

# BY-LAWS OF THE CALEDONIAN CLUB OF SAN FRANCISCO

Approved by the Club as of January 8 2010  
And As Amended by the Club November 7, 2014

## ARTICLE I. NAME, TITLE, MISSION STATEMENT AND SEAL

Section 1. This Club shall be known by the name and title of "The Caledonian Club of San Francisco".

Section 2. The Caledonian Club of San Francisco is formed for the purpose of perpetuating the ancient customs, costumes and games of Scotland, and the encouragement and diffusion of Scottish Literature, Music and Arts.

Section 3. The seal of the Caledonian Club of San Francisco shall be the words "Caledonian Club of San Francisco" surrounding a Lion Rampant of Scotland.

## ARTICLE II. MEETINGS

SECTION 1. Business meetings of the club shall be held once a month. Business meetings shall begin at 8:00PM on the First Friday of each month, unless otherwise ordered by the Officers of the club, and duly noticed to the Members of the Club.

SECTION 2. At all meetings for the transaction of business, nine members shall constitute a quorum, two of whom shall be elected Officers, one of whom must be the Chief or 1<sup>st</sup> Chieftain.

SECTION 3. Meetings of the Games Committee shall be held once a month at the discretion of the Chief. Games meetings shall begin at 7:30PM on the third Monday of each month, unless otherwise ordered by the Officers of the club, and duly noticed to the Members of the Club."

SECTION 4. Social meetings, to include an Annual Burns Supper and Tartan Ball, shall be held at the discretion of the 1<sup>st</sup> Chieftain. Social meetings may include members attendance at events organized by or in cooperation with other Scottish organizations.

## ARTICLE III. MEMBERSHIP

SECTION 1(a). **FULL MEMBERSHIP** Scotsmen and men of Scottish descent shall be eligible for full membership in the Club. Every candidate for membership must, in addition, be of good moral character and must be proposed by a member in good standing, who has already satisfied the Membership Committee as to his prior knowledge of the applicant. The application must also be signed by two references, who are members in good standing.

SECTION 1(b) i **ASSOCIATE MEMBERSHIP** shall be open to men over the age of 18 years who, while unable to provide written proof of their Scottish ancestry, are able to present evidence to the Membership Committee of their probable Scottish ancestry or their commitment to the Mission Statement of the Club per Article I Section 2 and to Scottish Games. This commitment may be in the form of participation in the Games or other Scottish cultural programs such as dance and music.

Every candidate for membership must be of good moral character and must be proposed for membership by a Full member who has been a member in good standing for at least one year and has known the candidate for at least one year. All applications for Associate Membership will be processed in accordance with Sections 2 and 3 of this Article. Candidates accepted for Associate Membership shall not be entitled to vote or hold office but will be required to pay the same dues as Full members and shall enjoy all other privileges of the Club.

SECTION 1(b) ii **ASSOCIATE MEMBER CONVERSION.** Associate Members can apply to the Club for conversion to Full Membership status upon providing written proof of their Scottish ancestry consistent with Section 1 of this article. Those candidates for such conversion must in addition be proposed by a Full member in good standing along with two references, who are also Full members in good standing. The application shall go forward to the Membership Committee for consideration of conversion. Such member conversion applications will be processed in accordance with Sections 2 and 3 of this Article. Associate Members so converted shall be given all rights of a Full Member. No further Application Fee will be required.

SECTION 2. (a) The member proposing the candidate for Full or Associate Membership shall deliver to the Fourth Chieftain a written application, giving the name, age, occupation, address and place of nativity of the candidate, together with such additional information and evidence of eligibility as the Club may require, accompanied by the Application Fee as approved by the Club and in effect at the time of application.

(b) The Fourth Chieftain shall verify the good standing of the proposer and references and as to the receipt of the Application Fee and shall then deliver the application to the Third Chieftain.

(c) A prospective member shall attend one business meeting, and at least one additional business meeting, Games Committee meeting or one social meeting within a three month period prior to his being considered for membership by the Membership Committee.

(d) The Third Chieftain, having verified section 2(c), shall at the next call for proposals for membership at a business meeting, read the application and transmit same to the Membership Committee.

SECTION 3. (a) The Membership Committee shall investigate the applicant and submit its report at the earliest subsequent meeting possible. The application must have the approval of a majority of the Committee for further consideration by the Club. If the report of the Committee is unfavorable, the application shall be cancelled and the Application Fee returned. If the report is favorable and is accepted by the Club, the application shall be voted upon at the next business meeting, in the absence of the applicant.

(b) All voting shall be controlled by a committee of three members appointed by the Chief, and any candidate supported by 75% or more of the votes cast by secret written ballot, shall be considered accepted into membership in the Club. Otherwise, the application shall be cancelled and the Application Fee returned.

(c) The Chief shall announce the results of the ballot. The Third Chieftain shall notify the candidate by letter of the results and, if favorable, advise him to attend the next business meeting for initiation. Prior to initiation, the newly elected Clansman shall pay to the Fourth Chieftain a prorated

amount of the Annual Dues as approved by the Club and in effect at that time, for the first Calendar year of membership. For initiations in the first Calendar Quarter, the proration factor shall be 75%; for initiations in the second Calendar Quarter, the proration factor shall be 50%; for initiations in the third Calendar Quarter, the proration factor shall be 25%. Annual Dues for new Clansmen initiated in the fourth Quarter will be waived for that calendar year of membership.

(d) The initiation and introduction of the newly elected clansman, shall be according to a form as shall be prescribed by the Club, and shall be attended by the Club Piper.

(e) Any member who shall have completed 25 or 50 consecutive years as a Full and/or Associate member in the Club shall be entitled to receive an appropriate gift from the Club. The gifts are in addition to any other rights or honors extended to such members by these By-Laws. Members who join the club as JUNIOR MEMBERS shall commence to accrue their membership years upon attaining Full membership at the age of 18 years.

SECTION 4. In addition to Full and Associate membership, there shall be the following special classes of membership:

(a) **JUNIOR MEMBERSHIP** shall be open to males eligible for Full membership, who are over the age of eight but under the age of 18. Applications shall be investigated by the Membership Committee in accordance with SECTION 3 (a) and voted on by Club Members in accordance with SECTION 3 (b). On being elected they shall be entitled to all the privileges of the Club, except voting or holding office, on payment of the Application Fee for Junior Membership as approved by the Club and in effect at the time of application and the Annual Dues for Junior Membership as approved by the Club and in effect at the time of initiation. On arriving at the age of 18, they shall be initiated as Full members of the Club in accordance with SECTION 3 (d) and shall be entitled to all of the privileges of such by paying the Annual Dues for Full Membership as approved by the Club and in effect at the time of initiation.

(b) **LIFE MEMBERS:** Any Full member, having been continuously a Full member for fifteen years, may, with the consent of a majority of the members present at a Business meeting, convert such membership to a Life Membership by payment to the Club of a sum equal to ten times the Annual Dues as approved by the Club and in effect at the time of conversion. A Life Member shall be entitled to all privileges of the Club, but shall not be liable for the further payment of dues.

(c) **HONORARY MEMBERS:** Honorary Membership may be conferred by a two-third vote of the members present at any regular meeting, upon individuals, in consideration of their eminent character, for services in honor of Scotland and her institutions, or for service rendered to the Club. The recipients shall not be liable for the payment of dues, nor shall they be entitled to vote or hold office, but shall enjoy all other privileges of the Club.

## **ARTICLE IV. OFFICERS OF THE CLUB**

SECTION 1. The elective officers of the Club shall consist of a president to be styled "Honored Chief", a vice president to be styled "Worthy First Chieftain", a treasurer to be styled "Worthy Second Chieftain", a recording secretary to be styled "Worthy Third Chieftain", a financial secretary to be styled "Worthy Fourth Chieftain", a Sergeant-at-Arms to be styled "Worthy Sergeant-at-Arms", a

Chaplain to be styled "Worthy Chaplain", and a Board of six Trustees, of whom two shall be elected each year for a three-year term, the Chief to be an additional member ex-officio.

## **ARTICLE V. TERM OF OFFICE**

SECTION 1. All officers shall hold office for the term of one year, and until their successors are installed, except the trustees, who shall hold office for a term of three years.

SECTION 2. No officer who has forfeited his office for any reason, other than that noted in Article V. Section 4, shall be eligible for election or appointment to the same, or other office, during the remainder of that term.

SECTION 3. Voluntary resignations from office may be proclaimed at a regular business meeting, or presented on a letter of resignation to the Third Chieftain, who shall notify all Club members that a vacancy exists. At the next regular business meeting following the members notification of the vacancy, nominations shall be received and the election shall be held under the Rules as set forth in Article VII, Sections 3, 4, 5 and 6.

SECTION 4. An Officer will not be required to resign his office to permit his nomination for another office that has been declared vacant. Nominations for this second vacant office, if it occurs as a result of the vote of the membership, and all subsequent vacancies declared at the meeting will be accepted and voted on during the same election period of the meeting.

SECTION 5. In the event that no nominations are made for any office, the Chief shall appoint a member, who is qualified under Article VI, to that office for a period of one year.

## **ARTICLE VI. NOMINATION OF OFFICERS**

SECTION 1. Nominations of candidates for office shall be made at the first business meetings held in August and September each year, and then only.

SECTION 2. No member shall be eligible as a candidate for office unless he is in good standing and has been a Full member for at least one-year.

SECTION 3. No member shall be eligible as a candidate for office of Chief, unless he has been a member of the Club in good standing for at least three years, one of which must have been in an elective office.

SECTION 4. No member shall be a nominee for more than one office at any election.

SECTION 5. The nomination of a member not present shall not be valid without the prior knowledge and written consent of the nominee.

## **ARTICLE VII. ELECTION OF OFFICERS**

SECTION 1. The election of officers shall take place at the business meeting held in the month of October of each year. In any year where there is only one nominee for each vacant position, a "White

Ballot” may be declared and Article VII. Section 2 through Section 6 shall not apply for that year.

SECTION 2. No business shall be transacted before the election, except the roll call of officers, the reading of the minutes of the previous meeting, and the payment of dues.

SECTION 3. The Chief shall appoint one judge and three tellers to conduct the election.

SECTION 4. (a) Elections shall be by ballot. On the evening of the election, the Third Chieftain shall have on hand, a sufficient number of printed ballots containing the names of all the candidates.

(b) The ballot box shall be placed in the center of the hall. Each eligible member, before being allowed to vote, shall be checked off the list furnished by the Fourth Chieftain.

(c) Only those eligible members present on the evening of the election shall be eligible to vote.

SECTION 5. The polls shall be opened at 8:15 PM, or immediately after the business transacted further to Section 2, if later, and closed at 8:45 PM, or immediately after the ballot is completed, if later. During this period, payment of dues shall be suspended.

SECTION 6(a). In the election of Trustees where more than one position is being elected the candidates receiving the highest number of votes over a majority of the members voting for that position shall be considered to be elected. If a tie or if no candidate receives a majority then balloting shall continue under Section 6 (c) through Section 6 (e)..

(b) All officers shall be balloted for at the same time and no person shall be declared elected unless he shall have received a majority of all votes cast for the office for which he was a candidate.

(c) After a ballot in which no candidate has received a majority, the nominee having the least number of votes shall be dropped from the list of candidates. Balloting shall then be continued until a final decision is reached, except in the case of two tied votes as noted below.

(d) Only those members voting during the period described in Section 5 will be permitted to vote in the succeeding election ballots at the meeting.

(e) In the event of two consecutive tied votes, the succeeding ballot shall be held at the next business meeting.

SECTION 7. Any officer being absent three consecutive meetings of the Club, without giving due notification or cause of his absence, shall have his office declared vacant.

## **ARTICLE VIII. INSTALLATION OF OFFICERS**

SECTION 1. Installation of officers elected at the annual election of officers shall take place at the business meeting in January thereafter. All other officers shall be installed immediately following their election.

SECTION 2. Any officer regularly elected who shall fail to present himself for installation and assume

the duties of his office, after having been duly notified of his election by the Third Chieftain, shall be deemed to have forfeited his office and a new election shall be held, except, only, in case of sickness and unavoidable detention — of which fact it shall be his imperative duty to notify the Club.

SECTION 3. All officers shall be installed by the retiring Chief or a Past Chief.

## **ARTICLE IX. DUTIES OF OFFICERS**

SECTION 1. CHIEF: It shall be the duty of the Chief to preside at all meetings of the Club, preserve order, and enforce the laws and rule of order, put all questions, and announce the decision of the same; give the casting vote on all questions before the Club except election of Officers; to inspect and announce all voting and balloting of the Club. He shall sign all warrants for payment of monies, passed by the Club, and none other, and all documents requiring his signature. He shall appoint a Club Piper, a Property Custodian, Standard Bearers and all standing committees (except the First Chieftain will select the social committee) for the current year. He shall have the right at all times to supervise the work and review the books of all Officers, committees and servants of the Club, and should he discover any neglect or deficiency it shall be his duty to report same to the Club at the first regular meeting thereafter. Previous to the closing of the meeting of the Club, he shall ascertain from the Fourth Chieftain the amount of the receipts of the evening. He shall marshal the Club on all public and festive occasions, and perform such other duties as are enjoined by the By-Laws, and Rules and Regulations of the Club. At the first business meeting after the conclusion of each term, he shall submit in writing to the Club an annual address which shall embody a statistical statement as to the membership and finances of the Club, a history of the Club during his term of office and such recommendation as he may deem proper for the betterment of the Club.

SECTION 2. FIRST CHIEFTAIN: It shall be the duty of the First Chieftain to assist the Chief in his duties, to inspect the ballot at every election, and discharge the duties of the Chief in every respect in the absence of that officer. He shall be responsible for all social functions held by the Club including all committees appointed to assist in same.

SECTION 3. SECOND CHIEFTAIN: It shall be the duty of the Second Chieftain to receive from the Fourth Chieftain at each meeting all monies of the Club, giving him a receipt for same: pay all orders passed by the Club, drawn on him and signed by the Chief or a Trustee; keep an account of all receipts and disbursements; file his vouchers and report in writing semiannually to the Club. He shall submit his books to the finance committee for inspection on the first meeting in February and July, or whenever the Club may direct. At the first business meeting of each term, he shall submit in writing an annual report of the total receipts and disbursements during his term of office, and the balance of funds in his possession. When duly called upon, he shall deliver all the monies, papers, and books relating to his office to the Club or to his successor in office. Together with the Trustees, he shall review the general account of the Club as of January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> at which times, and with the approval of the Club, a warrant shall be issued in favor of the Trustees account for such an amount as the Trustees shall recommend.

The amount so withdrawn from the Club general fund shall not, at any time, reduce this account to less than \$1,000.00. Prior to his installation in office he shall execute to the Club a bond by an approved Surety Company in such sum as may be prescribed by the Club. The cost of such bond shall be paid by the Club.

SECTION 4. THIRD CHIEFTAIN: It shall be the duty of the Third Chieftain to call the roll of Officers at each meeting, note the absences, read the minutes of the previous meeting; keep accurate minutes of the transactions of the Club; file all papers entrusted to him officially, unless otherwise ordered; keep a roll book of all members, showing their name, age, birthplace, nativity of parents, occupation, residence, references, proposer, date of proposal and election, and to notify each candidate of his election; and to issue all communications and notices not otherwise provided for. He shall keep the seal of the Club and attach same to all documents required by law or issued by authority of the Club. He shall enter in the minutes the names of all candidates proposed, balloted for, and introduced; also those suspended, dropped from the roll, and expelled; also a brief statement of all communications, petitions, and other documents, unless otherwise ordered; enter the total sum collected at each meeting reported by the Fourth Chieftain. He shall notify members of all meetings at least five business days prior to such meeting; inform members of committees of the date of first meetings of such committee, and also notify members as may be dropped from the roll by action of the By-Laws, Rules and Regulations, or by the Club. He shall notify the members of the death and time of funeral of a member. He shall on the first business meeting of each year report the names of all members that have become exempt during the past year; and shall, when duly called upon, deliver up the seal, books, documents, and other property of the Club in his possession to his successor in office. He must maintain a record of all amendments to the By-Laws. He shall submit an annual report in writing the first business meeting of each year, and shall perform such other duties as the Club shall from time to time direct.

SECTION 5. FOURTH CHIEFTAIN: It shall be the duty of the Fourth Chieftain to keep correct accounts between the Club and its members, receive all monies and pay the same over to the Second Chieftain; taking his receipt thereof. He shall promptly notify all members when in arrears and when liable for suspension, according to Article XII, Section 4, of the By-Laws. He shall promptly notify all Junior Members in good standing upon arriving at the age of eighteen of their right to initiation as Full Members in accordance with Article III, Section 4(a). He shall, before the close of each business meeting, report the amount of his receipts. He shall submit his accounts and books to the Trustees for inspection semi-annually, or whenever the Club may direct; and shall submit an annual report in writing; stating the number of members admitted, suspended, or dropped from the Club, present membership, and the aggregate amount due by them, and such other information as he considers of interest to members. On the night of election, he shall have on hand an alphabetical list of all members who are entitled to vote.

Prior to his installation in office, he shall execute to the Club a bond by an approved Surety Company in such sum as may be prescribed by the Club. The cost of such bond shall be paid for by the Club. When called upon to do so, he shall deliver all books, papers and monies in his possession to the Club or to his successor in office.

SECTION 6. SERGEANT-AT-ARMS: It shall be the duty of the Sergeant-at-Arms to act as aide to the Chief at all processions. He shall have charge of the meeting room and keep it in order; answer the roll call of officers; secure the meeting from intrusion; carry messages; prepare the ballot box for elections; introduce new members to the Chief, and perform other duties as the Club or the Chief shall direct. He shall be held responsible for all property entrusted to his care and deliver same to his successor in office.

SECTION 7. TRUSTEES: It shall be the duty of the Trustees to elect from their number Chairman, and a Secretary who shall keep strict minutes of all transactions of the Board.

They shall hold in trust all stocks, securities, investments, property (other than that entrusted to the care of the Property Custodian), and funds (***other than funds held in hand or in a Club Bank Account by the Second Chieftain or Fourth Chieftain***) belonging to the Club, and shall transfer, exchange, and deposit same, or any part thereof, whenever and however the Club may direct. They shall collect the interest and dividends on monies or any other investment made in the name of the Club, and reinvest this interest or dividend money except as required for day-to-day operations of the Club. ***Upon written request of the Second Chieftain, the Trustees shall transfer to the Club Bank Account sufficient funds for the continuing operation of the Club or funding of the Games.***

The Trustees shall make a monthly report to the membership of interest or dividends collected since the preceding month. They shall not lend the funds of the Club without its consent, nor without an order from the Chief, issued pursuant to a two-thirds (2/3) vote of the members present at a regular business meeting of the Club, and attested by the Chief and the Third Chieftain, under the seal of the Club.

At the business meeting in February of each year, the Trustees will report to the Club in writing, of all business transacted by them, the income generated and percentage returns on investments during the past year, together with a full and particular statement of the funds, investments and properties belonging to the Club.

The Trustees shall review with the Second Chieftain, in February and July of each year, his statement of the Club's general funds, and in accordance with the conditions of Article IX, Section 3 of the By-Laws, shall make whatever recommendations to the membership, as they consider necessary.

The Trustees shall review with the Fourth Chieftain semi-annually his accounts and records in accordance with Article IX, Section 5, and shall report to the membership their findings.

Prior to installation, each Trustee shall execute to the Club a bond by a Surety Company approved by the Club, in such sum as may be prescribed by the Club. The cost of such bond shall be an expense of the Club. At the first business meeting of each year, the Chairman of the Board of Trustees shall request the approval of the Club for the authority to transact such business as they deem advisable, during the ensuing year.

**SECTION 8. CLUB PIPER:** It shall be the duty of the Club Piper to attend business meetings of the Club to play ahead of the Chief and Chieftains when proceeding to their stations to open the meetings, to play ahead of all candidates for initiation when they are presented to the Chief and on such other occasions as the Chief may direct; also to accompany the Chief, when requested, on all visits to all kindred organizations.

**SECTION 9. CHAPLAIN:** It shall be the duty of the Chaplain to attend all funeral services of deceased members, if requested by the deceased member's family. Also to attend to spiritual devotion at all gatherings when requested to do so by the Chief, or by a majority vote of the Club at a business meeting.

**SECTION 10. PROPERTY CUSTODIAN:** He shall be the custodian of all property placed in his care by the club for use at the Annual Gathering and Games or other public or festive occasions, and shall



keep same in good order. He shall see that all property is transported and properly placed at the Annual Gathering and Games or on other occasions as the Club may direct. In case of neglect to produce the property for the use of competitors on the day of the Games he shall forfeit all claims against the Club for his labors.

He shall furnish all property in his possession to the chairman of any regular committee requiring same, upon being notified to that effect by such chairman, taking his receipt therefore with the approval of the Club.

At the first business meeting of each year he shall submit to the Club in writing, a full statement of the properties in his possession, together with their condition, and at the expiration of his term in office shall deliver all of said properties to his successor.

## **ARTICLE X. STANDING COMMITTEES**

**SECTION 1. MEMBERSHIP COMMITTEE:** The Membership Committee shall consist of five members appointed by the Chief, one of whom shall be a Past Chief, whose duty it shall be to inquire as to the eligibility and character of all applicants for membership, explain to them the objects of the Club, require an expression of their full concurrence in the same, and render a report at each business meeting of the Club on the applications referred to them.

**SECTION 2. FINANCE COMMITTEE:** The Finance Committee shall consist of three members appointed by the Chief, whose duty it shall be to examine all bills presented to the Club. No bill shall be presented to the Club for payment unless previously approved by the Finance Committee.

**SECTION 3. ENTERTAINMENT AND RECEPTION COMMITTEE:** The Entertainment and Reception Committee shall consist of the First Chieftain, who shall be chairman, and members appointed by the First Chieftain, whose duties it shall be to arrange for and take care of all entertainment and social functions, and arrange for any activities within the Club which are calculated for the improvement and amusement of the members. It shall also be the duty of this Committee to receive and entertain invited guests and extend such courtesies to strangers as may become the dignity of the Club. Social meetings shall be held as specified in Article II, Section 4.

**SECTION 4. GAMES COMMITTEE:** The Games Committee shall consist of the Chief, all elected officers, and other members appointed by the Chief, whose duties it shall be to recommend the grounds, determine upon the charge of admission, arrange the program of the Games and rules governing same, provide competent judges, and make any other arrangements they deem expedient for the holding of the Annual Gathering and Games or other similar function. Within three months after each celebration they shall make a final report, in writing, which shall contain a full account of all receipts and disbursements. Meetings of the Games Committee shall be held in accordance with Article II, Section 3

**SECTION 5. ARBITRATION COMMITTEE:** the Arbitration Committee shall consist of seven members appointed by the Chief, at least 2 of whom shall be Past Chiefs of the Club. Five of whom shall constitute a quorum for the transaction of business with the chairman being a Past Chief. Should a grievance be held against the Chief then the First Chieftain shall appoint the Arbitration Committee. It shall be the duty of the Arbitration Committee to hear and determine all matters in dispute between the Club and the member(s), and try all charges that may be preferred by one member against

another.

## **ARTICLE XI. COMPENSATION OF OFFICERS**

SECTION 1. With the exceptions noted in SECTION 2, below, Officers shall not be entitled to compensation for their positions, however, they will be entitled to reimbursement of all expenses incurred in fulfilling their duties, as approved by the Club.

SECTION 2. "The Club Piper and the Property Custodian shall receive annual compensation in the sums as approved by the Club and in effect at that time. Such compensation will be prorated for any partial service in a calendar year."

## **ARTICLE XII. FEES, DUES AND ARREARS**

SECTION 1. Applicants for membership shall pay the appropriate Application Fee for the class of Membership as approved by the Club and in effect at the time of application.

SECTION 2. The Annual Dues of members shall be the appropriate Dues for the class of Membership as approved by the Club and in effect at the time, payable annually in advance.

SECTION 3. Any member whose dues are in arrears after the first business meeting in April shall not be allowed to hold office, vote, have a voice at any meeting, or enjoy any other privilege of membership.

SECTION 4. After being duly notified by the Third Chieftain, any member whose dues are in arrears after the business meeting in April will stand suspended. After three months following his suspension he will automatically be expelled without further action of the Club.

SECTION 5. Any Full or Associate member who has paid his dues into the Club for a period of twenty-five consecutive years shall be exempt from further payment of dues. All Past Chiefs shall be exempt from further payment of dues. A member of the Club upon attaining the age of 65 years, and having been a member in good standing for fifteen consecutive years, shall be exempt from further payment of dues.

## **ARTICLE XIII REINSTATEMENT OF MEMBER**

SECTION 1. Any member who is expelled under Article XII, Section 4 of these Bylaws may be reinstated upon a favorable report of the Membership Committee, and being balloted on in accordance with Article III, Section 3 (b), and on payment of a Reinstatement Fee equal to the Application Fee, as approved by the Club and then in effect and one year's back dues equal to the Annual Dues as approved by the Club and then in effect. The period during which a member is expelled under Article XII, Section 4 shall not be counted towards any Membership awards. The periods of consecutive years under Article III, Section 5 and Article XII, Section 5 shall begin as of the date of reinstatement.

## **ARTICLE XIV. SUSPENSIONS AND EXPULSIONS**

SECTION 1. Any member conducting himself with impropriety at any meeting or gathering of the

Club, or using disrespectful or abusive language towards any officer or clansman, or making false or malicious charges against a member, or who shall use the name of the Club unwarrantably for the purpose of obtaining goods or money, or attempt to damage the position or character of the Club, or shall otherwise use his influence as a member of the Club to its injury, or has been convicted of a criminal offense, or be guilty of using obscene or vulgar language at any gathering or public meeting of the Club, may be reprimanded, suspended or expelled at the option of the Club, after having been tried and found guilty by the Arbitration Committee.

SECTION 2. Charges must be presented in writing, in duplicate to the Third Chieftain, and specify the points of complaint, time and place of occurrence. One copy shall be furnished to the accused, and the accused and the accuser shall be summoned to appear before the Arbitration Committee at such time and place as the Committee may direct.

SECTION 3. If the accused refuses or neglects to appear for a hearing upon the accusation, after having been duly notified, without presenting a sufficient and acceptable excuse for such neglect or failure to appear, the hearing may proceed in his absence; and if found guilty of the charge contained within the accusation, shall be dealt with as prescribed in Section 1 of this Article.

SECTION 4. The action of the Club shall be final and from such decision of the Club, there shall be no appeal. No member so expelled can again be admitted to membership.

#### **ARTICLE XV. APPLICATION OF FUNDS**

SECTION 1. The funds of the Club may be appropriated to meet the current expenses of the Club, and in case of the relief of a member or his family in a sum not to exceed \$1,000.00. If approved by the Chief, such expenditure for relief need not be approved by the Finance Committee, or read out at the business meeting at which the expenditure is made.

SECTION 2. (a) Any donation over \$250.00 shall require a written resolution submitted to the membership for approval.

(b) Donations to any individual, project, organization, Kindred or other Group in any one calendar year, shall not exceed \$1,000.00; except by written resolution not to exceed \$5,000.00 submitted to the membership of the Club for approval.

(c) "The Club may sponsor an individual or group up to \$15,000.00 in any Calendar Year upon approval of the Club. Such sponsorship shall be appropriately recognized by the recipient."

#### **ARTICLE XVI. ANNUAL GATHERING AND GAMES**

SECTION 1. The Club shall hold an Annual Gathering and Games to be held at such time and place as the Club shall determine.

#### **ARTICLE XVII. DRESS OF OFFICERS AND PAST CHIEFS**

SECTION 1. On all public and festive occasions of the Club, the officers must appear in appropriate Highland Dress.

SECTION 2. The Chief and Past Chiefs are to wear a three-feathered badge on their bonnets and the other Officers to wear a two-feathered badge on their bonnets during business meetings.

### **ARTICLE XVIII USE OF NAME**

SECTION 1. No member or any number of members shall use the name of the Club to promote any undertaking or entertainment in which the Club is not directly interested, without the consent of the Club.

The membership roster of the Club shall not be used by any member(s) or person, for any commercial or non-Club purpose, without the prior authorization of the Club.

SECTION 2. Any Officer or member using the Club letterhead for Club business shall submit a copy of the letter to the Third Chieftain for Club files. A copy of all contracts pertaining to the Club or Games shall be placed in the Club files.

### **ARTICLE XIX. AMENDMENTS TO BY LAWS AND RULES OF ORDER**

SECTION 1. The By-Laws and Rules of Order of this Club shall not be repealed, annulled, altered or amended, except by a Resolution of the Club in accordance with SECTION 2 of ARTICLE XX.

### **ARTICLE XX. DEFINITIONS**

Unless otherwise stipulated in these By-Laws, the following definitions shall apply:

SECTION 1. MOTIONS: A proposal from a member for the Club to take action within the By-Laws may be made by a verbal Motion during the Agenda Item New Business (or Old Business if the action is a continued item) of a Business Meeting of the Club. Once the proposer has made the Motion, it must be seconded by another member before any discussion or action may be taken. After the Motion is seconded, the Chief will call for discussion and at the end of discussion call for a vote on the Motion. A Motion that receives a simple majority of the votes cast shall pass and the Club shall take the appropriate action.

When a main motion is complex and more involved than a simple main motion, it is to be presented in writing and termed as a Resolution. In the absence of a specific By-Law requirement, the presiding Officer shall determine whether a motion shall be considered to be presented in writing and termed as a Resolution.

SECTION 2. RESOLUTIONS: A proposal from a member for the Club to amend the By-Laws or take action outside the By-Laws must be made by a Resolution in writing during the Agenda Item New Business of a Business Meeting of the Club. The Resolution will be presented at a Business Meeting of the Club and a copy given to the 3rd Chieftain for publication in the Club Newsletter. No action will be taken on the Resolution until a subsequent Business Meeting, once all members have been duly notified.

Once the proposer has presented the Resolution, it must be seconded by another member before any discussion or action may be taken. After the Resolution is seconded, the Chief will call for discussion and at the end of discussion call for a vote on the Resolution.

Amendments to the By Laws are “special Resolutions” requiring a 75%, or more majority vote. Other Resolutions require a 2/3rds majority vote. A Resolution that receives the required number of the votes cast shall pass and the Club shall take the appropriate action.

Approved by the Club as of September 5, 2014. By-Laws Committee: Past Chief Alan Purves, Past Chief Alex Henderson, Clansman Ian Myles, Clansman Steve Noble

## **RULES OF ORDER**

1. When the hour of the meeting has arrived, the Chief and the Chieftains shall assemble in the anteroom, and headed by the Club Piper, enter the meeting room and proceed to their prospective stations. At the sound of the gavel there shall be general silence. The meeting will then come to order.
2. The business of the meeting shall proceed within the manner prescribed by the "Order of Business".
3. Officers shall be addressed as follows: "Honored Chief;" "Worthy Past Chief;" "Worthy First Chieftain;" "Worthy Second Chieftain;" " Worthy Third Chieftain;" "Worthy Fourth Chieftain;" "Worthy Sergeant-at-Arms;" and "Worthy Chaplain", and the members of the Board of Trustees shall also be addressed as "Worthy Trustee". Members shall be addressed as "Clansmen".
4. The Chief shall not make nor second any resolution or motion or take part in any debate, while in the chair.
5. None but the members in good standing shall be appointed on any committee.
6. Any member who shall misbehave himself in the meetings of the Club or persistently violate the Rules and Regulations shall be admonished of his offense by the Chief and if he offends again he shall be excluded from the meeting and afterwards may be dealt with as the By-Laws prescribe.
7. In the absence of any Officer or member of a committee at a meeting of the Club, the Chief may appoint a temporary Officer or committee member to perform the duties of such absentee for such meeting only.
8. All motions must be duly seconded before they can be entertained.
9. When a motion is duly made and seconded, the presiding Officer shall state the same to the Club before it can be discussed.
10. All motions must be reduced to writing when the presiding Officer shall so order it, or a member request it.
11. No motion shall be in order while the question is under debate except to amend or lay on the table. A motion to lay on the table shall preclude debate, as likewise a motion of previous question.
12. No member shall be interrupted while speaking, unless by a call to order, or for explanation.
13. No motion for reconsideration shall be in order unless moved by a member who voted in the majority.
14. Any member wishing to speak, shall rise and address the chair, and confine his remarks to the subject under debate; and no member shall be allowed to speak more than twice on the same

subject, and not more than five minutes at any one time, unless by permission of the chair.

15. When a member is called to order, he shall be seated until the point of order is settled, when he may proceed.
16. No member shall be allowed to use discourteous language, or reflect on another while in debate.
17. No religious or political questions shall be discussed during business.
18. A motion to adjourn shall always be in order, and shall be decided without debate.
19. When the motion to adjourn is carried, the members shall remain seated until the presiding officer declares the meeting adjourned.
20. Any member dissatisfied with the decision of the Chair may appeal to the members of the Club.
21. When the presiding Officer has ordered the door to be especially closed, no member shall retire unless by permission of the Chair.
22. All rules governing Officers shall also apply to acting Officers or Officers pro tem.
23. The rules of order shall not be amended, suspended or annulled except by a two-thirds (2/3) vote of the members present at a regular meeting.
24. "Roberts Rules of Order" shall be the standard for Parliamentary Law, in the absence of any rule governing the case.

## ORDER OF BUSINESS

1. Roll Call of Officers.
2. Reading and approval of Minutes.
3. Collection of Dues — always in order.
4. Proposals of Membership.
5. Report of Membership Committee on previous proposals of membership.
6. Balloting of Membership.
7. Introduction of new members.
8. Report of Trustees.
9. Reports of Officers and Standing Committees.
10. Communications.
11. Approval of Bills.
12. Unfinished Business.
13. New Business.
14. Report as to sickness of members.
15. Receipts of the evening.
16. Good of the Club.
17. Adjournment.
18. "Auld Lang Syne."