

Delaware Saengerbund and Library Assn., Inc

49 Salem Church Road Newark, Delaware 19713

Founded 1853

Telephone (302) 366-9454

Incorporated 1924

Web Site: WWW.DelawareSaengerbund.org

CONSTITUTION AND BY-LAWS
OF THE
DELAWARE SAENGERBUND
& LIBRARY ASSOCIATION,
INC.

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ARTICLE I – NAME

The name of this Organization is:
“Delaware Saengerbund and Library Association, Inc.”
Hereinafter referred to as the Organization.

ARTICLE II – OBJECTIVES

The objectives of the Organization shall be:

- To encourage, support and perpetuate the study of the German language culture, traditions, customs, dancing, and German choral singing
- To share traditional sociability among the German community and extend it to the community at large
- To foster a better understanding of the contributions made by the German immigrant to the American way of life
- To promote good citizenship

ARTICLE III – MEMBERS

The Organization shall consist of Voting and Non-Voting Members as defined below.

SECTION 1 – VOTING MEMBERS

A voting member is any Active, Associate, Honorary, or Lifetime Member as defined below

Voting Members have the right to:

- Vote on Organizational affairs
- Elect officers
- Hold office
- Sponsor new members
- Use Organization facilities

Voting members are expected to actively support and further the aims of the Organization.

A. ACTIVE MEMBERS

Any adult person with proof of German heritage, and his/her spouse and family may be eligible for Active Membership.

Active Members must attend at least four regular meetings in a calendar year starting in January. Attendance of one member of a family membership is sufficient to retain the Active status of that family.

Failure to attend four regular meetings in the calendar year will result in reclassification as Supporting Members for the following calendar year. During the calendar year of reclassification to Supporting Membership, the reclassified member must attend four meetings to be again classified as an Active Member. Return to Active Member status will occur the following year.

Any Active Member unable to attend the four meetings a calendar year, and who wishes to retain his Active status must request an extension of his Active Membership status from the Membership Committee in writing. The response from the Membership committee will also be in writing. Active members, who are 65 years of age or older, with proof of age, are exempt from attending four meetings per year to retain their Active status.

B. ASSOCIATE MEMBERS

A Supporting Member, as defined in Section 2, and who has been actively engaged in furthering the aims of the Organization may be eligible for Associate Membership. A candidate for Associate Membership must be sponsored by a member of the Board of Directors with approval of a majority of the Board. Associate Membership shall be limited to 10% of the number of Active Members.

C. HONORARY MEMBERS

Honorary Membership is the highest honor conferred by the Organization to a member in recognition of outstanding efforts on behalf of the Organization. Any Active, Associate, or Supporting Member who meets the following criteria may be eligible for Honorary Membership:

- Must have contributed to the Organization in an extraordinary manner
- Must have at least ten (10) years of continuous membership
- Any Voting Member may make a nomination for Honorary Membership

The nomination must be sent to the Membership Chairman whose committee will review and make a recommendation to the Board of Director.

The nomination for Honorary Membership must be approved by a majority of the Board of Directors.

Honorary Members are exempt from paying dues.

D. LIFETIME MEMBERS

Any Active or Supporting Member with at least ten (10) years of membership, and is at least 75 years of age, and who for medical or other reasons is no longer able to pay dues may be granted a Lifetime Membership.

The membership Chairperson may nominate a person for lifetime membership or a nomination may be submitted by a member to the Membership Committee in writing for consideration. The Membership Committee will review and make a recommendation to the Board of Directors.

The nomination for Lifetime Membership must then be approved by a majority of the Board of Directors.

Lifetime Members are exempt from paying dues.

SECTION 2 –SUPPORTING MEMBERS (NON-VOTING)

Any adult who does not qualify or who elects not to be registered as an Active Member may be eligible for Supporting Membership. Supporting Members may:

- have full use of Organization facilities
- have guests at the Organization
- attend Organization affairs
- attend Organization meetings and participate in discussions

A Supporting Member is expected to support the aims and activities of the Organization.

Supporting Members may not:

- vote
- hold office
- sponsor new members
- make motions at meetings

SECTION 3 – APPLICATION FOR MEMBERSHIP

An Applicant must be sponsored by two Voting Members in good standing and with a minimum of one year's Voting membership in the Organization.

The two Sponsors must not be immediately related to each other

Each Applicant shall be considered separately by the Membership Committee for approval. Each Voting Member may sponsor no more than two new Applicants per calendar year.

The Sponsors should know and attest on the application to the

Applicant's good character. A background check may be performed, if warranted, by the Membership Committee. After an affirmative vote is taken by the Membership Committee, an Applicant is accepted. A negative vote by two committee members constitutes a rejection of the applicant. The initiation fee and the dues for the current year must be paid when applying for membership.

An Applicant who is accepted will be placed on a three month temporary probation period. A Temporary membership card good for three months will be issued.

The name of the Applicant together with the names of the Sponsors shall be posted on the Application Bulletin Board in the Organization's facilities for a period of three months in order to permit members to submit comments or objections regarding the Applicant in writing to the Membership Secretary.

After the required three month probationary period, the Membership Committee will take final action on the Applicant. Each Applicant, after careful consideration, will be voted on separately by the Membership Committee. After a vote is taken by the Membership Committee, an Applicant is accepted. A negative vote by two committee members constitutes a rejection of the Applicant.

The Applicant will be notified in writing of this final disposition. If the application is terminated prior to the three month probationary period by the Membership Committee or the Applicant, all monies will be refunded.

Members' children who become 21 years of age and submit an application signed by their parents shall be granted the first year membership with the initiation and first year's dues waived.

SECTION 4 – DUES

Annual dues must be paid in advance and must be received by December 31 for the following calendar year. After February 1, if dues have not been paid, this shall result in a late fee or termination of membership at the discretion of the Membership Committee.

Membership rates may be changed from time to time and must be approved by a majority of VOTING MEMBERS at a regular meeting.

Any Active or Supporting Member with at least ten (10) years of membership, and at least 75 year of age who is unable to attend Organization functions will be exempt from paying dues. The Membership Committee shall make such recommendations to the Board of Directors for approval.

SECTION 5 – LIMITATION ON THE NUMBER OF MEMBERS

Maximum membership in the Organization will be limited. The exact number will be determined by the Membership Committee and recommended to the Board of Directors for approval.

Supporting Members shall not exceed the total Active Members by more than 10%.

When the above percentage limitation is reached, new Supporting Membership will be closed.

ARTICLE IV – BY-LAWS and OPERATING PROCEDURES

SECTION 1 – BY-LAWS

The Organization shall establish and maintain “By-Laws”. By-Laws shall consist of “House Rules” containing policies, rules and regulations under which the Organization shall be managed.

By-Laws may be adopted, amended, or terminated first by a majority of the Board of Directors and then by a majority of Voting Members.

SECTION 2 – OPERATING PROCEDURES

The Organization shall establish and maintain “Operating Procedures”.

“Operating Procedures: shall consist of “Guidelines” governing the detailed operation of the Organization.

Any part of the Operating Procedures may be adopted, amended, or terminated by a majority vote of the Board of Directors.

ARTICLE V -- OFFICERS

SECTION 1 – BOARD OF DIRECTORS

The Organization shall be governed by an elected Board of Directors consisting of:

- President
- 1st Vice President
- 2nd Vice President
- Treasurer
- Recording Secretary
- Communications Secretary
- Membership Secretary

SECTION 2 – DUTIES OF THE BOARD OF DIRECTORS

A. PRESIDENT

The President shall be the official representative of the Organization, preside at all regular meetings and all Board of Director meetings, and prepare a program and a course of action for each year which will further the aims of the Organization.

Once a year, the President shall:

- Give a full report to the general membership on the status of the Organization
- Recommend to the Board of Directors major expenditures, improvements and courses of action suggested by the various committees
- Appoint temporary committees as required
- Ascertain that permanent committees are staffed
- Convene an All Committee meeting in the first three (3) months of each calendar year
- Submit recommended candidates for the Finance Committee to the Board of Directors for approval

The President shall appoint the following committees:

- Property Committee
- Advisory Committee
- Other Temporary Committees may be appointed by the President as deemed necessary

The President may chair or appoint a chairman for the above committees and ascertain that all permanent committees are staffed.

B. 1st VICE PRESIDENT

The 1st Vice President shall be responsible for the operation of the facilities of the Organization.

The 1st Vice President shall:

Assume the office of the President in the latter's temporary absence or disability

Act as Chairperson of the House Committee, and appoint House Committee members.

- Co-ordinate use of the kitchen
- Be responsible for the overall management of the bar, kitchen, and rentals
- Implement procedures to ensure that all State Alcoholic Beverage Laws are adhered to and report these procedures to the Board of Directors
- Implement payment processes for workers based on procedures developed by the Financial Committee

C. 2nd VICE PRESIDENT

The 2nd Vice President shall be responsible for all activities promoting the German culture and traditional German activities.

The 2nd Vice President shall:

Assume the office of the President in the temporary absence or disability of both the President and the 1st Vice President and:

- Be Chairman of the Entertainment Committee
- Be chairman or appoint a chairman of the Culture Committee
- Appoint the Entertainment Committee Members
- Coordinate the activities of all groups on the premises of the Organization via the maintenance of a calendar of activities

The following groups and committees shall also report to the 2nd Vice President: via the Entertainment Committee:

- Singers
- Enzian Volkstanz Gruppe
- Organization Music Groups

The following report directly to the 2nd Vice President:

- Culture Committee
- DSB Kickers
- Wandervogel
- Skat Players
- Tag
- Home Brewers

The following groups shall report to the 2nd Vice President via The Culture Committee:

- Genealogy
- Language/Library
- Others as directed by the President)

The above groups and committees shall approve their own officers and submit to the 2nd Vice President.

D. TREASURER

The Treasurer shall be responsible for all monies collected and deposited for safekeeping for the Organization. Specifically the Treasurer shall:

- Maintain accurate records and submit these annually for review to a public accountant selected by the Board of Directors
- Prepare and submit tax filings on an annual basis
- Report the financial status of the Organization to the general membership at the regular meetings
- Submit a detailed financial report to the President and Board of Directors quarterly
- Recommend to the President candidates for the Finance Committee
- Chair the Finance Committee

All groups within the Delaware Saengerbund and Library Association, Inc. handling funds shall submit a detailed financial report to the Organization's Treasurer quarterly in compliance with Delaware State Tax Laws.

At the close of the term of the treasurer, all records shall be reviewed by an independent outside auditor.

E. RECORDING SECRETARY

The Recording Secretary shall:

- Maintain the minutes of each regular and each Board of Directors meeting for permanent record
- Maintain the Seal of the Organization
- Be responsible for safe storage of the permanent records of the Organization
- Maintain on file all operating procedures for the Organization
- Collect documents required by Alcohol Beverage Control Commission (hereafter known ABCC) for compliance for all new Board of Directors' Officers immediately after elections

- Submit a list of The Board of Directors immediately after their elections to the Alcohol Beverage and Control Commission (ABCC)
- Submit a list of all Organization members to the ABCC
- Whenever a change occurs, submit outgoing/ incoming names to the ABCC
- Ensure that the Alcohol License is renewed as required by the State of Delaware. Check and supply the required information provided

F. COMMUNICATIONS SECRETARY

The Communications Secretary shall:

- Publish the Organization Newsletter
- Be responsible for communications and public relations of the Organization. This responsibility may be delegated to Committees who are specifically responsible for or run an event
- Notify members of the agenda, time and place of all meetings and all activities of the Organization
- Be computer literate including knowledge of Web Site Design and maintenance in order to keep the Organization's Web site current

The Communications Secretary may appoint a committee or committees to assist in the above duties.

G. MEMBERSHIP SECRETARY

The Membership Secretary shall:

- Be Chairperson of the Membership Committee, and appoint the Membership Committee members
- Maintain membership roll and attendance records at regular meetings
- Determine the Voting Members at general meetings and ensure only Voting Members vote
- Collect Annual Dues
- Maintain membership roll and attendance records at regular meetings.

Be chairman of the Sunshine Committee or appoint a Chairperson and members

SECTION 3—ELECTION OF OFFICERS

A. REQUIREMENTS

Elections shall be held annually at the regular December meeting.

Only Voting Members with at least twenty-four consecutive months of Voting Membership are eligible to hold office.

Only Voting Members with at least one full year's membership are eligible to vote at the election of officers.

The President, 2nd Vice President and Recording Secretary shall be elected in even-numbered years. The 1st Vice President, Treasurer, Communication Secretary and Membership Secretary shall be elected in odd-numbered years.

A term of office shall be for two years or until a successor is elected.

No officer shall hold more than one office at a time, and no officer shall serve for more than two consecutive terms in the same office.

Newly elected officers shall assume the responsibility of their office on the first day of the month following their election.

Incumbent officers shall assist their successors in the assumption of their office.

It is preferred that the President and Vice Presidents be conversant in the German Language;

Have prior service on the Board of Directors or a noteworthy Organization activity; and have been a Voting Member for at least five (5) consecutive years prior to assuming office.

Election is by a majority vote. If there is not a majority, a runoff will be conducted.

B. NOMINATIONS

The President shall appoint a Nominating Committee. This Committee shall be made up of former officers and appointed at least four months prior to election.

The Nominating Committee shall prepare a slate of qualified nominees and present them at the regular meetings preceding the election.

Nominations may be made by voting members from the floor at these regular meetings.

Nominations may be made from the floor for any office on election night. Prior consent of all nominees must be obtained. Names of the known consenting nominees shall be published in the Organization Monthly Newsletter sent to all VOTING MEMBERS at least two weeks prior to the election.

SECTION 4 - MID-TERM VACANCY

If a mid-term vacancy occurs in any office, the Board of Directors shall appoint a qualified member for that office temporarily.

Within a two month period after the vacancy occurs, there shall be a general election to fill the un-expired term of that office in accordance with Section 3 above.

ARTICLE VI – MEETINGS

SECTION I – GENERAL

Regular meetings must be held at least once every three months. The first meeting of the year shall be the inaugural meeting. It is anticipated that meetings will be held on a monthly basis. The Board of Directors shall establish the date and time of the regular meetings.

Special meetings may be called by the President, the Board of Directors, or by a petition signed by at least ten percent of the Voting Members.

SECTION 2 – QUORUM

The Membership Chairman shall maintain the number of Voting Members attending each general monthly meeting during a calendar year.

This shall be averaged for a calendar year to determine the average number of Voting Members at a given meeting. Eighty percent (80%) of this average shall constitute a Quorum for the following calendar year for all meetings. The Membership Chairman shall formally inform the Board of Directors of this number.

This shall be done yearly on a calendar basis.

The Membership Secretary shall establish at the beginning of a meeting if a quorum of voting members is present. The Membership Secretary shall ensure that only eligible Voting Members may vote on any question.

A measure will be decided by majority vote unless otherwise stated in this Constitution.

Decisions reached at a meeting shall be binding to all members.

SECTION 3 – MOTIONS

Actions or motions shall be in accordance with the “Rules of Order”.

A motion, at the presidents’ discretion, may be tabled for a maximum of one meeting for further study and analysis or if insufficient VOTING MEMBERS are present for quorum. This motion must be brought up at the next General Meeting. All motions involving capital expenditures shall be submitted in writing to the Property Committee for their review and recommendation.

SECTION 4 –RULES OF ORDER

Proceedings at all meetings of the Organization shall be guided by Robert’s Rules of Order. The Recording Secretary shall provide a copy of the current edition. The Rules and Regulations of the Organization shall take precedence over Robert’s Rules of Order.

ARTICLE VII – COMMITTEES

All committees or groups affiliated with the Organization N shall be composed entirely of members of the Organization N, unless non-members are necessary to participate in group activities in order to successfully achieve the group’s objective. In that case, the group must consist of a majority of Organization members.

Committees shall consist of no fewer than three members.

SECTION 1 – STANDING COMMITTEES

A. HOUSE COMMITTEE

The House Committee, presided over by the 1st Vice President, shall be responsible for the operation of the Organization. The House Committee shall recommend the following upon the advice of the Finance Committee and subject to approval by the Board of Directors:

- The hiring of employees as required
- Prices and fees for rentals of the facilities and goods sold
- House Rules to ensure the smooth operation and proper use of the facilities
- Members of the House Committee shall familiarize themselves with the local and state laws governing the Organization

B. ENTERTAINMENT COMMITTEE

The Entertainment Committee, (presided over by the 2nd Vice President), shall be responsible for the programming of all cultural and social affairs of the Organization specifically:

- Maintaining an active chorus
- Initiating programs which will promote and further the cultural aims of the Organization
- Establishing and encouraging auxiliary groups which will promote and further German and cultural sociability
- Preparing and submitting a program of aims and activities for each calendar year, for review and approval by the Board of Directors

C. FINANCE COMMITTEE

The Finance Committee, (presided over by the Treasurer), shall be comprised of four to five members with current or previous experience in Business Administration and/or Finance. It shall be responsible for:

- Creation and monitoring of internal controls and accountability policies
- Development of Standard Operating Procedures to be used in operating the business aspects of the Organization
- Providing financial oversight for the Organization including financial planning and reporting
- Providing advice to the House Committee on financial aspects of running the beverage and food services

- Working with the Property Committee to determine financial implications of capital projects
- Developing an Organization budget that will financially support the implementation of Capital or Maintenance projects
- Members of the Finance Committee shall be approved by the Board of Directors

D. PROPERTY COMMITTEE

The Property Committee Chairman shall be appointed by the President. The Property Committee shall be responsible for the following:

- Construction, repair and maintenance of the facilities
- Planning for all capital improvements and repairs
- Negotiating contracts and agreements for such work, subject to approval by the Board of Directors
- Members of the Property Committee should familiarize themselves with all applicable local codes and ordinances
- Hiring of Housekeeping personnel who shall report directly to the Property Committee

E. CULTURE COMMITTEE

The Culture Committee reports to 2nd Vice President.

The Culture Committee is responsible for all cultural activities of the Organization and for initiating programs which will promote and further the German heritage, specifically to:

- Promoting German language programs
- Securing teachers for German language instruction for all ages
- Educating the members in regards to the history and traditions of the Organization
- Maintaining the Organization's Library
- Assisting the Genealogy Research Group

F. MEMBERSHIP COMMITTEE

The Membership Committee, presided over by the Membership Secretary, shall consist of six Active Members appointed by the Membership Secretary and subject to the approval of the Board of Directors.

It is recommended that at least two of the members of the Membership Committee be past members of the Board of Directors.

This committee shall be responsible for:

- Reviewing all membership applications with approval or rejection of new members
- Collecting membership dues, maintaining membership records
- Investigating misconduct by members and recommendation of a course of action to the Board of Directors

SECTION 2 – TEMPORARY COMMITTEES

Temporary Committees appointed by the President as required shall only concern themselves with the task assigned, and report directly to the President.

ADVISORY COMMITTEE

The President shall appoint an Advisory Committee which shall report directly to the President.

- Five to seven members, known for their dedication to the Organization, and who have served on the Board of Directors and with a minimum of ten continuous years of membership shall be eligible to serve on this Committee.
- The Advisory Committee shall be a resource as needed to the President and the Board of Directors. They shall deal with issues as directed by the President.
- Offer advice on major issues facing the Organization when requested by the President and Board of Directors
- Mediate disputes within the Organization when requested by the President and Board of Directors
- Conduct a confidential investigation of charges of misconduct or neglect of duty against an officer of the Board of Directors when charges are brought against an officer

SECTION 3 – OTHER

Anyone dealing with children, less than 18 years of age, on the Organization's property or for the Organization, shall undergo a criminal background check. The cost of this check for members will be paid by the Organization. Others must obtain this check at their own expense and provide this documentation to the Organization.

Groups in the Organization shall designate a liaison to the Property Committee. This liaison will attend Property Committee meetings or meet with the Property Committee Chairman when requested. The purpose of this liaison will be to understand the needs of the Property Committee and coordinate support to meet these needs.

ARTICLE VIII – DISCIPLINARY ACTIONS

SECTION 1 – MISCONDUCT OF MEMBERS

All complaints of misconduct of a member must be submitted in writing to the Membership Committee and shall be handled as follows:

Any member charged with misconduct has the right to due process, that is:

- Be informed of the charge
- Given time, not less than seven nor more than fourteen days, to prepare a defense from the time of notification of charges.
- Appear and provide a defense at a special meeting of the Membership Committee

After review, the Membership Secretary will recommend a course of action to the Board of Directors.

The Board of Directors, by a two-thirds vote, may suspend or expel any member whose conduct shall be found contrary to the objectives and the accepted moral and ethical standards of the Organization.

The decision of the Board of Directors is final.

A suspended member must apply for re-instatement as a member through the Membership Committee to ensure that the suspended member can now meet the Objectives of the Organization in Article II of this constitution.

A member who has been expelled cannot re-apply for membership.

This criterion becomes effective upon approval of this constitution henceforth.

SECTION 2 – MISCONDUCT IN OFFICE

Any charges of misconduct or neglect of duty in office must be submitted in writing to the President, or 1st Vice President and handled as follows:

The President or the 1st Vice President (if charges are against the President) shall submit this matter to the Advisory Committee. This Committee shall conduct a confidential investigation, within a reasonable period of time, not to exceed fourteen (14) days.

Any officer charged with misconduct has the right to due process (as outlined in Section 1 above)

An elected officer may only be suspended or expelled from the Organization by a two-thirds vote of the members of the Advisory Committee dealing with the matter.

The decision of this Committee is final and there is no appeal. An officer who has been expelled cannot re-apply for membership.

A suspended officer must apply for re-instatement as a new member through the Membership Committee to ensure that the suspended officer can now meet the Objectives of the Organization in Article II of this constitution.

This criterion becomes effective upon approval of this constitution henceforth.

SECTION 3 JUDGMENTS

Judgments against any member holding a position of honor or trust that results or has resulted in removal from office or positions of honor or trust shall result in disqualification to hold any office of honor, or trust in the Organization.

SECTION 4 – DESTRUCTION AND DAMAGES BY MEMBERS AND THEIR GUESTS

Any member, their family members, or sponsored guests, using the Organization's property and/ or facilities and whose presence results in the willful destruction and damages to the Organization property and equipment, is liable for damages, and may be subject to disciplinary action.

ARTICLE IX – ADMENDMENTS

Any part of this Constitution, except Articles I, II and XI may be amended, provided the following conditions are met:

A proposed amendment must be submitted in writing to the Board of Directors and be signed by at least ten Voting Members.

It must be passed by a majority of the Board of Directors.

It then must be read and discussed at a regular meeting.

It will be voted on at the following regular meeting.

A two-thirds vote of a Quorum Voting Members present is necessary to pass a proposed amendment.

ARTICLE X -- INDEMNIFICATION

The Organization shall indemnify its Officers in accordance with the laws of the State of Delaware in the performance of their duties as Officers unless:

- The Officer has violated General Corporation Law of the State of Delaware
- The Officer has violated a criminal statute of Federal, State or Local law

The manner in which financial liability is handled via insurance shall be determined by the Finance Committee and approved by the Board of Directors.

ARTICLE XI – DISSOLUTION

When the number of enrolled Voting Members is less than seven, the Board of Directors shall move to disband the Organization. In this event, the assets of the Organization shall be liquidated and all outstanding debts paid. Any assets remaining shall be delivered to the University of Delaware to be used, at their discretion, to further the study of the German language and culture.

BY-LAWS OF THE ORGANIZATION ARTICLE I PROCEDURES AND REGULATIONS

Procedures, rules, and regulations relating to the Delaware Saengerbund are available to members from the Board of

Directors on request. Copies of these procedures, rules, and regulations will be made available to Committee Chairmen, or Presidents of various groups within the Delaware Saengerbund, at the time of their assumption of Chairmanship of the specific group.

ARTICLE II – HOUSE RULES

The facilities of the Delaware Saengerbund shall be managed and controlled by the House Committee as directed by the By-Laws of the Organization.

The House Committee shall act as agent of the facilities, but may be overruled by the Board of Directors.

Any House Committee member on duty shall have the power to immediately remove a member, or guest, from the facilities for violation of the House Rules.

Employees of the Organization are under the supervision of the House Committee Chairman. Any complaints against an employee shall be submitted to the House Committee Chairman in writing.

Members of the Organization and their guest shall act with decorum and good taste. Vulgarity and indecent conduct will not be tolerated.

A member is responsible for guests admitted upon his invitation.

Members must show proof of membership requested by the House Committee member on duty.

All games of chance shall conform to State of Delaware Gaming Laws and any additional rules made by the House Committee.

Alcoholic beverages will not be served to minors or anyone visibly under the influence of alcohol.

No alcoholic beverages shall be brought onto and consumed on the licensed premises in accordance with the Delaware ABCC rules.

Any member found to be in possession of illegal drugs may be expelled from the Organization via the process in Article VIII Section 1.

No Organization property shall be removed from the premises without permission of the House Committee Chairman. The House Committee shall be responsible for renting the facilities.

The facilities of the Organization shall be open as set forth by the House Committee at the beginning of each year.

ARTICLE III -- AMENDMENTS TO BY-LAWS

Any part of these By-Laws may be amended by provided the following conditions are met:

- Approval by a majority of the Board of Directors
- Approval by a majority of the Voting Members at a General Meeting.

OPERATING PROCEDURES OF THE ORGANIZATION

Any part of the Operating Procedures may be amended by a majority vote of the Board of Directors.

APPENDIX I – ORGANIZATIONAL CHART

