

**BY – LAWS OF AIUTO, INC.  
DBA – SONS OF SICILY OF SAN JOSE**

**PREAMBLE**

Aiuto was founded to serve two purposes. The first duty of the Corporation is to create a club known as the Sons of Sicily of San Jose (SOS). The SOS shall exist to enable members to gather together and share in the customs, food, tradition and history of our common Sicilian heritage. The second purpose is to assist in the needs of the clubs' members of the Sons of Sicily. The word "Aiuto" which means 'help' shall also be the motto of our SOS club. Therefore, the SOS is a social club in nature and shall not involve itself in activities not consistent with our stated purpose.

**ARTICLE I**

**MEMBERSHIP**

**Section I:** Names of proposed new members shall be submitted to the Executive Board in writing. Each name shall be proposed by one member and endorsed by two other members who know the candidate personally.

**Section II:** The Executive Board shall review and approve those applicants that qualify for membership in the Club.

**Section III:** All members over Seventy (70) years of age shall be granted honorary membership status provided they have been a member in good standing for ten (10) years(consecutively) or more. They will pay one half of the current yearly rate for dues.

**Section IV:** Membership shall not exceed 200 members. There will be a maximum waiting list of 50 proposed new members. The Membership Director will maintain applications. However, notwithstanding the above, for each and every member who qualified for half dues under Section III above, one additional new member shall be allowed membership in the Club. These members will be allowed to join the club above the normal 200 maximum limit of active members, so that the dues collected will compensate for the members entitled to pay half dues. To distinguish which new members were able to join the club in this status, they will have a member number in the 300 series.

**Section V:** All members must be of Sicilian extraction and over the age of 21 years old.

**Section VI:** Membership in this Club is non-transferable.

**Section VII:** Leave of absence status may be obtained by approval of the Board of Directors (BOD) upon request of the member. This membership option is established for those members who must become inactive because of health, job, living out of town, etc. After a minimum of one year on leave of absence status, the member can again request active membership, at which time his name will be placed at the top of the waiting list, and he would become active when the next regular membership opening occurs.

**Section VIII:** The son (s) of any member who has attained the age of 21 yrs old and is otherwise eligible for membership in the SOS, shall be exempt from Section IV, Article I of the by-laws and can therefore be inducted at any time without waiting provided that:

- a) He is sponsored by his own father who has been a member in good standing for 1 yr.
- b) He has never before refused to be inducted as a member of the Sons of Sicily Club.
- c) He is willing to pay dues and participate in all other respects as a bona fide member of the club. Whether or not the son of a member is inducted by this method or subsequently resigns, this section shall in no way adversely affect or impact the waiting list or any other proposed new member. When a member inducted under this section resigns or otherwise ceases to be a member, he shall not be replaced, pursuant to Section IV, of Article I.

## **ARTICLE II**

### **DUES AND INITIATION FEES**

**Section I:** Initiation Fee - \$50.00, Yearly Dues - \$200.00, including regular monthly meeting dinners. Membership dues are payable annually, due on the 1<sup>st</sup> of January. Arrangements for alternative payment plans may be submitted to the Board of Directors for consideration and approval. Late payments will be assessed a \$25.00 charge after January 31<sup>st</sup>, if payment is not received by March 1<sup>st</sup> the

member will be required to apply for reinstatement and will be re-assessed the initiation Fee of \$50.00. Effective January 1<sup>st</sup>, 2018.

**Section II:** Any member whose dues are not paid within 30 days of the due date shall be dropped from the Club after due investigation and notification by mail.

## **ARTICLE III**

### **OFFICERS**

**Section I:** President – The president shall preside at all meetings at which he is present; shall exercise general supervision over the affairs and activities of the Club and see that harmony is preserved and the laws of the Club enforced, and shall serve as a member ex-officio of all standing committees.

- a) Appoint all standing and special committees.
- b) Sign all warrants with the Treasurer for payment of monies.

**Section II.** Vice-President – The vice-president shall preside at all meetings in the absence of the president, and carry out any other duties of the president when circumstances may prevent him from so doing, and shall serve as a member ex-officio of all standing committees.

**Section III:** Secretary – The secretary shall attend all meetings, and keep a true, correct and full record thereof.

- a) He shall be the custodian of all Club records.
- b) He shall read all communications and minutes of previous meetings and minutes, which shall have not been approved.
- c) He shall keep a roster of all members, showing the name, address and telephone number and occupation if possible.
- d) He shall make out all notices and conduct all correspondence subject to the approval of the president.
- e) He shall mail out to all members notices of special and social meetings.

**Section IV:** Treasurer – The treasurer shall receive all funds, keep them in the bank or depository selected or approved by the Executive Board, and pay out funds for obligations incurred by the club in the normal course of business. The Board of Directors must authorize all extra ordinary disbursements.

- a) He shall be empowered to sign all warrants in addition to the president, for the proper expenditures of funds.
- b) He shall make a financial report at each regular Club meeting and Executive Board meetings.
- c) When he retires or leaves the office he shall immediately deliver all books, records and other property in his charge belonging to the Club to his successor.

**Section V:** Financial Secretary – The financial secretary shall assist and coordinate functions of the secretary and treasurer. In addition, he shall maintain a ledger of each member’s account.

**Section VI:** Sergeant At Arms – The sergeant at arms ~~or his designate~~ shall attend all meetings and Club functions to assist in preserving order and security as the Chair may direct.

**Section VII:** Upon the loss of an officer the B.O.D. shall elect a successor.

## ARTICLE IV

### DIRECTORS

**Section I:** *Social Events Director* – The social events director shall be responsible for coordination of all social events.

- a) He shall maintain a calendar of events and inform the B.O.D. to allow sufficient time for necessary action.
- b) He shall obtain publicity for the Club and its functions.

**Section II:** *Food Services Director* – The food services director shall be responsible for refreshments and food at meetings and social events designated by the B.O.D.

**Section III:** *Parliamentarian* – The parliamentarian will advise the president on matters of parliamentary procedures and interpretation of Club rules.

**Section IV:** *Director of Health & Welfare* – The director of health & welfare shall be responsible for informing the Club of sick and disabled members. He shall also contact such members and report any findings to the Club and the B.O.D.

**Section V:** *Director of Membership* – The director of membership shall be responsible for maintenance of the membership records and shall maintain the applications of all new members.

**Section VI:** *Alternate Director* – The alternate director shall be a non-voting member. In the event of loss of a voting director the alternate shall fill his position.

**Section VII:** *Immediate past President* – The immediate past President shall serve as an advisor to the current president.

**Section VIII:** *Communications Director* – Shall be responsible for the coordination of both internal and external communication on behalf of the club. Including, but not limited to, the publication and distribution of the club's monthly newsletter, coordination of the club's website and social media, sale and collection of advertising fees, and any other communications the board of directors deems necessary. Effective September 1<sup>st</sup>, 2017

## ARTICLE V

### EXECUTIVE BOARD

**Section I:** The executive board shall consist of all elected officers and directors of the Club.

The executive board shall meet at the call of the president.

The executive board shall carry out the wishes of the Club and shall have power and authority to act for the Club in all matters of policy and action with relation to the purposes of the organization. Actions taken by the executive board involving the expenditures of money shall not exceed the sum of \$500.00 without prior consent of the membership except for the day to day operations of the club.

Not less than seven (7) members shall constitute a quorum at any executive board meeting.

No member of the executive board shall receive any compensation from the Club for performance of their prescribed duties.

## ARTICLE VI

### QUORUM

**Section I:** Not less than one third of the members shall constitute a quorum at any business meeting of the Sons of Sicily

## ARTICLE VII:

### MEETINGS

**Section I:** Meetings of the Club shall occur on the first Monday of each month excepting holidays.

**Section II:** At least every third meeting shall be a business meeting.

**Section III:** The order of business at all meetings of the Sons of Sicily shall be as follows:

Meeting called to order  
Salute to the American Flag  
Roll call of officers  
Reading of the minutes of the previous meeting  
Reports of officers and committee chairmen  
Unfinished business  
New business  
Good of the Club  
Adjournment

## ARTICLE VIII

### PARLIAMENTARY AUTHORITY

**Section I:** Robert Rules of Order Revised shall be the parliamentary authority for this Club and these rules shall govern the Sons of Sicily and Executive Board in all cases where they are applicable.

## **ARTICLE IX**

### **AMENDMENTS**

**Section I:** Amendments to these by-laws may be proposed at any regular meeting. Proposed amendments shall be considered for recommendation by the executive board at their regular business meeting. Upon receiving the opinion of the Executive board, the members shall vote on the proposed amendment. A quorum must be present and a two-thirds majority vote shall be required for passage.

## **ARTICLE X**

### **ELECTION OF OFFICERS**

**Section I:** Nomination of officers will be held every other February in the odd numbered years. Election of officers will be held on the 1<sup>st</sup> Monday of March. The first meeting following the election, the newly elected president shall announce his selections to serve as directors.

**Section II:** The elected officers shall serve for a period of not less than two (2) years. The appointed directors shall serve at the discretion of the president during his term in office. The officers and the appointed directors shall be recognized as the Executive Board.

## **ARTICLE XI**

### **SCHOLARSHIP AWARDS**

**Section I:** The Sons of Sicily will award scholarships annually through the Aiuto Foundation.

## **ARTICLE XII**

### **WOMENS AUXILIARY CLUB**

**Section I:** The Women's Auxiliary Club (WAC) was established in May of 2004, and is affiliated with the Sons of Sicily (of San Jose), but controlled by its own governing rules. Membership is open to all Sicilian women and spouses of Sons of Sicily members, who do not have to be of Sicilian decent. Members of the auxiliary may participate in the Sons of Sicily special events.