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# **AFRICAN HERITAGE CULTURAL CLUB**

## **BYLAWS**

The dispersion of Africans before, during and after the Trans-Atlantic slave trade spread people of African descent throughout the world, especially in the Americas and the Caribbean.

### **Article I – Name of the Club**

Section I – The Club shall be known as the “African Heritage Cultural Club” also commonly known as “AHCC.”

### **Mission Statement**

The mission of the African Heritage Cultural Club is to promote, advocate, educate and implement programs affecting persons of African descent.

### **Article II – Purpose/Objectives**

#### **Section 1 – Statement of Purpose**

- a. To provide a medium for people of African descent to celebrate their common heritage and culture.
- b. To welcome others who support African traditions, and the mission of AHCC.

#### **Section 2 – Objectives**

- a. To promote good fellowship among persons of African descent and our supporters.
- b. To act as an open resource to the Solivita Community.
- c. To improve and encourage member participation in our social and community activities.
- d. To provide activities consistent with the Club’s purpose and mission.

### **Article III – Membership**

#### **Section 1 – Membership**

Membership shall be open to all current residents of the Solivita Community,

#### **Section 2 – Membership Dues**

Membership dues shall be \$20.00 per person annually. Members of record as of December 31 of the previous calendar year who have not paid dues by the March General Meeting are delinquent. Members in a delinquent status cannot receive privileges offered to paid members (e.g. participation on Club Committees), until their dues are paid. A member may be reinstated with the payment of their dues.

#### **Section 3 – New Members**

New members joining AHCC for the first time and paying dues between the months of September and December of that year will be considered paid in full for the current year and for the calendar year beginning the following January.

## Article IV – Officers

### Section 1 – The Officers of the Club, elected by ballot, shall be:

#### a. President

- Presides at General and Executive Board Meetings.
- Supervises the activities of the organization.
- Represents, or speaks for, the organization.
- Appoints Chairpersons for each committee.
- Appoints interim Officers with the approval of the Executive Board.
- Appoints officers, advisors and/or consultants.
- Signs all legal documents.
- Acts as an ex-officio member of all Committees, other than the Nominations Committee and the Elections Committee.
- Is a co-signatory on the Club bank account (s).
- Prepares the agenda for Board and General Meetings.

#### b. Vice President

- Performs such duties as shall be delegated by the President or shall be required by the Executive Board.
- Presides when the President is unavailable or when the President vacates the chair to debate an issue.
- Presides if President is being censured or when a motion is made that may be a conflict of interest to the President
- Takes over if the Office of President is vacated.
- Is a co-signatory on the Club bank account (s).
- Acts as an ex-officio member of all Committees, other than the Nominations Committee and the Elections Committee.

#### c. Recording Secretary

- Keeps and safeguards all the records of the organization.
- Sends notices of meeting to members.
- Takes and records the minutes.
- In the absence of the Corresponding Secretary will assume the duties and responsibilities of the position at the request of the President.
- Performs other duties that may be assigned by the President.

#### d. Corresponding Secretary

- Reads correspondence as requested by the President at General Meetings and Executive Board Meetings.
- Composes and sends correspondence, including thank you notes and makes phone calls as directed by the President.
- Extends acknowledgements to members on special occasions including sending cards of condolence and illness.
- Picks up mail from the post office for presentation at the Executive Board and General Meetings.
- Handles general correspondence as requested by the President.
- In the absence of the Recording Secretary will assume the duties of the position at the request of the President.

#### e. Membership Coordinator

- Maintains a record of each member's account.
- Collects dues and provides receipts.
- Turns over dues to the Treasurer and obtains a receipt for monies transferred.

- Solicits membership and supports planned membership activities.
- Maintains an accurate and updated list of all members.
- Mentors new members and is responsible for new member orientation.

**f. Financial Secretary**

- Reconciles membership dues in collaboration with the Membership Coordinator.
- Ensures accurate documentation of all funds collected, coordinating with other Committees for Club activities and events.
- Reconciles the bank account(s).
- Contributes to the preparation of monthly and annual financial reports as requested by the Treasurer.
- Ensures financial records of the Club are maintained and readily accessed based on audit requirements.
- Assists the audit team during the annual review by providing necessary documentation.
- Maintains an inventory of Club assets, including items in storage and in possession of Members.
- Performs other duties as requested by the Treasurer or President.

**g. Treasurer**

- Receives, records, and disburses Club funds as directed by the President or Board Officers.
- Safeguards Club funds by depositing all monies into the Club's bank account(s).
- Pays invoices approved by the President, or Vice President.
- Provides monthly and yearly summaries of financial activity to the Executive Board and general membership as directed by the President.
- Initiates the annual audit review by providing documentation to the audit team and ensuring completion by June 30 of the following year.
- Advises and counsels on fiscal responsibility for the use of Club funds in charitable contributions and Club events.
- Serves as a co-signatory on the Club bank account(s).

**Section 2 – Presidential Appointees**

**a. Parliamentarian**

- Advises the President and other officers, committees, and members on matters of parliamentary procedure.
- Assists in interpreting questions that may arise relative to the bylaws and rules, or the work of the Board, officers or committees.
- Maintains copy of the most recent edition of *Robert's Rules of Order*.

**b. Chaplain**

- Opens Executive Board and General Membership meetings with words of inspiration.

**c. Historian**

- Educates members on historical experiences, work and studies of the African diaspora and that is consistent with the AHCC's Mission and Objectives.
- Educates the membership about the importance of these historical events on the present and on the tapestry of history.
- Highlights the intersection of the past with the present using member presentations, sharing research, showcasing member accomplishments, engaging the general membership in activities that will achieve the Club's objectives; and with approval of the President, inviting relevant guest speakers.

#### **d. Nominations Chair**

- Is appointed by the President, no later than three (3) months prior to the elections of new officers, to chair the ad hoc Nominations Committee.
- Prepares, documents and shares with the membership the procedures for the nominations of the elected positions.
- Verifies the eligibility of nominated and write-in candidates consistent with Sections 4 and 5 of this Article IV.

#### **e. Elections Chair**

- Is appointed by the President, no later than three (3) months prior to the elections of new officers, to chair the ad hoc Elections Committee.
- Prepares, documents and shares with the membership the procedures for the election of officers.
- Provides overall supervision of the elections process consistent with Sections 4 and 6 of this Article IV.

#### **f. Member-at-Large**

- Is appointed by the incoming President for a term of two (2) years.
- Is one of the elected officers of the immediate past Board, e.g. president or vice-president with the full rights of participation in the Board discussions and decisions.
- Ensures that the Club's mission and objectives are a priority in all policy considerations that affect or are likely to affect the well-being of the Club.
- Supports the fiscal responsibilities to the Club.
- Participates in and/or leads Committees that best fit the needs of the Club and the Member's skills.
- Other duties as is recommended by the Board or assigned by the President.

### **Section 3 – Term of Office**

Officers are elected for a term of two years. No member shall hold the same elected office for more than two consecutive terms.

An elected officer having served two (2) consecutive terms (four years) must wait two (2) years before he/she can run again for the same office.

### **Section 4 – Candidates for Office**

Candidates for Office must have been a member for a minimum of one year and a member in good standing. Members in good standing are those who are current residents of Solivita, whose dues are paid in full and whose participation in the Club is consistent with its mission and purpose. Any member appointed as Chair of the Nominations or Elections Committee(s); or serving on either of these Committees, must resign if he/she becomes a candidate for office.

### **Section 5 – Nominations**

The Nominations Committee shall present the nominated slate of eligible candidates and must accept nominations from the floor on the date set for presentation.

## **Section 6 - Elections**

Elections to office will be held in October of the election year at the Annual Meeting in accordance with the election rules of the Club and as may be modified and approved by the Executive Board. Members may vote on nominees and eligible write-in candidates at the Annual Meeting. Elected officers will take office in January following the election.

## **Section 7 – Special Elections**

Special elections are held as soon as is practical after unforeseen or unplanned circumstances have led to a vacancy of an elected position. The President or his designee may appoint a temporary replacement. A special election then must be held at the General Meeting following the appointment of a member to fill a vacancy.

## **Article V – Membership Meetings**

### **Section 1 – General Meetings**

The Club shall meet monthly, on the first Tuesday, except July and August. Any deviation from this schedule must be communicated with the full membership in writing at least seven (7) days before the scheduled date.

### **Section 2 – Annual Meeting**

The meeting in October shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports of officers and committees, and for any other business that may arise.

### **Section 3 – Special Meetings**

Special Meetings will be called at the discretion of the President and with approval of the Executive Board to handle vacancies and other special circumstances. When the President calls a Special Meeting, membership shall be notified in writing at least forty-eight (48) hours before the meeting. The notice shall specify the time, place and specific purpose of the meeting, which shall be the only purpose of the meeting. For example, if the special meeting is to replace an elected officer, no other business shall be conducted at the special meeting.

### **Section 4 – Virtual Meetings**

In the event of an emergency or an Act of God e.g. hurricane or pandemic, when members are unable to meet in-person, members may participate in meetings by means of telephone or video conference (such as Zoom) where all members are able to communicate through hearing and speaking with each other.

### **Section 5 – Quorum**

For purposes of all membership meetings, a quorum shall be considered to be a minimum of 25% of the total number of paid membership. In order to conduct business that will affect the rights of members, a quorum must be present at the General, or Special Meetings.

## **Article VI – Executive Board**

### **Section 1 – The Body**

The Executive Board includes all elected Officers and Article VII Committee Chairpersons (appointed by the President). Other Presidential Appointees shall be included in the Executive Board at the discretion of the President.

### **Section 2 – Duties**

Meets prior to each General Meeting to report the status of activities and to discuss the agenda for the next General Meeting.

### **Section 3 – Executive Board Meetings**

The Executive Board shall meet the fourth Tuesday of each month, excluding June and July. Any member may attend the Executive Board meeting by notifying the President or Vice President, in writing, at least 10 days prior, of their intention to attend and the purpose, if applicable.

### **Section 4 – Quorum**

For purposes of Executive Board meetings, a quorum shall be considered to be a majority of the elected officers of the Board. The President or Vice President must be present as part of the quorum. A quorum is required whenever business decisions are being made or a vote is needed.

## **Article VII - Committees**

**Section 1** – There will be two types of Committees in this organization. They are – Standing Committees and Ad Hoc Committees. The Standing and Ad Hoc Committees will be led by appointees selected by the President and will hold the title of Chairperson for their respective committee.

a. Standing committees will be as follows:

- **Social Program Committee**
  - Program Chairperson oversees all social programs approved by the Board.
  - Identifies and organizes fund-raising activities and events.
  - Work closely with all Coordinators (appointed by the Social Program Chairperson as needed to implement activities).
  - Organizes social activities.
- **Cultural Program Committee**
  - Program Chairperson oversees all cultural programs approved by the Board.
  - Develops cultural programs/events.
  - Organizes cultural events.
  - Supports the Club Historian.
- **Communication Committee**
  - Acts as liaison with the press.
  - Designs newsletters/flyers, etc.
  - Prepares Club information for inclusion in “Solivita Reflections”, Solivita TV channel and AHCC website.

- **Outreach Committee**
  - Outreach Chairperson oversees all outreach programs/activities approved by the Executive Board.
  - Organizes events to support outreach goals of the Club.
  - Coordinates community outreach activities.

b. **Ad Hoc Committees**

- Will be appointed by the President to carry out specific duties, for example: to investigate, to implement specific suggestions, to research, to audit.
- Reports directly to the President or a Board appointee selected by the President.
- The Ad Hoc Committee is dissolved when the task is completed and the final report is given.

**Article VIII – Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable.

**Article-IX – Amendment of Bylaws**

**Section 1 – Amendment of Bylaws**

It shall be the responsibility of the officers of each newly elected leadership team to review, and if appropriate, amend and/or correct these bylaws.

These Bylaws may be amended at any General Meeting of the Club by a two- thirds vote of the members present, provided that the amendment has been given in writing or orally at the previous General Meeting.

**Amended: March 2016; January 2020; November 2023; June 2024; June 2025**