annual General Membership Meeting which will be held in May. Elected officers shall serve for two years (commencing in September), and until their successors are elected.

SECTION 3: All candidates for any Office or Executive Board must be a member in good standing for a period of at least one year.

SECTION 4: Nominations for office shall be made by a Nominating Committee of five members. The Executive Board shall appoint two members to the Nominating Committee; the other three members will be appointed by the General Membership at the February meeting. The Nominating Committee shall elect the Chairman of this Committee.

SECTION 5: The Nominating Committee will present a slate of candidates for all open positions at the April meeting. Nominations from the floor will also be accepted at the April meeting.

SECTION 6:

A: No member may hold more than one elected office at a time.

B: The candidate receiving a majority vote of the eligible voters present shall be deemed elected.

C: Each elected Officer shall be permitted to succeed himself but once in the same office, unless otherwise deemed necessary by the Executive Board.

SECTION 7: Vacancies occurring in any office of the Association, or on the Executive Board, shall be filled for the remainder of the term of office, by a majority vote of the Executive Board.

SECTION 8: The Recording Secretary shall maintain a record of attendance of the Executive Board for all General Membership meetings. Any officer who fails to attend three successive meetings of the Association, without a reasonable excuse, shall forfeit his/her office.



## **ARTICLE V – DUTIES OF OFFICERS**

SECTION 1: The President shall be the first Executive Officer of the Emerald Association, and shall preside at all General Meetings of the Association and Executive Board. The President shall be Ex-Officio, a member of all Committees, except the Nominating Committee, and shall perform all other duties usually pertaining to the office.

SECTION 2: In the absence of the President, the Vice President shall assume all the powers and perform all the duties of the President. The Vice President is in charge or responsible for all social functions and is therefore, Ex-Officio Chairman of all pertinent Committees. The Vice President shall also have such powers, and perform such duties as may be assigned to him from time-to time, by the President or Executive Board.

SECTION 3: The Treasurer shall receive all monies of the Association, keep and accurate account of all receipts and expenditures and shall pay out funds only in such manner as authorized by a majority of the Executive Board. The Treasurer shall present a statement of account, at every meeting of the Executive Board, and shall render an Annual Report to members at the May meeting of each year. The Treasurer shall not retain any funds in his/her possession, but all funds of the Emerald Association shall be promptly deposited in the accounts of the Association. In addition, he/she shall prepare and file in a timely manner all financial documents required by federal and state authorities.

SECTION 4: The Recording Secretary shall take the Minutes of all meetings and maintain a permanent file of all Minutes. The Recording Secretary shall read the Minutes of the previous meeting and all meetings of the Association.

Section 5: The Corresponding Secretary will attend all Executive Board, and General Membership meeting of the Emerald Association. He/she shall handle, answer and supervise all incoming and outgoing mail at the direction of the Executive Board.

SECTION 6: The Membership Secretary is responsible for receiving and processing all applications, for updating the status of the membership and he/she shall maintain the Register containing names, addresses, telephone numbers and the dates of admission.

## **ARTICLE VI – EXECUTIVE BOARD**

SECTION 1: The Executive Board shall consist of thirteen (13) members comprised of: (a) the six elected officers, (b) six members elected from the General Membership of the Association and (c) the immediate past President for a term of two years.

SECTION 2: The six members of the Executive Board, elected from the General Membership of the Emerald Association, pursuant to Section 1 of Article VI, will serve for a term of two years. To provide stability and continuity, terms are staggered and elections take place every year for three of the current six Board members at the annual May meeting. Nominations to the Executive Board will be made by the Nominating Committee, pursuant to Article IV of these by-laws.

SECTION 3: The Executive Board shall manage and have general supervision of all business and affairs of the Association. It shall institute and adopt policies or programs deemed advisable to promote the best interests of the Association.

SECTION 4: All requests for donations/contributions over \$50.00 must be presented in writing and referred to the Executive Board for appropriate action. Such action shall be reported to the next General Membership meeting for their approval.

SECTION 5: Meeting of the Executive Board shall be held at least quarterly, and as scheduled by a majority of the Executive Board or the President.

SECTION 6: A quorum of the Executive Board shall consist of a majority of all members of such board. The Recording Secretary shall maintain a record of attendance for all Executive Board meetings. Any member of the board, who shall fail to attend three successive meetings of the Executive Board without a reasonable excuse, shall forfeit his/her office.

SECTION 7: Any vacancy on the Executive Board may be filled by majority vote of the Executive Board. A person so elected, shall hold office for the unexpired term in respect of when such vacancy occurred.

SECTION 8: All notes, checks and endorsements, and all evidence of indebtedness of the Association whatsoever, shall be signed by at least two (2) such authorized individuals, representatives or agents as the Executive Board may from time to time determine.

SECTION 9: The Executive Board shall oversee and ensure the timely filing of all federal and state financial documents.

## **ARTICLE VII – GENERAL MEETINGS**

SECTION 1: General Meetings open to all members of the Association in good standing, will be held at least ten times a year. At these meetings, a report will be given on all current activities of the Association.

SECTION 2: A quorum for a General Meeting shall consist of three officers and three Executive Board members and twenty paid up members.

SECTION 3: General meeting shall be held on the second Friday of each month, time and location permitting.



SECTION 4: Upon written request of 20% of the enrolled membership, Special General Meetings of the Association shall be called by the President for the purpose specified in the request. No other business shall be discussed at this meeting.

SECTION 5: Robert's Rules will govern the conduct of all meetings.

## **ARTICLE VIII – COMPENSATION OF OFFICERS AND EXECUTIVE BOARD**

SECTION 1: No Officer or Member of the Executive Board of this Association shall receive any compensation, fee or allowance of any kind for his or her services. Nothing in this article however, shall be construed as preventing an Officer or Member of the Executive Board being reimbursed for actual expenses incurred in the transaction of the Association's business.

SECTION 2: The Officers of the Emerald Association as defined in Article IV; Section 1 shall be exempt from paying dues during their term of office.

## **ARTICLE IX – AMENDMENTS TO BY-LAWS**

SECTION 1: These by-laws may be amended by a three-quarter majority vote of the members present at the General Membership meeting held in May of each year.

## **ARTICLE X – RIGHTS AND DUTIES OF MEMBERS**

Section 1: All members have the same rights, provided they are members in good standing.

Section 2: Each member is obliged to submit to the direction of the Association, assist if at all possible towards achieving the pre-determined goals of the Association, encourage fellow members to fulfill their duties and promptly pay their annual dues.

Section 3: All members of the Association are encouraged to regularly attend all meetings, promote all activities of the Association by cooperation and participation, and to interest themselves in their sick and indigent brethren.

## **ARTICLE XI – STANDING COMMITTEES**

**MEMBERSHIP COMMITTEE:** This committee shall consist of at least three members in good standing appointed by the President and chaired by the Membership Secretary. The purpose of this committee shall be to investigate and initiate means to increase the membership of the Emerald Association.

**WELFARE COMMITTEE:** This committee shall consist of at least two members in good standing appointed by the President and one of whom shall be designated by said committee of act as chairperson. The purpose of this committee shall be to direct and manifest the concern of the overall general membership for individual members and their families, especially in times of need, i.e. sickness, death, etc. Financial expenditures incurred by this committee shall be governed by the guidelines to be set forth and approved by the General Membership and by the by-laws of the Emerald Association.

**DANCE COMMITTEE:** This committee shall consist of at least three members in good standing appointed by the President and one of whom shall be designated by said committee of act as chairperson. The purpose of this committee shall be to conduct an annual dance(s) to celebrate St. Patrick's Day/special occasions or as a fund raiser. Place and date to be determined by the Executive Board.

**FEIS COMMITTEE:** This committee shall consist of at least five members in good standing appointed by the President and one of whom shall be designated by said committee of act as chairperson. The purpose of this committee is to foster and perpetuate the culture of our heritage by hosting Irish dance and Irish music competitions for children and adults in several categories from beginner to championship. Place and date to be determined by the Executive Board and the NAFC.

**SCHOLARSHIP COMMITTEE:** This committee shall consist of at least one member in good standing appointed by the President and shall act as chairperson. The purpose of this committee is to award a monetary amount determined by the Executive board to promote the continuing education of high school senior graduates at an accredited institution who are children/grandchildren of our members in good standing for at least 2 Years. A family member or representative must be present at the April meeting to receive the award. Their participation at the annual Emerald Feis is encouraged.

**PUBLICITY AND COMMUNITY RELATIONS COMMITTEE:** This committee shall consist of at least two members in good standing appointed by the President and one of whom shall be designated by said committee to act as chairperson. The purpose of this committee shall be to broadcast and publicize the existence and actions of the Emerald Association through communications media, i.e. press, radio and television.