Women’s Auxiliary By- Laws – Revisions 2/08/16, 3,04,16,4/01/16

Article I

PURPOSE

This Auxiliary, established in 1952, shall be known as the “Women’s Auxiliary of Prince Thomas of Savoy”. The purpose of this Auxiliary is to give aid and support the Prince Thomas of Savoy Society and to foster the Italian-American heritage.

In order to insure the continuation of promoting the Italian-American Heritage, as is stated in the pledge of the PTS Auxiliary, a minimum 65% of all active members must have an Italian lineage.

A maximum total of 35% of active members of non-Italian lineage will be accepted for membership. If the total percentages are in balance, we will not consider applications in February from non-Italian lineage women for that year.

Article II

MEMBERSHIP

Section 1: All wives, mothers, daughters, granddaughters, daughters-in-law and sisters, age twenty one(21) or over, of living or deceased members of the Prince Thomas of Savoy Society and Auxiliary may become a member of this Auxiliary. Women who are of Italian descent (at least one parent) may apply for membership at any time during the club year.

It is the responsibility of the Membership Chairperson to introduce all applicants of Italian descent or other qualified applicants to the assembled Auxiliary. However, the Membership Chairperson can cede this responsibility to any member that is personally acquainted with the applicant or she can ask a member to shepherd the new member.

Section 2: Women who do not qualify for membership under Section 1 of Article II will be able to apply to the Auxiliary at open enrollment. In February of a club year, the Auxiliary will allow up to four (4) applicants who do not qualify under the specified rules of the Auxiliary By-laws to apply for membership.

A non Italian woman in partnership, or is the spouse of a Society member, even though the Society member is Italian, is not automatically accepted into the Auxiliary. The woman is welcome to apply during open enrollment in February.

The spouse of a non Italian Society member is not automatically accepted into the Auxiliary. The woman is welcome to apply when membership enrollment for women of non Italian descent occurs in February.

An active member of the Auxiliary must sponsor the applicant. An Auxiliary member may sponsor only one (1) applicant every other year and will be responsible for advising and
counseling the new member as to her duties as a member of the Auxiliary.

Sponsors must contact the Membership Chairperson no later than one (1) day before the regular February meeting. During the February meeting a list of prospective applicants will be presented to the membership for acceptance. A paper ballot will be provided to membership for voting purposes. It will be the responsibility of the Membership Chairperson to contact the new members and invite them to the March meeting for induction.

Article III  
DISSOLUTION

Section 1: This Auxiliary shall not be dissolved unless the active membership drops to fifteen (15) or less.

Section 2: In the event this Auxiliary should dissolve, all assets of the Auxiliary shall revert to the Prince Thomas of Savoy Society.

Article IV  
DUES AND DISBURSEMENTS

Section 1: Annual dues in the amount of $40.00 are to be paid at the first meeting in January and no later than March 31st. A receipt will be provided by the Membership Chairperson only if cash is presented.

Section 2: Shut-in- A sick or disabled person confined indoors, who rarely or never leaves home or a facility. It is the member’s, or her surrogate’s responsibility to contact the Membership Chairperson of her status. Is asked to pay $10.00 to go towards a fund raiser.. They are not allowed to vote.

Section 3: Active member-The status of an active member is one who pays full annual dues, or meets requirements of Article IV Section 3 (A member who has reached the age of eighty (80) and has been an active member of the Auxiliary for ten (10) continuous years is required to pay $10.00 to go towards the Benevolence Fund. To qualify for this, you must have been a member before or no later than the year 2006. Subsequently each year that passes will change the year required, example for the year 2018 one must have been a member prior to or no later than 2007. An active member participates in the Society’s meetings, functions and works on committees. Has voting privileges. It is the member’s responsibility to contact the Membership Chairperson of her age status.

Section 4: Inactive/Supporting Member - The status of an inactive/supporting member is given to those members who pay full annual dues or meets the requirements of Article IV Section 3, but cannot attend meetings or functions because of geographical locations, illness or incapacity. Our bylaws state that all members must participate annually in one function. A
monetary donation of $10.00 towards a fund raiser is acceptable. They are not allowed to vote.

Section 5: Honorary member: The status of Honorary member is a person who at one time had been an active member and now enjoys the respect of her sister for the years and hours given to the Society. They no longer attend meetings and may or may not have disabilities. Is asked to pay $10.00 to go towards a fund raiser. They are not allowed to vote.

Section 6: A member who has not paid her dues by March 31st will be “Duly Notified” and dropped from membership. “Duly Notified” shall consist of a written notice followed by a telephone call from the Membership Chairperson. A member, who has been dropped from membership for non-payment of dues for the current year, may request re-application to the Auxiliary the following year.

Section 7: The Executive Board can disburse a financial request up to $750. Any disbursements above this amount must be brought before the Auxiliary and voted upon for approval.

Section 8: In the event of a financial expenditure in excess of $750 and there is no scheduled meeting, the President shall call for an Executive Board meeting and they shall have the authority to make a reasonable decision. This decision must be based on a deemed safety issue for members and guests, in a situation where time is of the essence at the discretion of the President. This action shall be reported to the Auxiliary at the next meeting.

Article V OFFICES AND COMMITTEES

Section 1: This Auxiliary shall be represented and administered by an Executive Board which will consist of the President, Vice President, Secretary, Treasurer and Membership Chairperson.

Section 2: In addition to the above named officers, the President shall appoint the following Chairpersons: Care, Scholarship, Cultural, Telephone, Benevolence, Social, Communications and Publicity. She will also appoint Chairpersons for the following Ad Hoc Committees: Nominating, Annual Food Fair, Children’s Christmas Party, Banquets, Memorial Day Float, By-Laws, and Memorial Mass Brunch.

Section 3: The President shall convene an Executive Board meeting as soon as possible after installation. Executive Board Meetings should be held no less than four (4) times a year.

Article VI DUTIES OF THE EXECUTIVE BOARD

President: The President shall represent this Auxiliary in all its official acts. The President shall preside in a dignified manner, assuring the rights of all members, preserving order and regulating the membership. The President shall set up the agenda for all meetings. If a hand
vote is taken, the President does not vote; however, if there is a tie, the President shall vote in order to break a tie. The President, at her own discretion, may attend any committee meeting.

Vice President: The Vice President shall assist the President. She shall perform all duties in the President’s absence. At her discretion the Vice President shall determine the method of roll call for monthly attendance. She will meet with the Membership Chairperson regarding the status of members and dues.

Secretary: The Secretary shall keep an accurate record of each monthly Auxiliary meeting, keep a record of Executive Board meetings: keep a record of joint Executive Board meetings with the Prince Thomas of Savoy Club; keep a current version of the By-Laws; keep a record of committees and members; keep a record of all motions and attend to all correspondence pertaining to the Auxiliary. In case of urgent communications, she shall notify the President who shall call for an Executive Board meeting.

Treasurer: The Treasurer shall receive all funds from the Membership Chairperson and all profits realized from activities of the Auxiliary and shall give receipt for these funds. It will be her responsibility to provide to membership at the monthly meetings a detailed account of income and expenditures of Auxiliary funds. She shall make all bank deposits and payments for the Auxiliary. In the event of the Treasurer’s absence, her duties shall be taken over by the President.

Membership Chairperson: The Membership Chairperson shall collect dues in a timely manner as described in Article IV, Section 6, regarding the collection of dues from the membership. She will maintain a current history of each member.

If a member of this Administration should be absent from monthly meetings three (3) times in succession without “just cause”, she may be replaced. If any member of the Executive Board willfully neglects her duties, any member of this Auxiliary may move to appoint a committee to investigate the charges and report to the Auxiliary. (Moved from Article VII, Section 3)

Article VII

ELECTION OF OFFICERS

Government of the Auxiliary shall be by an elected Executive Council, also referred to as the BOARD, composed of a President, Vice President, Secretary, Membership Chairperson and Treasurer. To hold Office, a sworn-in member shall be in good standing and remain in good standing throughout her term. A member NOT in good standing, while serving on the
BOARD, shall be relieved of her post. Section 1: Nomination and Election

A. By July of each election year, the President shall appoint an AD HOC Nominating Committee consisting of a Chairman and four (4) members.

B. At a REGULAR October meeting, the Nominating Committee is responsible for presenting a motion nominating one or more candidates for each of the elected offices. The President will also entertain a motion to accept candidate nominations from the floor.

C. To be a valid floor nomination, the nominator must know beforehand whether or not the person(s) being nominated is both eligible and willing to serve. To be eligible she must have been an active member of the Auxiliary for at least two years.

D. In Order to keep the Auxiliary and the Men's Society two entities, although bound by a common cause, no Executive Board member positions will be occupied by immediate family members for the same term of service. No husband and wife shall hold the office of President or Vice-President at the same time, nor any other immediate family members or cohabitating partners.

E. At the close of the October meeting, if there is only one name for each office, (slate) balloting will not be necessary. The Nominating Committee will motion to propose election by ACCLAMATION at the December meeting.

F. In cases where more than one person is nominated for an office, the Nominating Committee will use the months of October/November to prepare paper ballots, publicize, and encourage the entire membership to attend and vote at the December meeting.

G. At the December meeting, the Nominating Committee will issue, collect, count ballots and sign the vote tally. The balloting tally announced is FINAL. The signed vote tally given to the Secretary is binding on the entire membership. Nominees may require a witness at the vote tally.

Section 2: Terms and Limits

All officers shall be elected for a two (2) year term commencing in January of a club year. Officers can be re-elected for one (1) succeeding two (2) year term.

Section 3: Vacancies

If a President resigns during her tenure, the Vice President shall replace her. If a vacancy arises in any other position on the Executive Board, it shall be the responsibility of the Nominating Chairperson to find a replacement. The Nominating Chairperson shall bring the name(s) of the candidate(s) before the membership for their approval. A Ballot vote shall be used for
confirmation. If possible, a resigning officer should keep her office until she is replaced.

Article VIII

MEMBER’S DUTIES

Section 1: Members are expected to obey all rules and regulations of Auxiliary By-Laws. These rules are designed to protect, as well as, maintain the comportment of members.

Members should participate actively in at least one committee or function during the club year.

Complaints made in writing or verbally to the President shall be discussed with the Executive Board. The outcome of the meeting shall be presented to the membership at a subsequent meeting.

Article IX

MEETINGS

Section 1: At least 25% of active members must be present in order to validate any votes taken at membership meetings. Otherwise, voting must be tabled until the next meeting where a quorum is met.

Section 2: Any motion must be seconded before being discussed. After discussion, the motion shall be voted upon by membership.

Section 3: Ballot voting (paper ballot) will be used for elections, or whenever members wish to vote without revealing sentiments or positions. This rule cannot be suspended even by unanimous vote. Any member may move to vote by paper ballot.

Section 4: A member must be in attendance when a vote is called for during an Auxiliary meeting. No write-in, electronic-mail, no proxy nor any other type of communication will be accepted.

Exception: Absentee ballots will be accepted only by mail when pertaining to election of officers. A written ballot must be sent to PTS Auxiliary 32 Old Farms Road Avon, CT 06001 attn: the President of the Auxiliary and received 48 hours before the election. This is the sole responsibility of the member.

Section 4: Any member has the right of speech, but she must be brief, clear and avoid conflict after obtaining the floor from the Chair. A member who does not observe this rule may be denied the floor.

Article X

SCHOLARSHIP

On December 4, 1998, the membership of the Women’s Auxiliary voted to maintain a perpetual scholarship. The Treasurer shall establish a separate account in which all monies received for Scholarship will be deposited and used only for scholarships. All funds will be deposited in an
interest bearing vehicle at the discretion of the Board. Scholarships will be offered in the spring of a club year if the fund is in excess of $6,000 and will be awarded to a member or child, grandchild, or great grandchild of a member in good standing of the Auxiliary who will be attending an accredited two or four year institution.

Section 1: The President shall appoint each member of the Scholarship Committee for the purpose of awarding a scholarship to a recipient based primarily on academic achievement and extra-curricular activities. The Committee shall consist of at least six (6) members including the Chairman who will not vote and who will be responsible for setting up the blind applications. Each member will be limited to a five (5) year term and be required to remove themselves for one year if sponsoring an applicant. The President will appoint a replacement for that member in that circumstance.

Section 2: A member who requests an application(s) for the student(s) must be in the Auxiliary for two (2) or more years.

Recipients are limited to two awards (not in consecutive years) and do not need to be residents of the state of Connecticut.

MARY BOGINO SCHOLARSHIP AWARD – This award will be given to a high school senior who is planning to enter an accredited institution.

THE WOMEN’S MEMORIAL SCHOLARSHIP AWARD – This award will be given to an individual who has successfully completed at least one year at an accredited institution and planning to continue their education. Recipients may not exceed thirty five (35) years of age.

Section 3: The results of the Committee’s vote must be reported to the Board before any awards are announced. The Chairman will consult with the Chairman of the men’s scholarship committee in case of a dual award.

The annual scholarship awards will be made no later than June of the club year.

Article XI BENEVOLENCE

Section 1: It shall be the responsibility of the Care Chairperson to send a card to a member if she is ill or hospitalized. The Chairperson will inform membership of the condition of said member.

Section 2: The Care Chairperson shall establish a Benevolence Committee. If a member of the Auxiliary/Men’s Society or immediate member of their family passes, the use of the main room
will be made available (at no cost) for a funeral reception. The Benevolence Chairperson will assemble a committee and organize the reception (food to be catered). It will be the responsibility of the Chairperson to contact the family and offer specific services.

Section 3: Upon the death of a member, the Auxiliary shall make a donation of $100 in her memory to the Auxiliary’s Scholarship Fund. The Care Chairperson shall send the family a sympathy card notifying them of this remembrance.

Section 4: If a member suffers a loss of her spouse or child, the Care Chairperson shall send the member a sympathy card notifying her that a donation of $50.00 has been made to the Auxiliary’s Scholarship fund in memory of her loved one.

Article XII

BY-LAW REVISIONS

Alterations to the present By-Laws must be presented at any meeting to be discussed and voted upon the satisfaction of all members present at said meeting. Revision requires the approval of two-thirds (2/3) of the members present.

Officer’s Pledge:

I do hereby solemnly and sincerely pledge my word of honor to perform the duties of my office as prescribed by the By-Laws; that I shall deliver to my successor in office all books, papers and other property of the Auxiliary that may be in possession at the close of the official term: and that I shall cooperate with other officers in such a manner as to elevate and enhance the moral character and material welfare of the Auxiliary.

Member’s Pledge: (To be recited at the January meeting after installation of the new Board)

I, as a member of the Auxiliary of the Prince Thomas of Savoy Society, pledge to give aid and support to the Society, and to foster the Italian American heritage.

Order of Business:

Call meeting to order
Pledge of Allegiance
Roll Call or attendance sheets
Secretary’s Report
Treasurer’s Report
Membership’s Report
Care’s Report
Special Committees reports
Old Business
New Business
Adjournment of meeting