

2014 UPDATED ORGANIZATIONAL GUIDELINES FOR TRI CITY SINGLES

Revised Fall 2013

This document represents the operational guidelines for **Tri-City Singles**, an organization of Single Men and Women residing in the general area of Prescott, Prescott Valley, Dewey and Chino Valley, Arizona, and other nearby locations in Yavapai County. These guidelines set out the process and procedures of operation for **Tri-City Singles** with regard to any and all activities and events sponsored by the members of the organization.

Article I – Name The name of this organization will be **Tri City Singles**, also referred to as “**TCS.**”

Article II – Purpose The purpose of this organization will be to sponsor social, physical, educational and/or travel activities and events for the participation and enjoyment of any and all members.

Article III – Membership

Section A – Eligibility – Unmarried Adults, who shall be defined as ‘Never Married,’ ‘Divorced,’ ‘Widowed,’ ‘Separated,’ and/or ‘Living as Single,’ shall be eligible for membership in TCS, providing:

1. An application form including personal information, marital status, age, and a waiver of liability has been completed, dated and signed each year.
2. The appropriate dues payment shall be included with the signed membership application.
3. Each member shall be entitled to ONE vote on matters brought before the membership by the board at any scheduled meeting.
4. Should members marry, they may both continue to participate in the club as ALUMNI. However, if they or either one of them is on the Board, they will immediately resign from the Board. Those who become ALUMNI shall be indicated as such on all updated TCS membership rosters. Both will pay member dues.

Section B – Dues:

1. All members are obligated to pay dues. Past or present service to the club does not absolve any member of the responsibility to pay.
2. Yearly dues will be set per calendar year. The amount of Membership dues will be subject to review and change by a majority vote of the Board of Directors on an annual basis. A written reminder will be published in November.
3. After attending three events, to be eligible to attend additional events/functions, prospective member(s) must complete an application form, and pay appropriate dues.
4. **TCS** membership runs from January 1st through December 31st. Dues will be considered delinquent if not paid by January 21st and the member will be dropped from the rolls. Reinstatement of membership will require full payment for the current calendar year.

Article IV - Governing Body The decision-making Governing Body of **TCS** will be comprised of a Board of seven (7) Directors, elected by the membership, hereafter referred to as the “Directors.” All Directors are of equal status regardless of **TCS** office held. Board decisions will be made by majority vote.

Section A – The Board of Directors will vote within their own numbers and elect a Chairman, a Secretary, a Finance Officer, and any other specific Officer as they deem necessary. There should also be an Editor, which may or may not be one of the elected Directors.

Section B – All Directors will serve for a term of at least one year, and may continue to serve so long as they are elected by the membership. Failure to perform the requisite duties may result in removal from office, if approved by a majority vote of the remaining Directors. A replacement will be appointed in compliance with “Section E – Vacancies,” below.

Section C – Elections:

1. A Nominating Committee, consisting of 3 members NOT serving on the Governing Board, will be appointed by the Directors in July to solicit Members to run for the Board of Directors for the coming year.
2. Elections will be held at the annual meeting in November as set by the Board of Directors.
3. Board of Directors will be elected by a plurality of the votes cast.
4. Elections will be by written ballots, which shall be mailed or emailed to the members as a part of the October Calendar/Newsletter, with voting instructions and return directions included. Ballots may be returned to the appropriate committee in advance, or may be hand delivered at the beginning of the annual meeting. The Election Results will be announced at the annual meeting in November. The newly elected Directors will take office at their first meeting of the new year. During the interim, both new and retiring directors may then work together for transition of responsibilities and the betterment of TCS,

Section D – Meetings: The Board of Directors will meet quarterly, or more often if they deem necessary. TCS members may attend any scheduled Board of Directors meeting.

Section E – Vacancies – Any Vacancy incurred by the resignation of a Director will be filled by appointment by the remaining Directors.

Section F – Duties of the Board of Directors

1. The Chairman will preside at all meetings of the Directors and the general membership, will be an ex-officio member of all committees, will act as spokesperson for the organization of necessary, and may sign checks on the organization’s account.
2. The Vice Chairman will be responsible for conducting the business of the organization in the absence of the Chairman.
3. The Secretary will be responsible for taking minutes of all meetings and any correspondence as instructed by the Chairman or the Board.
4. The Finance Officer will be responsible for the receipt and disbursement of funds belonging to the organization, and will be the primary signer on the organization’s account.

Article V – Meetings

Section A – General Membership Meetings

1. An Annual Meeting will be held each November at the direction of the Directors. At this meeting, Announcements will be made by the Chairman, a brief report of the year’s activities will be made by the Secretary, a financial status report will be given by the Treasurer, other reports may be made, and the election results will be announced.
2. The Annual Meeting may be held in conjunction with a Planning Session meeting, or a Holiday Celebration activity at the discretion of the Board of Directors.
3. The monthly Planning Session meetings may also be designated as a General Membership meeting, providing notice has been given in the “Calendar of Events.”

Section B – Special Meetings: – Special Meetings of the membership may be called by 4 Directors. A Special Meeting may also be called by a petition signed by one fourth (1/4) of the membership.

Section C – Fiscal Year: –The Fiscal Year of **Tri-City Singles** shall be from January 1st to December 31st.

Article VI – Voting

Section A – A quorum is necessary for the transaction of **Tri-City Singles** business. The members present at any designated Membership Meeting shall constitute a quorum.

Section B – An affirmative vote of fifty percent (50%) plus one vote of the members present is needed for the passage of any item.

Article VII – Committees

Section A – Executive Powers – The Directors will transact all ordinary business in the intervals between general membership and/or annual meetings, and conduct such other appropriate business as may be referred to them. The Directors will meet at least quarterly, or as they deem necessary. (See Article IV, Section D.) The Directors may appoint, and work with ad-hoc committees as needed.

Section B – Other Committees – The Chairman of any other committee serves as the presiding officer of the committee and will meet with the Directors as requested.

Section C – Standing Committees – The Directors will appoint any standing committees that they deem necessary, and will staff these committees with volunteers from the membership. These committees may include, but are not limited to: Membership, Newsletter, Nominating, Publicity, and Telephone / Email Communication and Website Management.

Article VIII – Other Miscellaneous Provisions

Section A – These Guidelines will take effect upon approval of a majority of those attending the published meeting for adoption and initial Director approval/election.

Section B – All club functions and events are open to all **TCS** club members. It is understood that each member is aware of his/her abilities to take part in said functions and events, and will participate accordingly. In order to accommodate members who are not involved in a committed relationship, some events may be designated as "Strictly Single" and will not include couples.

Section C – Whenever possible, each event will be sponsored and/or hosted by a member and a contact number for information and reservations will be published in the members' Calendar of Events.

Section D– Notice of required reservations will be noted in conjunction with the publication of the event.

Section E – The Membership Roster is considered private information, and is available only to members. This Roster should not be used in any way as a business tool, or as a way to arrange dates with other members. Old lists should be destroyed properly.

Section F– Each member will be furnished with a current Roster and an approved set of Guidelines at least once during a calendar/fiscal year. Additions, corrections, or changes will be published or made available when necessary.

Section G– Any questions regarding eligibility of membership, inappropriate behavior, questionable conduct, or failure to follow TCS Guidelines should be submitted, written and signed to the attention of the Directors, who will be responsible for appropriate action. Incidents will be handled in a timely manner.

1. On the first occurrence, if deemed inappropriate, the board may take action with a written notice. That notice will be sent as a certified letter with return receipt requested.
2. An additional, inappropriate incident may result in immediate termination of membership for 1 full year. Appropriate prorated dues will be returned at that time.
3. At the discretion of the “Board: and considering the severity of the offense, consequences 1 and 2 may be combined, resulting in immediate termination.

Article IX – Amendments to “Guidelines” These Guidelines may be amended by approval of the general membership, by a majority vote of the members constituting a quorum. Membership votes will be by written ballot. Procedures to amend the Guidelines are as follows:

1. Proposed changes shall be submitted to the Board of Directors in writing, with reason for the request, and signed by the author(s).
2. The Board of Directors will review and vote on the suitability of the proposal. If approved by a majority of the Directors, the proposed change will be published to the membership by newsletter.
3. Ballots will be mailed to the membership and the tallied results will be announced both during a General Membership Meeting and by newsletter.

Article X – Dissolution of “Guidelines” These Guidelines may be dissolved in their entirety, at any meeting of the general membership, by a majority vote of the membership constituting a quorum, provided that notice of the dissolution has/have been submitted in writing to the membership at the previous meeting, in a recent newsletter, or by e-mail/telephone notice.

Article XI – Dissolution of Tri-City Singles

Section A – The organization known as **Tri-City Singles** may only be dissolved by a majority vote of the membership, with written notice of intent and reasons for said dissolution being mailed to the membership at least 30 days prior to the scheduled special meeting, and inclusion of a ballot for that purpose. Ballots may either be mailed or hand delivered to the special meeting. (See Article V. Section B)

Section B – In the event that the organization known as **Tri-City Singles** is dissolved, any remaining funds in the club treasury will be donated to a charity as directed by the current Board of Directors, and the checking account closed.

Signatures for Updated Tri-City Singles Guidelines (Original Document signed as noted below.)

Edward R. Blades 7/19/13
2013 Chairman Date

Kia Hurtley 7/19/13
2013 Board Member Date

Nikki Krause 07/19/13
2013 Board Member Date