



CONSTITUTION AND BY-LAWS
OF
THE IRISH HERITAGE CLUB OF SUDBURY

29 November 2003



Constitution and By-Laws of The Irish Heritage Club of Sudbury

Organization

"The Irish Heritage Club of Sudbury", (formerly known as 'The Shamrock Club') duly organized on the 10th day of May, 1959, whose address being Unit 60, 216 Copper Street, in the City of Greater Sudbury, in the Province on Ontario.

The location of the organization's offices may be changed from time to time within the City of Greater Sudbury by resolution of the executive board.

Article 1.0 Name

The name of the organization is "The Irish Heritage Club of Sudbury".

Article 2.0 Seal

A mark maker (seal) an impression of which is stamped on the margin hereof is the common seal of the Club.

Article 3.0 Purpose

3.1 To unite fraternally and to promote the mutual interest and wellness of the Club's members.

3.2 To ensure the continuance of an Irish heritage.

3.3 To aid and assist those of the membership and others who are deemed to be in need.

3.4 To initiate, adopt and enforce by-laws, rules and regulations for:

3.4.1 The admission, suspension and expulsion of the Club's members and for their government.

3.4.2 The collection of fees and dues

3.4.3 The elections of the Club's officers and definition of their duties.

3.4.4. The safekeeping, regulation, management, preservation and protection of the Club's assets (assets is defined as all property and funds).

Article 4.0 Membership

4.1 Active member – defined as any person who is a member in good standing and whose annual membership dues are currently paid in full.

4.2 Corporate member – defined as any business or corporation which is a member in good standing and whose membership dues are currently paid in full and is actively involved in the promotion of the Club or of the Club's social activities. All corporate memberships to be approved by the general membership.



4.3 Annual Dues

4.3.1 Family Membership

A family is defined as a couple (two adults) or alternately a single parent or guardian (one adult) with children under the age of 25, who reside with the couple or single parent or guardian, and/or full time students.

Children over the age of 25 must apply for and obtain a single membership, unless they are a full time student.

Note: This type of membership entitles 'The Family' (two adults) to two votes; (one adult) to one vote; on any one issue that is being contested by the membership at large.

4.3.2 Single Membership

Note: This type of membership entitles 'The Single' (one adult) to one vote on any one issue that is being contested by the membership at large.

Dues are payable on the first day of the January of each calendar year or immediately in the case of a new member

4.4 Delinquency

a) any members failing to pay their membership dues will automatically be dropped from the membership list, after being notified of the action and failing to respond.

b) the membership may be reinstated upon payment of current dues and arrears for the previous year.

Article 5.0 Officers

5.1 The business of the Club will be under the direction and control of the executive board, consisting of nine (9) officers duly elected and approved by the general membership at the annual general meeting, which is to be held after the first day of April of each year.

Executive Board

Group A

President

Treasurer

Secretary

Membership Convener

Multicultural Representative

Group B

Vice President

Social Convener Coordinator

Public Relations Officer

Sick & Visiting Coordinator



The elections will be staggered to allow continuity and to be conducted in the following manner:

At the Annual General Membership Meeting each year: All five officers listed in "Group A" will be elected to serve for a term of two (2) years. All four (4) officers listed in "Group B" will be elected to serve for a term of one (1) year.

At the Annual General Membership Meeting each odd year: All four officers listed in "Group B" will be elected to serve for a term of two (2) years.

Any one officer may hold only one position on the executive board, and is eligible to serve on the board for a maximum of two (2) consecutive terms for four (4) years in that office.

5.2 In the event that an office becomes vacant, it will be filled by an appointment by the executive board with the approval of the general membership at the next general meeting.

5.3 An officer who does not comply with assigned responsibilities will be relieved of office by a majority vote of the executive board.

Article 6.0 Duties of the Executive

6.1 The president presides at all general meeting of the Club, performs all duties incidental to the office and is an ex-officio member of all committees.

6.2 The vice president, in the absence of the president or in the case of the president's inability to act, performs all the duties of the office of the president. Renders such assistance to the president as required: is the chairpersons of the executive board.

6.3 The treasurer to have charge of all books pertaining to the financial business of the Club. To have care and custody of the funds of the Club and deposit same in the name of the Club at such bank as determined by the executive board. To sign cheques and keep an accurate record of all monies received and disbursed. To keep a petty cash account of an amount to be decided annually by the executive board.

6.4 The secretary to have charge of the minute book and all other books incidental to the office. To keep a proper record of the proceedings of all general meetings of the Club and all executive board meetings. To receive and answer all correspondence and perform such duties as the executive board requires.

6.5 The social convener coordinator to organize and direct all social functions authorized and approved for the club with the support and guidance of the executive board.

6.6 The public relations officer to publicize the club and it's activities.

6.7 The multicultural representative to maintain liaison between the club and the Sudbury Multicultural Folk Arts Association and report to the executive board and membership as required.



6.8 The membership convener to collect annual dues, maintain a record and promote membership in the club.

6.9 Sick and visiting coordinator to arrange visits to those members who are ill and/or confirmed or bereaved.

6.10 At the termination of each term of office, all officers to hand over all property of the office of the incoming executive.

Article 7.0 Membership Meetings

7.1 General membership meetings to be held at least four (4) times per year or as required to conduct the business of the club. A quorum of twelve (12) members in good standing is necessary to conduct a meeting. For the purpose of the quorum, the executive board is included.

7.2 Executive board meeting to be held at least six (6) times per year or as deemed necessary (either at the call of the chair, or by direction of at least two officers of the executive board) to conduct the business of the club. A simple majority of executive board members is necessary to conduct a meeting.

7.3 The order of business at all meetings will be:

- Adoption of the agenda
- Conflict of interest
- Reading of minutes of the last meeting
- Membership
- Report of committees
- Reading of correspondence
- Treasurer's report
- Unfinished business
- New business
- Adjournment

The meetings of the club will be conducted in accordance with "Roberts Rules of Order".

Article 8.0 Election of Officers

8.1 The president to appoint a presiding election officer and two scrutineers and being appointed are not eligible to run for any office.

Nominations to have a mover and seconder and no member to nominate or second more than one person for any one office.

An absent member may be nominated for an office provided he or she files a written consent to stand for a particular office.

All candidates must be members in good standing.



8.2 The order for electing officers will be:

Group A	Group B
President	Vice President
Treasurer	Social Convener Coordinator
Secretary	Public Relations Officer
Membership Convener	Sick & Visiting Coordinator
Multicultural Representative	

Article 9.0 Restrictions upon Members

9.1 Members will not, while attending the club's meeting or functions, indulge in personalities or undesirable language, or upon any political, racial, religious or social affiliation of it's members.

Article 10.0 Definition of Offences and Enforcement of Penalties

10.1 Members who prevent the promotion of the mutual interest of the club and it's membership or who misappropriate funds or who deface or destroy club property.

The executive board is to define offences of any member, make provisions for a hearing and judgment.

A member has the right to appeal a decision of the executive board and bring it to the membership at large.

Article 11.0 Conflict of Interest

11.1 Indirect pecuniary interest

11.1.1 Fro the purposes of this by-law, an officer has an indirect pecuniary interest in any matter in which the executive board is concerned, if,

a) The Officer is a partner of a person or is in the employ of a person or body that has a pecuniary interest in the matter.

b) For the purpose of this by-law, the pecuniary interest, direct or indirect, of a parent or the spouse of any child of the officer shall, if known to the officer, be deemed to be also the pecuniary interest of the officer.

11.2 Duty of an Officer

11.2.1 Where an Officer, either on his or her behalf or while acting for, by, with or through another , has nay pecuniary interest, direct or indirect, in ay matter an is present at a meeting of the executive board at which the matter is the subject of consideration, the Officer shall,



a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

b) Not take part in the discussion of, or vote on any question in respect of the matter; and

c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question

d) Where the meeting referred to in subsection (a) is not open to the membership at large, in addition to comply requirements of that subsection, the membership is to forthwith leave the meeting or the part of the meeting during which the matter is under consideration

e) Where the interest of any officer has not been disclosed as required by subsection (a) by reason of the officer's absence from the meeting referred to therein, the members must disclose the interest and otherwise comply with subsection (a) at the first meeting of the executive board, attended by the member after the meeting referred to in subsection (a).

11.3 Duty of a Member

11.3.1 Where a member, either on his or her behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the general membership at which the matter is the subject of consideration the member shall,

a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

b) Not take part in the discussion of, or vote on any question in respect of the matter; and

c) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

d) Where the meeting referred to in subsection (a) is not open to the membership at large, in addition to comply requirements of that subsection, the member is to forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

e) Where the interest of any officer has not been disclosed as required by subsection (a) by reason of the officer's absence from the meeting referred to therein, the member must disclose the interest and otherwise comply with subsection (a) at the first meeting of the executive board, attended by the member after the meeting referred to in subsection (a).

Article 12.0 Amendments

12.1 The Constitution, By-Laws, Rules and Regulations of the Club may be amended, revised or revoked by an affirmative vote of two thirds of all members present at a meeting designated for that purpose.

A committee of three, appointed by the President of the Club, to review and evaluate the Constitution, By-Laws, Rules and Regulations every four years.



Article 13.0 Inspection by Members

13.1 The executive board will, on reasonable request, open for inspection all account books and documents pertaining to the business of the Club. All reports, financial or otherwise will be available at all general meetings.

Article 14.0 Auditors

14.1 At the end of each fiscal year, December 31st, and at such times as the executive board may determine, the books and accounts of the Club to be audited by an auditing committee of three members appointed by the President at the Annual General Meeting.

Article 15.0 Dissolution

15.1 Upon the dissolution of the Irish Heritage Club of Sudbury, after due payment of all debts and liabilities as determined by the Executive Board, any surplus assets to be distributed or disposed of to one or more charitable organizations which the Irish Heritage Club of Sudbury has supported in the past.

Article 16.0 Definitions

16.1 In these by-laws and in all other by-laws of the Club hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender, to include the plural number of the feminine gender, as the case may be, and vice versa and references to person to include firms and corporations.

This new constitution and By-Laws supersedes all other versions of the Constitution and By-Laws and having been approved by the membership at large, is in effect on the twenty-ninth day of November, 2003.

Prepared by the Constitution Review Committee:

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Accepted on behalf of the Executive Board:

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