

Constitution and By-Laws
of the
Assyrian American Civic Club of Chicago
Revised February 2004

Preamble

We men and women of Assyrian origin or by affinity fully realizing our duties toward our people as well as our country, dedicate ourselves and our energies for the following goals:

- A- To uphold, honor and defend the constitution of the United States of America.
- B- To preserve the goals of freedom and justice for all and abide by the rules governing our country.
- C- To create an atmosphere of peace and tolerance among Assyrians, to preserve our national culture and heritage. In addition, we will dedicate ourselves to the purpose towards which we must all work together with no expectation of reward.

Article I - Name:

The official name of this organization shall be "The Assyrian American Civic Club of Chicago."

Article II – Organization:

The Assyrian American Civic Club of Chicago is a non-for-profit organization without any political or religious orientation which is democratic in structure and professional in nature, organized under the law of state of Illinois, and an affiliate of the Assyrian American National Federation.

Article III - Location

The Assyrian American Civic Club of Chicago shall be located provisionally in the state of Illinois.

Article IV - Aims and Purposes:

The aim of this organization shall be the creation, promotion and spread of Assyrian culture, literature and heritage, the preservation of our customs, national traditions and folklores among the members of the Assyrian Diaspora in addition to, the American community at large in greater Chicago.

Article V - Founders:

The Assyrian American Civic Club of Chicago was founded in 1975 by: Shamiran Bedrio, Hubert Eshoo, Sargis Bedrio, Nellie Benjamin, Nathniel Adam, Youash Eshoo, Nahira Adams, Nicolai Badalof, Sargon Odishoo, John Sargis, Marina Bedrio, and Ninos Andrews.

Article VI - Trustees:

Immediate last five Presidents are the trustees of this organization:

- A- Any sale, any transaction of property, monies, or merging with any of the Assyrian organization by the executive committee and by the general body membership is subject to approval by the trustees
- B- In case of liquidation or dissolving the organization, all assets belonging to, along with properties, monies, documents, furniture, will be given to the Assyrian American National Federation (AANF) registered in the U.S.A.
- C- Under no circumstances the articles of this organization will be changed, unless by the approval of the trustees.
- D- Any death or retirement to any of the trustees, the remaining trustees will elect another trustee from the membership.
- E- Any significant donors with the approval of the trustee.

Article VII - Membership

Section 1 – Eligibility:

Any individual of Assyrian decent or affiliation by the marriage, also, anyone whose one parent is of Assyrian origin, 18 years of age and older in good moral and ethical character regardless of his or her religion and political affiliation which does not contradict the existing political system of this country as well as the rules governing our organization, shall be accepted as a member. Youth between ages of 15 – 18 can become as of the youth member with no voting power.

Section 2 – Application:

Accepting new members are to be approved by the executive committee and general body. The duration for accepting new members will be thirty days from the date of the application.

Article VIII – Elected Officers

Members of this committee consist of:

- A- The President
- B- Vice President
- C- Secretary
- D- Treasurer
- E- Financial Secretary

Other members in this committee shall be appointed by the president with the consent of other present members as needed.

Article IX - Executive Committee

The executive committee consists of:

- A- All elected officers
- B- Immediate past president

- C- Chairpersons of standing committees
- D- Directors to AANF

Article X - Committees

Standing committees:

Six official committees shall be appointed by the president after he or she is officially elected.

- A- Membership Committee
- B- Auditing Committee
- C- Entertainment Committee
- D- Education Committee
- E- Ways and Means Committee
- F- Picnic Committee
- G- Website Committee
- H- Special Committees can be organized by the President or members as the need arise.

BY-LAWS

Article I - Procedure

The following procedure shall be strictly adhered to in presenting and accepting applications for the membership in this organization.

- A- Membership
 - Any person for membership in this organization shall be presented by membership chairman with two sponsors to the executive committee. After being approved by the executive committee the name will be presented to the members to be voted on during regular meetings (A majority vote prevailing). The application will be given to the secretary along with a membership fee.
- B- Dues
 - The annual dues of each member shall be \$50.00 for a single member and \$75.00 for married couples. The membership is free for students and senior citizens. Members in good standing will be allowed to enter all parties free, except dinner parties, at which their cost will be the organizations, cost of the dinner per plate.
- C- Due Date
 - Dues are payable on the annual general body meeting on January of each year.
- D- Delinquent
 - Each member who fails to pay his/her dues for a period of three months shall be informed by the Financial Secretary that he or she shall be suspended from the membership.
- E- Reinstatement
 - Each member of this organization who has been suspended must follow the procedure as outlined in the constitution for re-admittance to this organization, according to article VII Section 2.
- F- Active Members

- a. Any member in good standing can run for any position in the organization except for that of the President's office. Any member holding an executive position with other Assyrian organizations can not take an executive position with the Assyrian American Civic Club of Chicago.
 - b. Any member in good standing for a period of three months prior to the election of officers shall be eligible for nomination to any elective office except that of the President. To be eligible for nomination and election for the office of the President one must hold executive office for a period of not less than one full term.
- G- Term of Office for the President
The term for the President will be one year in length. This office can run consecutively and experience one full term of any elected positions in the executive administration of this organization.
- H- Term of the Office for Elected Officers:
a. The term for the officers will be one year in length.
b. There is no consecutive limit on the term of the officers.
- I- Voting
Refer to Article V, Section IV-V
- J- Compensation
No officer shall receive any compensation for his or her services other than necessary expenses incurred by him or her at the direction of this Organization.
- K- Nominations
All elective officers shall be nominated at the regular meeting in December.
- L- Elections
All nominations for officers in this organization shall be voted upon and elected at the January meeting.

Article II – Duties

- A- President
The President shall preside at all meetings; he or she shall be an ex-official member of all committees. He or she shall direct and supervise the activities of the elected and appointed officers and the committee chairmen. Together with the Financial Secretary and Treasurer shall be responsible for all monies received and spent by this organization. He or she shall make certain that the organization meets regularly on the appointed dates unless otherwise directed by the organization members in a regular meeting, no matter concerning the policy or any other activity of this organization shall be undertaken or considered without the President's knowledge. The President in turn cannot commit the organization to any policy or program without the approval of this organization, except in the case of an emergency where the President must have the approval of at least the executive committee. The President's office with the approval of executive committee will have authority to spend not more that \$500.00 for any one project.
- B- Vice President
The Vice President shall assist the President and shall perform the duties of the President in his or her absence or ability to act.

C- Secretary

The duty of Secretary is to be keeping the minutes of the meetings of the organization, and the executive committee; send a copy of the minutes within six days to all members. Conduct the correspondence of the organization, to send notices of the meetings, unless such duties are assigned to others.

D- Treasurer

The Treasurer shall receive hold and expend under direction of the organization, all monies of the organization. He or she shall keep an account of receipts and expenses with bills and submit an itemized financial report at each meeting. Treasurer shall submit an annual financial report no later than the regular meeting in January of each year for the publication to the entire membership. He or she shall deposit all monies in such depository as shall be designated by the organization. He or she shall also execute a bond covering the Treasurer who will sign all checks, the President who will counter sign the checks and Financial Secretary who in the absence of the two out of three signatures required. The premium for this bond has to be paid by the organization. A 2/3 membership approval is necessary for large withdrawals from the organization, and by approval of the Trustees.

E- Financial Secretary

The Financial Secretary is responsible for keeping an accurate record of all monies received. He or she shall receive all bills, and record them in ledger and shall receive all dues and issue membership cards. He or she shall give an accurate list of all receipts and give all monies received to the Treasurer and get a receipt.

Article III - Executive Committee

Section 1 – Meetings:

The executive committee may meet before every regular meeting, and before every exclusive meeting.

Section 2 – Activity Calendar:

The executive committee in conjunction with the standing committee shall be in charge with the responsibility of planning an activity calendar for the coming year. This calendar should be completed and presented to the membership no later than the regular meeting in March. This activity calendar shall not limit the activities of the organization, but will merely serve as an activity guide for the coming year.

Section 3 – Authority:

The executive committee can only make recommendations. The final decisions rest with the membership through a majority vote.

Section 4 – Responsibilities:

The executive committee has the responsibility of directing and advising all the activities of this organization in its entirety.

Article IV – Committees

Section 1 – Standing Committees:

A standing committee is one which continues to function throughout the fiscal year (January-January).

A- Membership Committee

The Membership Committee shall consist of no less than three members and be under the chairmanship of Membership Director. He or she shall be required to report to the body at each regular meeting showing paid-up memberships and advising the organization of efforts being made to secure members or renewals. The Membership Committee shall be responsible for recruiting new members and re-enlisting old members.

B- Auditing Committee

The Auditing Committee shall consist of three members with the President appointing one as chairman, and appoint two members. The members of this committee should acquaint with the finances. This committee is required to audit the Treasurer's records every three months.

C- Entertainment Committee

The Entertainment Committee shall consist of five members and the President shall appoint the chairman of this committee. It shall be the responsibility of the Entertainment Committee to arrange for special activities for the organization, and to provide refreshments.

D- Education and Lecture Committee

The Education and Lecture Committee shall consist of three members with the President appointing one chairman and two members. The members of this committee will be engaged to promote our Assyrian Heritage and arrange lectures during the year for the members and the Assyrian community at large.

E- Ways and Means Committee

The Ways and Means Committee shall consist of three members, the President shall appoint the chairman of this committee, it shall be the responsibility of the Ways and Means Committee to arrange fundraising for the organization.

F- Picnic Committee

The Picnic Committee shall consist of five members. The President shall appoint the chairman of this committee. It shall be the responsibility of the Picnics Committee to arrange special picnics for the organization, within the instructions of the members.

G- Website Committee

The Website Committee shall consist of five members. The President shall appoint the chairman of this committee, it shall be the responsibility of the Website Committee to update and provide information regarding the organization and Assyrians at large.

H- Special Committee

- a. Additional permanent committees can be recommended for special programs. This committee needs to be approved at the January's annual general body meeting.
- b. Temporary Special Committees are those of which are appointed for a unique programs. This committee can be formed at regular meetings. After the program is completed the committee is dissolved.

Article V - Meetings

Section 1- Regular:

The regular meeting of this organization shall be held on the second Sunday of each month.

Section 2 – Special Meetings:

Special Meetings shall be called and held at the direction of the President or upon majority of the members at a regular meeting.

Section 3 – Annual Meeting:

The January's regular meeting is called the annual general body meeting which will held election and presents all annual reports.

Section 4 – Quorum:

1/3 of membership in good standing shall constitute a quorum for doing business.

There should be a 2/3 or 66% membership present for the annual meeting.

Section 5- Voting

Voting in this organization shall be done in three ways:

- 1- By a show of hands.
- 2- By voice using yes or no.
- 3- By a secret ballot. Any member who is absent from the regular meeting when an election is to be called is not eligible to vote. The President does not take part in a debate and has no vote in the assembly. If the tally of votes on any question results in a tie the President may vote. Thus, his or her vote can break a tie, however under no circumstances can the President vote twice on any single issue.

Article VI - Discipline

Section 1 – Suspension:

Members may be suspended or expelled from the organization only through proper show of cause. Charges shall be based upon dishonesty, malice against another member, disloyalty, ineligibility, neglect of duty or conduct unbecoming a member of the organization. All charges brought against a member for suspension will be examined by the executive committee. Written proof of charges must be presented to the executive committee. If sufficient proof has been presented, the Secretary will notify the person as to their decision.

Section 2 – Impeachment:

Any elected officer may be removed from the office upon proper showing of cause. Charges based upon misfeasance shall be presented in writing under oath to the executive committee who shall investigate and make its recommendation to the organization. A 2/3 vote of the members present shall be necessary for removal of the alleged officer from the office.

Section 3 – Nominating Committee:

In December a nominating committee of three shall be appointed. This committee shall prepare a ticket which shall be presented to the organization at its January meeting, when nominating may also be made by the floor. Where there is only one candidate for an office, the nominating ballot shall become the elective ballot. When there is more than one candidate for an

office, the vote shall be by secret ballot. The election shall be held at the January meeting. The newly elected members shall assume office at the close of the annual meeting. In case of certain circumstances, this committee may be appointed by the board of the trustees.

Article VII - Amendments

These by-laws and constitution may be amended by a 2/3 vote of total organization's membership following the procedure as outlined in Article VI of the constitution. All by-laws that are in conflict with these regulations, heretofore adopted by this organization shall be null and void. All the proposed amendments or revisions must be presented in writing at least thirty (30) days prior to the annual general body meeting.

The Robert Rules of Order have been used in preparation of the constitution and by-laws of this organization.

This constitution and by-Laws has been revised on Sunday February 15, 2004 by members at general body meeting, Skokie, Illinois.

The Declaration of Oath

I solemnly swear and promise before this assembly, that I will obey and abide by the by-laws of this organization, and further promise, that I will neither bear nor hold malice against any member and will do my best to help the progress and betterment of the organization. So help me God.