

# **BYLAWS**

(Revised 5/1/2004)

## **ARTICLE 1: Name**

The name of this organization shall be "Delaware Valley Synergy."

## **ARTICLE II: Purpose**

The purpose of this organization shall be to support humanistic values and their specific application to open relationships in an effort to facilitate discussion, exchange of ideas, and the dissemination of information about all types of alternative lifestyles. It shall be committed to providing ways for people interested in these ideas to meet, get to know and keep in touch with one another, and to further public acceptance of the right of all people to practice openly the lifestyle of their choice. In the process of our meeting and sharing, we offer support for the members' chosen lifestyles.

## **ARTICLE III: Membership**

- Sect. 1: Regular membership in this organization shall be open to anyone over the age of twenty-one (21) years who lives approximately within a two hundred (200) mile radius of Philadelphia.
- Sect. 2: The Steering Committee shall establish classifications of membership, qualifications for membership, and admission procedures.
- Sect. 3: Membership in this organization shall be limited to all individuals in Sect. 1 who are in accordance with the stated purpose of this organization.
- Sect. 4: Initiation fees and dues are set by the Steering Committee.
- Sect. 5: A regular member in good standing shall be one whose dues are current and whose membership privileges are not currently suspended. Only such members shall be entitled to vote, to hold office, or to serve on any committee or board of the organization.
- Sect. 6: Membership in this organization shall be terminated for non-payment of dues beyond a sixty (60) day grace period or as prescribed by the Steering Committee.
- Sect. 7: Membership of any member may be rescinded by the Steering Committee for actions not in accord with the stated purposes of the organization. Such action may be taken only if the following conditions are met:
  - a. A full investigation by the Disciplinary Committee has been completed in accordance with the Disciplinary Procedures attached hereto and made a part hereof.
  - b. An affirmative vote of at least two-thirds (2/3) of the Steering Committee members present occurs.

- c. Written notification of revocation of membership is sent by the Steering Committee to the member in question by certified mail with return receipt and by regular mail.
- d. The member is afforded one opportunity to appeal the Steering Committee decision. Said appeal must be made within sixty (60) days from the date the notification is mailed and will be heard at the next regularly scheduled Steering Committee meeting following receipt of the appeal.
- e. If the appeal to the Steering Committee is denied, the person's membership in Delaware Valley Synergy is revoked. The person is not permitted to attend any events promoted, sanctioned, or subsidized by Delaware Valley Synergy.

## **ARTICLE IV: Officers and Steering Committee**

- Sect. 1: The officers of the organization shall consist of:
- a. President
  - b. Activities Vice-President
  - c. Membership Vice President
  - d. Secretary
  - e. Treasurer
- Sect. 2: The Steering Committee shall consist of the officers and
- a. IT Specialist and four (4) Members-at-Large. The immediate past president has the right of first acceptance to the Steering Committee as fourth Member-at-Large. If the immediate past president declines the fourth Member-at-Large position, it then becomes an appointed position by the Steering Committee. The IT Specialist will also be an appointed position due to the qualifications necessary to perform the required duties.
  - b. Newsletter Editor, also an appointed position.
- Sect. 3: The Oath of Office will be administered to the incoming Steering Committee by the outgoing President at the Annual General Membership Meeting. See Oath of Office attached hereto and made part hereof.
- Sect. 4: Steering Committee members will be exempt from paying dues during their term(s) of service.
- Sect. 5: The Steering Committee may establish policy, adopt rules, schedule and arrange for events and meetings, and enter into contracts. Actions taken by the Steering Committee (with the exception of Disciplinary Procedure matters or other due cause) may be reopened for discussion at a subsequent Steering Committee Meeting by any DVS member, upon request to the President, within sixty (60) days of the date such action is taken.
- Sect. 6: President - The President is the chief executive officer of this organization and serves as chairperson at all meetings of the membership and Steering Committee. He/she supervises the business and administration of the organization. The President

performs such other duties as are usually incident to the office of President of a democratic membership organization or that may be assigned to him/her by the Steering Committee in keeping with the purpose of this organization.

- Sect. 7: Activities Vice President - The Activities VPs responsibilities are scheduling and coordinating activities, including Steering Committee meetings, and submitting a complete description and schedule of events to the Editor for publication. He/she presides at meetings of this organization in the absence of the President.
- Sect. 8: Membership Vice President - The Membership VP's responsibilities are: coordinating or overseeing activities related to recruitment, advertising and publicity, retention of members, issuing notices of and collecting related dues and fees, maintaining membership records and relating information to committee members as required, as well as liaison with other organizations.
- Sect. 9: IT Specialist is responsible for maintaining the DVS internet presence, providing support on technical and application issues including, but not limited to, the membership databases.
- Sect.10: Secretary - The Secretary maintains minutes of the proceedings of the Steering Committee and General Membership meetings, maintains all records of the organization, and is responsible for the transfer of all records to the incoming secretary. The Secretary carries out and responds to correspondence as directed by the Steering Committee. Minutes from Executive Sessions and correspondence resulting there from will be held in confidence and will not be open to the general membership. The Book of Minutes will remain in the possession of the Secretary.
- Sect.11: Treasurer - The Treasurer is responsible for the safekeeping of all monies and securities of the organization under policies approved by the Steering Committee. He/she maintains proper financial records, and prepares a monthly financial report for submission to the Steering Committee, including the current monthly bank statement. The treasurer and other designated officers have the power to sign checks for the organization.
- Sect12: Member-at-Large - The Members-at-Large represent the general membership to the Steering Committee. They also provide assistance as assigned to the other members of the Steering Committee. Activities Facilitator is a duty assigned to the Members-at-Large on a monthly rotational basis. The Activities Facilitator will contact all hosts for that month to assist with the planning of their events. The Activities Facilitator will also contact all hosts after their events to collect information on Provisional attendees and guests and prepare a summary of the month's activities to present at the next Steering Committee meeting.
- Sect. 13: Newsletter Editor - The Steering Committee will appoint a Newsletter Editor who has the responsibility to write and edit information sent to

him/her for inclusion in the Newsletter and to format the publication for distribution to the membership. The Editor (or a designee) is also responsible for the copying and distribution of the Newsletter by the beginning of each month.

- Sect. 14: The duties of the two elected positions of Membership Vice President and Activities Vice President may each be shared by two individuals. They may either run as a team (providing both candidates meet the requirements set forth in Article VI, Section 3), or one candidate may be elected and an assistant appointed. The appointed assistant must be approved by the Steering Committee.
- Sect. 15: The appointed position of Editor may also be a shared position with both appointed positions being approved by the Steering Committee.
- Sect. 16: Any Steering Committee position that is shared will retain one vote.
- Sect. 17: To maintain proper representation of the membership, all offices are to be represented at each regularly scheduled monthly Steering Committee meeting. In the absence of such representation in excess of three meetings per elected year, or in the event duties are not satisfactorily performed, the Steering Committee may require assurances of attendance and/or performance of duties or a replacement may be appointed. The Steering committee will appoint, by a 2/3 vote, a successor to serve out the duration of the term for any position vacated by a Steering Committee member or members.
- Sect. 18: In order to ensure accessibility, all Steering Committee members must agree to list their names, phone numbers, and e-mail addresses, if any, in the membership directory and have their names, phone numbers, and e-mail addresses, if any, printed in the monthly Newsletter.

## **ARTICLE V - Meetings**

- Sect. 1: Monthly Steering Committee meetings will be held at a place, date and time to be determined by each Steering Committee. The first meeting of the newly elected Steering Committee shall be held within the first week following the election. Steering Committee meetings are open to all regular and provisional members. A portion of each meeting may be devoted to Executive Session and will be closed to the general membership. Executive Sessions are limited to matters involving privacy issues of individual members, and confidentiality shall be maintained.
- Sect. 2: At least one meeting of the General Membership shall be held annually.
- Sect. 3: Special meetings may be requested by a Steering Committee member and scheduled with the approval of the majority of the Steering Committee.
- Sect. 4: The Steering Committee may establish rules regulating the conduct of business meetings. In the absence of such rules, Robert's Rules of Order shall prevail.

- Sect. 5: Any proposed changes in the Bylaws adopted by two-thirds of the voting membership at the Annual Membership Meeting shall serve as a mandate to the Steering Committee to enact the change at its next meeting. Any proposed changes supported by a majority of the voting membership at the Annual Membership Meeting, but less than two-thirds of the voting membership at the Annual Membership Meeting, shall serve only as a recommendation to the Steering Committee.
- Sect. 6: A quorum at any membership meeting shall consist of 25% of current regular membership. A quorum at Steering Committee meetings shall consist of at least a majority of the Steering Committee.

## **ARTICLE VI - Elections**

- Sect. 1: Election of officers shall be held by secret ballot at the Annual Meeting of the organization. The candidate receiving the largest number of votes for any given office shall be elected. Those elected shall take office at the next regularly scheduled Steering Committee meeting.
- Sect. 2: Only regular members in good standing of at least six (6) months have the right to hold office, other than the offices of President and Vice Presidents (see Section 3 below).
- Sect. 3: Candidates for President and Vice Presidents must be a regular member in good standing for a minimum of two (2) years and have attended a minimum of six (6) Steering Committee meetings.
- Sect. 4: The Steering Committee shall appoint a Nominating Committee no later than January of each year whose function will be to review candidates for office and present a recommended slate of nominees to the Steering Committee by the March Steering Committee meeting. A sample ballot will be published in the April Newsletter or sent via a separate mailing in April. A space for write-in votes will be provided on the ballot.
- Sect. 5: There will be no voting by proxy.
- Sect. 6: Absentee Ballots - In the event members are unable to attend the Annual Meeting, they may request an absentee ballot, which must be received by the Chairperson of the Nominating Committee prior to the Annual Meeting.
- Sect. 7: Voting shall be for President, Activities Vice President, Membership Vice President, Secretary, Treasurer, and four (4) Members-at-Large.
- Sect. 8: All positions will be elected or appointed annually.

## **ARTICLE VII - Finances**

- Sect. 1: Any expenditure of funds by this organization in excess of \$100.00 must have the approval of the Steering Committee.
- Sect. 2: Any funds spent on behalf of this organization must be approved by the Steering Committee and substantiated by an original receipt and/or copy thereof for products procured and services rendered. Justification for said expenses must be submitted with receipt.

- Sect. 3: Events should be self-supporting, budgeted accordingly, and appropriate admission fees charged to cover normal expenses.
- Sect. 4: The Steering Committee may inspect the Treasurer's books at any time. An audit of the organization's books may be made at the end of the year.

## **ARTICLE VIII - General**

- Sect. 1: Vacancies – all vacant offices of this organization shall be filled by appointment by the Steering Committee for the duration of the term.
- Sect. 2: Committees – All committee chairpersons shall be appointed by the Steering Committee.
- Sect. 3: Authority – All decisions made by the Steering Committee shall be adopted as policies of the organization with the exception that amendments or changes to these Bylaws shall be handled as described in Article IX.

## **ARTICLE IX - Amendments to Bylaws**

The Steering Committee will appoint a Chair from its current Steering Committee for the annual Bylaws Committee at the November Steering Committee meeting. The Bylaws Committee will consist of at least four (4) regular members of the organization, to be appointed no later than the end of December.

It is the duty of the Bylaws Committee to review the existing Bylaws and recommend changes or amendments. Members may submit recommended Bylaws changes in writing to the Bylaws Committee no later than the end of January.

Recommended changes must be reviewed by the Steering Committee no later than the March Steering Committee meeting and distributed to the membership in April. Recommended changes to the Bylaws will be voted upon at the Annual Meeting.