



C.I.A.O. Bylaws

Article 1

Purpose: our organization was established in 2014 by a group of like-minded people who share in celebrating our Italian heritage. It is to this goal we will work towards celebrations and events that will showcase our dedication.

Article 2

Name: Cultural Italian American Organization.

Location: **Reverend John J. Nacca Hall**

Article 3

Meetings:

1. Regular membership meetings on the first Monday of the month @ 7:00 p.m.
2. Board meetings: held on as needed basis.
3. Schedule of meetings: once a month; special meetings as needed.

Dues:

1. Individual membership \$25.00; couples \$40.00. Dues to be paid in the month of January. Dinner hosted by C.I.A.O. at January meeting in conjunction with payment of dues.

Resignations:

1. Made in writing and submitted to Executive Board.

Vacancies:

1. To be filled by a member in good standing to complete a term.

Quorum:

1. Six (6) members of the Executive Board constitute a quorum for voting. Ten percent of the general membership must be present to hold an assembly meeting.

Removal of Officers:

1. Officers may be removed for misconduct or dereliction of duties.
2. The removal of officers may be initiated by a two-thirds (2/3) majority vote of the entire Executive Board or by a petition signed by twenty-five (25) percent of the officers. A special meeting called by the Chair or Secretary shall be convened to discuss the question/issue. This is followed by secret ballot of the group. A simple majority vote is required for removal of the officer.
3. The Executive Board, at its discretion, can remove officers for excessive absences from board meetings or membership meetings.

Article 4

Officer election/nominations:

1. Must be a member in good standing; election to be held at the annual meeting in January. Officers may serve two consecutive terms of two years each.
2. The C.I.A.O. Secretary, Recording Secretary and one (1) Trustee to be responsible for running the election of officers. Chair/Vice Chair to select the Nominating Committee.

Chair and/or Vice Chair:

1. Calls and presides over all meetings of the assembly or Executive Board. Chair to be able to call for special meetings, if needed.
2. Sees that the performances of all officers are conducted properly.

Treasurer/Financial Secretary: the treasurer is the custodian of the C.I.A.O. funds. Checks written for \$500 and over require two signatures.

1. Receives money collected and issues proper receipts.
2. No later than five (5) days after each meeting, deposits will be made in C.I.A.O. accounts in previously designated banks.
3. Treasurer and/or Financial Secretary to deliver a monthly financial report at membership meetings.
4. Financial Secretary may assist in collections of funds; keeps records of monthly C.I.A.O. income and disbursements; is able to issue and sign checks.

Secretary:

1. Responsible for:
 - a. Attendance records at membership meetings or other formal meetings related to C.I.A.O.
 - b. Responsible for membership applications and maintains files of them.
 - c. Responsible for membership cards for dues-paying members.
 - d. Responsible for roll call of officers prior to meetings in the absence of the Recording Secretary.
 - e. Maintains record book of attendance of officers and members at monthly meetings.
2. Will preside over meetings in the absence of the Chair and/or Vice Chair.

Corresponding Secretary:

1. Sends our information, thank you letters, and invitation letters, keeping a file by year of correspondence received and sent out.
2. All correspondence must go through the Corresponding Secretary

Recording Secretary:

1. Write and send notices for meetings.
2. Take and record minutes at the assembly meetings and read said minutes at the next meeting or provide copies for viewing.
3. Responsible for roll call of officers prior to membership meetings.

Trustees: Recommended by the Board and appointed by the General //Membership

1. The Trustees supervise the affairs of the C.I.A.O. finances/treasury and are members of the Council.
2. The Trustees examine and audit the books kept by the Financial Secretary and the Treasurer.
3. To examine and audit the quarterly report of the Financial secretary, certifying as to its' correctness by affixing their signatures provided such report shall not be valid unless it bears the signature of at least three (3) Trustees in addition to that of the Financial Secretary.

Committees:

1. Bylaw Committee
2. Nominating Committee
3. Charitable Contributions Committee
4. Christopher Columbus Dinner Committee
5. Ad Hoc Committees

Note: all committees will have chairs who, upon completion of event/activity, will make and file a report of final results. A portion of profits realized from activities **may** be donated to a designated charity as determined by the Executive Board.

Article 5

Amendments:

Changes to bylaws may only be proposed at the annual January meeting.

Honorary Position:

1. Chaplain