

SUSQUEHANNA VALLEY BEARS BYLAWS

Article I: Name

The name of the organization shall be Susquehanna Valley Bears (SVB).

Article II: Purpose

- A. To be a not-for-profit organization for individuals of similar social interests.
- B. To provide activities for individuals of similar social interests.
- C. To promote and encourage brotherhood within SVB and other like-minded organizations.
- D. To promote and participate in activities of the local gay community.

Article III: Membership

- A. Membership shall be open to all persons at least 21 years of age.
- B. The applicant must submit an application with the yearly membership fee.
- C. In its dealings with individuals, employees and organizations, SVB will in no way discriminate against any individual or group of individuals because of race, creed, color, national origin, age, religion, political affiliations or beliefs, marital, physical disability, or sexual orientation.
- D. Full Membership shall be defined as a member in good standing with current dues paid. Full members shall receive full voting privileges and other benefits to be determined by the Board of Directors.
- E. The Board of Directors may award honorary memberships based on service to the organization. Honorary Members do not possess voting privileges.
- F. The Board of Directors shall set memberships renewal dates and dues each year.

Article IV: Board of Directors

- A. The Board of Directors shall be the main governing body of SVB.
- B. The Board of Directors shall consist of the following positions:
 - 1) President
 - 2) Vice President
 - 3) Webmaster
 - 4) Treasurer
- C. Each Director on the Board must be a Full Member in good standing and must remain so during the term of office.
- D. No individual member of the Board of Directors has the authority to enter into a contract or to incur financial obligation on behalf of SVB without the approval of the Board of Directors.
- E. Duties and Responsibilities:
 - 1) The President shall:
 - a) Preside at all Meetings of the Board of Directors and General Membership.
 - b) Prepare the agenda for all called meetings.
 - c) Hold dual office only when there is a vacancy in a major office. [See Article XI].
 - d) Assume any office, and its duties that are not represented at meetings.
 - e) Possess the authority to sign checks.
 - f) Perform various other duties as assigned by the Board of Directors.
 - 2) The Vice President shall:
 - a) Keep an accurate record of all meetings.
 - b) Maintain the official SVB files.
 - c) File and maintain documentation relating to SVB incorporation and not-for-profit status.
 - d) Keep an accurate membership list updated.
 - e) Possess the authority to sign checks.
 - f) Perform various other duties as assigned by the Board of Directors.
 - 3) The Webmaster shall:
 - a) Maintain the official correspondence for the organization. [See Article V].
 - b) Maintain the official website. [See Article V].
 - c) Perform various other duties as assigned by the Board of Directors.
 - 4) The Treasurer shall:
 - a) Hold the funds of the organization and disburse according to the decisions of the Board and General Membership.
 - b) Keep an accurate record of receipts for expenditures, account deposits, and make regular financial reports to the Board and General Membership at official meetings.
 - c) Be the liaison and coordinator to the organization's financial institution.
 - d) Possess the authority to sign checks and shall be responsible for maintaining a signature card on file for this purpose at the organization's financial institution.
 - e) Perform various other duties as assigned by the Board of Directors.

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Article V: External Communications and Privacy of Membership Information

- A. External Communications
 - 1) The President shall be the official spokesmen for SVB in all matters.
 - 2) Official correspondence shall be reviewed by Board Members for accuracy and clarity of content.
 - 3) The Vice President shall be responsible for all postal mail.
 - 4) The Webmaster shall be responsible for communicating event plans to the membership.
- B. Privacy of Membership Information
 - 1) No member shall disseminate the personal statistics or information of a SVB member as supplied on a membership form to any person without the express consent and approval of that member.
 - 2) No member shall disseminate the membership directory to any person who is not a member of the organization.
 - 3) The Board of Directors shall be the only members permitted to obtain a master membership directory listing.

Article VI: General Membership Meetings

- A. General Membership meetings shall be held at least once a quarter, at a time and place determined by the Board of Directors.
- B. Members attending a General Membership meeting shall constitute a quorum for purposes of voting. There shall be no minimum number of members in attendance necessary to constitute a quorum.
- C. The President shall preside over the General Membership Meeting.
- D. Other meetings may be held as necessary whenever voted upon by the General Membership or by the Board of Directors.
- E. Motions on the table at a General Membership Meeting may be passed by a simple majority vote of those members that are present and in good standing.

Article VII: Board of Director Meetings

- A. Board of Directors Meetings shall be held at the board's discretion or at least once a quarter and prior to the regularly scheduled General Membership meeting.
- B. Additional meetings may be held as necessary whenever voted upon by the Board of Directors.
- C. Motions on the table at a Board of Directors Meeting may be passed by a simple majority vote of those directors that are present and in good standing. In the instance of a tie, the President shall cast the deciding ballot and his decision shall be binding.
- D. Proxy votes for members of the Board of Directors unable to attend a particular meeting shall be available only for those issues that have been raised in advance, and for which the absent Board Member has expressed an opinion. The President shall cast such proxy vote and his vote shall be clearly designated as such in the minutes of the Board of Directors meeting.

Article VIII: Voting Procedures

- A. There are four methods of voting before the General Membership or Board of Directors: Voice, Show of Hands, Roll Call and Secret Ballot (written)
- B. Only Full Members in good standing shall have voting privileges.
- C. In the event of a tie vote before the General Membership, further discussion by the General Membership is warranted and the topic shall be tabled until the next General Membership Meeting (as determined by the Board of Directors).

Article IX: Elections of the Board of Directors

- A. The bi-annual election of officers shall be held during the November General Membership Meeting.
- B. Nominations:
 - 1) Shall open no earlier than the October General Membership Meeting.
 - 2) Shall be accepted via either postal mail or e-mail up to midnight of the day prior to the election meeting.
 - 3) By postal mail shall be sent to the organization's postal box and addressed to SVB - Nominations.
 - 4) By E-mail shall be titled "Nominations" in the subject line and shall be addressed to info@SVBEARS.com.
 - 5) Must be verified by a member of the Board of Directors.
 - 6) For offices lacking nominees shall be taken prior to casting ballots at the November Election Meeting.
 - 7) Are eligible to individual members for one office each election year.

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- 8) Shall be listed on the SVB Website between the opening of nominations and the scheduled election.
 - 9) Shall be taken only after the President has read Article IV that describes the Board of Director's responsibilities.
 - 10) Shall only be taken for members in Good Standing.
- C. Ballots:
- 1) Shall be provided one per member at the election.
 - 2) At the Election Meeting shall be the only votes considered valid.
 - 3) Shall be printed on paper that cannot be reproduced.

Article X: Removal of an Elected Official

- A. The Board of Directors may suspend the duties of an elected official if three of the four board members unanimously agree. The suspension is valid if the Board:
 - 1) Provides each member in good standing a copy of the minutes of the proceedings in which the suspension occurred; and
 - 2) If a general membership meeting is not already scheduled, holds a meeting of the general membership within 2 weeks of the Board's vote for suspension. The general membership shall be notified of this meeting via phone or e-mail.
- B. At the called or next General Membership Meeting the following events shall occur:
 - 1) The minutes of the proceedings which resulted in the suspension shall be read.
 - 2) A five minute statement from a member of the board, outlining the board's reasons for instituting the suspension proceeding.
 - 3) A five minute statement from the suspended elected official.
- C. The removal of the elected official or an overturn of the suspension shall be decided by a simple majority secret ballot vote by the general membership present at the meeting.

Article XI: Vacancies and Order of Succession

- A. If the office of President becomes vacant the Vice President shall assume the office of the President and the Board of Directors shall appoint a member to the position of Vice President. This appointment shall be ratified by the General Membership at the next scheduled General Membership Meeting. If the appointment is not ratified, the Board of Directors shall initiate a special election for the position.
- B. In the event vacancies occur in other offices of the Board of Directors, the remaining members of the Board shall appoint a member to the vacant position. This appointment shall be ratified by the General Membership at the next scheduled General Membership Meeting. If the appointment is not ratified, the Board of Directors shall initiate a special election for the position.
- C. If two vacancies occur concurrently within the Board of Directors and the next General Membership meeting is two or more weeks away then an election must be held at that next General Membership Meeting. The Board should appoint pro-tem officers to these positions until the election. These temporary officers are eligible to run for the vacant positions.
- D. In the event three or more vacancies occur concurrently within the Board of Directors, an emergency General Membership Meeting shall be called within seven days to elect new officers to the vacant positions. Notice to the general membership for this emergency General Membership Meeting shall be by phone or e-mail.
- E. The order of succession to the office of President is the elected Vice President, the elected Webmaster, and the elected Treasurer.

Article XII: Implementation and Amendments of Bylaws

- A. Implementation
 - 1) The Bylaws are intended to serve as a guideline for the operation of the organization.
 - 2) The Bylaws may never be set aside for the purposes to be used against any SVB member.
- B. Amendments
 - 1) Shall be proposed to the Board of Directors for approval.
 - 2) Upon approval by the Board of Directors shall be submitted to the General Membership for ratification by a simple majority vote.