

# Women's Auxiliary By-Laws

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## **Women's Auxiliary By-Laws**

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### **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 Prince Thomas of Savoy and to foster the Italian- American heritage.

In order to ensure the continuation of promoting the Italian-American Heritage, as is stated in the pledge of the PTS Auxiliary, a minimum of 60% of all active members must have an Italian lineage.

A maximum total of 40% 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. Open enrollment will be held two times per year, in February and October, where the Auxiliary will allow applicants who do not qualify under the specified rules of the Auxiliary By-laws to apply for membership and must have a sponsor from the Auxiliary who is in good standing and able to offer sponsorship. Non-Italian Membership total percentage must be below 40% to accept open enrollment. If the total applications are higher than the total percentage allows, a paper vote will be done to keep within our By-Law guidelines of 60%/40%.

A non-Italian woman who is in a Domestic Partnership or is a Spouse of a Club member is welcome to apply anytime during the club year provided the total percentage is below 40%, an application and sponsor are required.

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

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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 Prince Thomas of Savoy.

### **Article IV      DUES AND DISBURSEMENTS**

Section 1: Annual dues in the amount determined by the Schedule of Dues 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.

Schedule of Dues				
2022	2023	2024	2025	2026
\$60	\$70	\$80	\$90	\$100

New member 1-time Initiation Fee: \$100 to be paid at time of induction. This is required, in addition to the yearly membership dues. This initiation fee is non-refundable and not prorated.

New members joining from October 1 – December 31 dues will be prorated at 50% of the rate determined by the schedule of dues.

Section 2: A member who has reached the age of eighty (80) and has been a member of the Auxiliary for ten (10) continuous years will be considered an Honorary Member and will not have to pay any annual membership fees. Any voluntary donations to the Women's Auxiliary are always appreciated. It is the member's responsibility to contact the Membership Chairperson regarding her age status.

Section 3: Homebound - 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 regarding her status.

Section 4: Active member - The status of an active member is one who pays full annual dues or meets the requirements of Article IV Section 2. An active member participates in the Auxiliary's meetings, functions, works on committees, and has voting privileges. It is the member's responsibility to contact the Membership Chairperson regarding her age status.

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Section 5: Inactive/Supporting Member--The status of an inactive/supporting member is given to those members who pay full annual dues or meet the requirements of Article IV Section 3, but cannot attend meetings or functions because of geographical locations, illness, or incapacity. Our by-laws state that all members must participate annually in one function. A monetary donation of \$10.00 towards a fundraiser is acceptable. She is 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 for 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 no scheduled meeting, the President (at her discretion if time is of the essence) shall call for an Executive Board meeting and the officers shall have the authority to make a reasonable decision. This decision must be based on a deemed safety issue for members and guests. 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: La Festa, Banquets, Benevolence, By-Laws, Care, Children's Christmas Party, Communications and Publicity, Cultural, Fundraising, Memorial Mass Brunch, New Member Committee, Nominating, and Scholarship.

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. 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. The Vice President will also serve as Parliamentarian. At her discretion, the Vice President shall determine the method of roll call for monthly attendance, once attendance is determined she will confirm we have a quorum. The Parliamentarian will also be responsible for ensuring we follow appropriate protocols when motions are made. 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, Executive Board meetings, and Joint Executive Board meetings with the Prince Thomas of Savoy Club. The Secretary shall keep a current version of the By-Laws, a record of committees and members and all motions. She shall 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. She shall receive all receipts for expenditures and make timely reimbursements for these expenses. At the monthly meetings, it will be her responsibility to provide to membership 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 maintain and keep the current roster of all members including a history of changes. She shall collect dues in a timely manner as described in Article IV, Sections 1 through 7 regarding the collection of dues from the membership. She shall communicate with new applicants, prior to their membership, the process for becoming a member and the expectations of new members.

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 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 if the person(s) being nominated is (are) 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 Club as two entities, although bound by a common cause, no Executive Board member positions (Auxiliary or Men's Club) will be simultaneously 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 make a 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 request 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 the rules and regulations of the Auxiliary By-Laws. These rules are designed to protect, as well as maintain the comportment of members.

Members are expected to actively support at least one major event at the club per calendar year. Proposals or Grievances 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 in-state 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 the 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 in order to vote when a vote is called for during an Auxiliary meeting. No write-in, electronic-mail, proxy, or 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. President of the Auxiliary, and received 48 hours before the election. This is the sole responsibility of the member.

Section 5: 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      COMMITTEES

**Banquets:** The purpose of this committee is to organize Club banquets sponsored by the Auxiliary. The committee develops a budget, secures a cook team or caterer, engages the communication & publicity committee to promote the event, creates decorations, coordinates entertainment, and reports income and expense to the president and treasurer.

**Benevolence:** The purpose of this committee is to contact the bereaved family to offer our condolences and offer them the use of the club as described in the Benevolence Committee Funeral Reception Protocol document.

**By-Laws:** The purpose of this committee is to maintain the Auxiliary By-laws. The By-laws committee reviews proposed revisions, votes on accepting the proposed revision and agrees on the wording that will be used in the By-laws document. Any revision that is accepted by the committee will be communicated to the membership for a ballot vote.

**Care:** The purpose of this committee is to send get well and sympathy cards as defined in the By-laws. The Care committee also brings flowers at Christmas and Easter to our homebound members.

**Children's Christmas Party:** Purpose of this committee is to get a group of volunteers to establish a date for the event, create a sign up for Prince Thomas member's children/grandchildren/great grandchildren eight years of age and under to attend. Establish how funds will be generated and put together a budget for gifts, decorations, crafts, and food. Collaborate to establish who will do what within the group such as purchase gifts, wrap gifts, set up and break down of event. Secure a Santa (PTS owns a full Santa Claus outfit), work within committee members on coordinating who will be Santa's helpers' day of event.

**Communications and Publicity:** The purpose of this committee is to inform the membership of any events, fundraisers, or news, through the use of the Newsletter, Facebook, eblasts, the Website or contacting the member by phone.

**Cultural:** The purpose of this committee is to keep the Italian heritage and traditions as part of the Club through functions and events, such as, trips, authors of interest, a book club, an Italian library, and Italian classes.

**Fundraising:** The purpose of the Fundraising Committee is to establish a plan in order to meet the budget of the Auxiliary and provide ways for the Sisterhood to join together in a common goal. The committee establishes subcommittees and works cooperatively with them to run specific fundraising events and activities.

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**La Festa:** The purpose of the La Festa Committee is to make sure all Women Auxiliary members are signed up for a day and time slot for each assignment to support the event. **This is a mandatory event for all Women Auxiliary members.**

**Memorial Mass Brunch:** The purpose of this committee is to remember the founding fathers and those who carried on the Clubs vision throughout the years. A Memorial Mass is held followed by a brunch including a slide show of members who have gone before us.

**New Member Committee:** The purpose of this committee is to host an annual event for new Auxiliary members that were inducted the prior year.

**Nominating:** The purpose of this committee is to fill the executive board positions as described in the bylaws. Once the nominees have been identified the committee oversees the voting process.

**Scholarship:** The scholarship committee is responsible for informing the membership of available scholarships, reviewing the applications, and awarding the scholarships at the annual Scholarship Brunch. Facilitate fundraisers throughout the year to support the scholarship fund.

### Article XI      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, great grandchild, niece, or nephew 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 do not need to be residents of the state of Connecticut. A recipient is limited to one lifetime award from Prince Thomas of Savoy Society or Prince Thomas of Savoy Auxiliary.

**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 is 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 to preclude a dual award.

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

### Article XII

### 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 Care Chairperson shall send the family a sympathy card.

Section 4: If a member suffers a loss of her spouse or child, the Care Chairperson shall send the member a sympathy card.

### Article XIII BY-LAW REVISIONS

Proposed alterations to the present By-Laws must be presented at a meeting to be discussed. Subsequent to the discussion a vote will be taken for each proposed revision. At least 25% of active in state members must be present in order vote on a revision.

### **Article XIV PLEDGES**

#### 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 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, pledge to give aid and support to the Membership, 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 Report  
Benevolence Report  
Special Committees reports  
Old Business  
New Business  
Adjournment of meeting

### ADDENDUM

#### Code of Conduct

- 1 - Be truthful in all of your communication.
- 2 - Behave cooperatively, honestly, and with integrity of character in the course of representing or conducting business within or on behalf of the Club.
- 3 - Act with care and diligence in the course of utilizing and/or working with Club assets.
- 4 - Treat other members, guests, and staff of venues with respect, dignity, and courtesy and without harassment.
- 5 - Disclose and take reasonable steps to avoid any conflict of interest, whether real or apparent, in all of your Club business and activities.

#### Breaches of the Code of Conduct

Any member violating the terms of the Code of Conduct while on Club property or when acting on behalf of the Club in the community may warrant discipline ranging from a apology, removal from a function, censure, suspension of member rights or expulsion from the Club.

Webster's New World **Robert's Rules of Order Simplified and Applied Second Edition** will serve as the primary procedural reference on all matters related to member conduct and discipline.