

Cosmos Club
of
Fair Lawn
By Laws

Revised 2014

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**BY LAWS
OF THE
COSMOS CLUB OF FAIR LAWN, NEW JERSEY**

ARTICLE I NAME:

The name of the organization shall be “Cosmos Club of Fair Lawn, Inc.” the term Cosmos Club or “Club” shall mean both for each category in all subsequent articles of these By-Laws.

ARTICLE II MOTTO:

The motto of the club shall be “Order Out of Chaos.”

ARTICLE III OBJECTIVES AND PURPOSES:

The objectives and purposes for which the Cosmos Club will constantly strive for are:

- Section 1 To Promote good citizenship and an active civic interest in the municipal affairs of Fair Lawn and the State of New Jersey.
- Section 2 To encourage male residents of Fair Lawn, Bergen County and the State of New Jersey, being of Italian extraction, to take an active part in the civic, cultural, social and charitable activities in the community.
- Section 3 To foster good fellowship among its members and among all individuals regardless of class, race, and religious beliefs.
- Section 4 To perpetuate itself by maintaining in a strong creditable organization.

Section 5 To establish and undertake the operation and management of a headquarters or Club building as a fraternal, charitable, civic, social and cultural center for the accomplishment of all other objectives and purposes.

Section 6 To put the golden rule into practice at all times.

ARTICLE IV MEMBERSHIP:

Section 1 Membership shall consist of (2) two categories:

A. The Cosmos Club, the parent organization composed of male members, meeting member qualifications for membership. In each category there shall be three (3) classes, Active members, Past Active Members (I and II), Social Members and Honorary Members.

A. The Ladies Auxiliary, the subsidiary organization composed of female members meeting the qualifications of the Auxiliary.

Section 2 Active Members: Qualifications and Privileges - The following qualifications, privileges and obligations shall pertain in order to be considered an active member of the Cosmos Club.

A. Males who have attained the age of 21 years old, of good moral character, and of Italian Paternal or Maternal descent or extraction.

B. They shall be elected to the membership following two readings of their application and a vote by the membership. Applicants receiving five or more negative votes by the membership will be rejected.

C. They shall have paid all induction fees, dues and assessments and shall have been initiated as members in accordance with the requirements and rituals of the organization.

D. They shall be entitled to vote at all meetings on any matter presented by motion or resolution.

E. They may serve on all committees by appointment.

F. They may hold elected office in the Club.

G. They may attend all Club functions and affairs sponsored by the Club.

- H. They shall be permitted use of all facilities of the Club headquarters or Club building.
- I. They must meet all financial obligations authorized by Club action and shall not be in arrears after March 31st of that calendar year.
- J. They shall abide by all the rules of the Club and any other duly approved actions, regulations, procedures or traditions as determined by the Executive Board at any time.

Section 3 Past Active Members I: (Gold Card) Prior to (6/22/2004)
 Definition: Any member of the organization who has attained the age of sixty five years and who has been a member in good standing for fifteen consecutive years may become a past active member upon the procedure established by the club.

Dispensations: A Past Active member shall enjoy all of the privileges of an active member but shall not be subject to the financial obligations pertaining to an active member except for assessment fees.

Section 4 Past Active Members II: (Gold Card 2 after June, 22, 2004 and prior to September 13, 2013.)
 Definition: Any member of the organization who has attained the age of sixty five years and who has been a member in good standing for fifteen consecutive years may become a Past Active Member II upon the procedure established by the club.

Dispensations: A Past Active Member II shall enjoy all of the privileges of an active member but shall not be subject to ½ the financial obligations pertaining to an active member except for assessment fees.

Section 5 Social Members:
 Definition: Any member whose is not of Italian decent, but his wife is of Italian parental extraction will be classified as a social member.

Restrictions: The social member shall be subject to all other qualifications and requirements of an active member and shall enjoy all the privileges pertaining thereto except the right to hold office of President or Vice President.

Section 6 Honorary Member – A member of the Club with ten (10) or more years of consecutive membership who becomes physically disabled or developmentally challenged and cannot attend the Club may be assigned by the Executive Board the status of Honorary Member. An Honorary member will be exempt from paying all annual dues and assessments for the time the member is deemed an Honorary Member. An Honorary Member will have no voting rights, may not hold office and can not apply for scholarship funds. If the Honorary Member is able to attend a Club activity or affair, he will be charged the full fee for the event. A member of the local Clergy may be an Honorary Member of the Club

if nominated by an active Club member and receives a majority affirmative vote of the membership. The Executive Board will review the status of all Honorary Members annually. (Added 10/28/14)

Section 7 Reinstatement - Any member expelled from the Club roster for non-payment of dues or a former member seeking re-instatement shall be treated exactly as a new applicant without exception. All previous membership privileges will be forfeited and reinstatement will be as a new member. If the member held a past active member status (Gold Card I or II) that privilege would no longer apply in his reinstatement.

Section 8 Membership Retention

- A. Any active, past active or social member who has been a member and has moved out of New Jersey may retain active membership.
- B. Any active, past active or social member who moves 250 miles or more away from the Cosmos Club may retain membership by continuing to pay the yearly assessment fee, if applicable.
- C. Any active, past active or social member may retain membership for up to two calendar years for a “leave of absence” by paying the yearly assessment fee, if applicable. This leave of absence shall be used for military service, sickness/illness in the immediate family, temporary relocation or other just cause. Following the leave of absence the member must return to active membership or be removed from the roster.

Section 9 Woman’s Auxiliary

Qualifications:

- A. Females who have attained the age of twenty-one (21) years, of good moral character and of Italian parental or maternal extraction or decent.
- B. Females married to a male member of the Cosmos Club.
- C. Members of the Woman’s Auxiliary shall be subject to all other qualifications of a male member and shall enjoy all the privileges pertaining thereto except for the right to vote or hold office in other than the Woman’s Auxiliary.
- D. The Woman’s Auxiliary shall have their own duly elected Executive Board which shall consist of eleven (11) members of which one shall hold office of: President, Treasurer, Recording Secretary, Corresponding Secretary, Sergeant-at-Arms, Progress Director, Club Director, Information Director, Civic Director and Financial Director.

E. The Woman's Auxiliary shall follow the procedures in the Club By-Laws, with the exception of the following:

1. They shall have their own separate bank account to conduct business.
2. They will have the right to set the fees for dues and collect the same from their membership.
3. All monies attained from a charitable affair may be distributed at the discretion of their members.
4. They shall pay a monthly rental fee for building use to the Cosmos Club Executive Board at a rate established by said Executive Board, unless the fee is waived by the Executive Board.

ARTICLE V MEETINGS:

- Section 1 Regular meetings shall be held once each month on the fourth (4th) Tuesday at a regular place and time as decided by the Executive Board at the September meeting.
- Section 2 Special meetings may be called by the President or by a request in writing by four (4) members of the Executive Board or 10 active members, excluding officers, addressed to the President at least five (5) days prior to the date of required meeting.
- Section 3 Twenty (20) members, or one-fifth (1/5) of the active membership, whichever is larger, shall constitute a quorum at any meeting and at least three (3) must be elected officers.
- Section 4 The regular meeting in the month of June shall be the Annual Meeting of the year. All affairs and reports shall be terminated for the year at the end of the June meeting.
- Section 5 Any business of the Club in order to be transacted shall be presented by proper motion for approval of the organization. A majority vote of members in attendance shall be required for the disposition of any business presented at any legally constituted meeting. Any actions taken regarding the By Laws will require a two-thirds (2/3) vote of the members in attendance.
- Section 6 Every active and past active member in attendance in good standing shall be counted as one vote. No proxy or absentee votes will be permitted.
- Section 7 If a meeting falls on a holiday, a substitute day shall be announced by the Executive Board at the preceding meeting.
- Section 8 The order of business at regular meetings shall be as follows:

- A. Call to order.
- B. Salute to the flag.
- C. Reading of the names of the deceased members of that passed in the month of said meeting.
- D. Reading of the Objectives and Purposes (Article III).
- E. Reading of the minutes of the previous meeting.
- F. Treasurers report.
- G. Reading of the minutes of the previous Executive Board minutes.
- H. Correspondence.
- I. Committee reports.
- J. Old business.
- K. New business.
- L. Application for membership first and second readings, voting on new members and swearing in of new members.
- M. Adjournment.
- N. Refreshments.

Section 9 A closed ballot on any matter to be voted upon by membership at large, will be granted to any member who requests such a vote.

ARTICLE VI OFFICERS

Section 1 The officers of the Club shall be as follows:

- A. President
- B. Vice President

- C. Secretary
- D. Treasurer
- E. Judicial
- F. Sergeant at Arms
- G. Club Chairman
- H. Assistant Club Chairman
- I. VFW Liaison (non-voting)

ARTICLE VII DUTIES OF OFFICERS

Section 1 President –

- A. He shall preside at all meetings of the club at which he can be present.
- B. He shall act as an ex-officio member of each standing or special committee.
- C. He shall preside at all meetings of the Executive Board at which he is in attendance.
- D. He shall appoint chairman of all committees except those of which are chairman, as provided for in these By Laws.
- E. He shall keep a complete file of the activities and turn same over to his successor.
- F. Including the aforementioned provisions he shall have all the other powers and duties generally pertaining to this office.

Section 2 Vice President –

- A. The Vice president shall act as president and preside at any meeting at which the president is not in attendance.
- B. He shall act as an ex-officio member of each standing or special committee.
- C. He shall keep a complete file of the activities and turn same over to his successor.

Section 3 Secretary –

- A. The recording secretary shall keep a record of the proceedings at each regular or special meeting of the Club and the Executive Board.
- B. He shall report at each meeting of the general membership the minutes of the preceding meetings of both the Club and the Executive Board.
- C. He shall keep a complete file of activities while in office and turn same over to his successor.
- D. He shall keep an accurate copy of the By Laws, rituals, procedures and rules with every amendment made thereto.
- E. He shall attend to all correspondence of the Club and shall furnish copies of all outgoing data to the President.
- F. He shall notify the membership of all special meetings and any changes in regular meeting.
- G. He shall be in charge of the Bulletin/Information Committee.

Section 4 Treasurer –

- A. The treasurer shall be the custodian of all funds collected from the members for membership obligations.
- B. He shall receive all funds realized by the club through any of its committees from functions and affairs sponsored by the club.
- C. He shall deposit all funds in an account or accounts in financial institutions designated by the Executive Board.
- D. He shall keep an accurate system of books and records in forms and manner approved by the Executive Board.
- E. He shall report in detail all receipts and expenditures handled by him to the Executive Board and at monthly club meetings.
- F. He shall sign all checks for obligations incurred by the Club and approved by the Executive Board.
- G. He shall present to the Executive Board a practical budget for the operation of the club.
- H. He shall present the books and records to the Executive Board for audit by the July meeting if requested.

- I. He shall forward annual bills after January 1st of the new year to each member for annual dues and assessment,
- J. He shall report to the Executive Board at the March meeting any delinquencies of members whose dues and assessments have not been paid by that date.
- K. He shall notify each member in arrears after March 31st. All dues will be collected during January, February and March. Members who are in arrears after March 31st will receive notifications by letter in April. Names of the members in arrears will be read at the April and May general membership meetings and posted in the Club. Any member who is still in arrears after the June general membership meeting will be deleted from the membership roster.
- L. He shall keep a complete file of his activities while in office and turn same over to his successor.

Section 5 Sergeant-at-Arms

- A. He shall maintain order at all meetings and shall eject any member from the meeting place if ordered to do so by the presiding officer.
- B. He shall see that the meeting place is properly arranged for the conduct of a meeting.
- C. He shall keep attendance records for all general meetings.
- D. He shall be the custodian of all paraphernalia of the Club and shall be responsible for its safe keeping and use.
- E. He shall keep a complete file of his activities while in office and turn same over to his successor.

Section 6 Club Chairman –

- A. He shall be responsible for recommendation and reviewing any matters pertaining to the physical operation of the Club to the Executive Board including the upkeep of the building and property.
- B. He shall be responsible for obtaining quotes from vendors for major projects and upgrades being considered, and bringing the quotes to the Executive Board. In the event an emergency repair must be completed, the Executive Board may waive the quote mandate upon the request of the Club Chairman.

- C. He shall seek annual quotes and contracts for landscape maintenance and snow removal.
- D. He shall be the chairman of the Real Estate/Construction Committee.
- E. He shall recommend to the Executive Board any purchases to be made in furniture, maintenance equipment and supplies, outdoor landscaping.

Section 7 Assistant Club Chairman –

- A. The Assistant Club Chairman shall act as Club Chairman and preside at any meeting at which the Club Chairperson is not in attendance.
- B. He shall assist the Club Chairman in all aspects of the position.

Section 8 Judicial Officer –

- A. He shall be the recognized Parliamentarian of the Club and will settle any controversy arising over the interpretation of the By Laws and rules of order.
- B. He shall have jurisdiction over the Laws and Rituals Committee, Grievance Committee and the Ethics Committee.
- C. He shall keep a complete file of the activities and turn same over to his successor

Section 9 VFW Liaison –

- A. He shall attend meetings held by the VFW and the Club, bringing information and concerns to both parties.
- B. He shall report to the Executive Board at each Executive Board meeting in regard to information, problems or concerns between the Club and VFW.

ARTICLE VIII POLICIES REGARDING OFFICERS

- Section 1 No member may be nominated for President without having served previously as an officer for at least one (1) year and has been a member in good standing for at least three (3) consecutive years.
- Section 2 No member shall be nominated for the Presidency of the Club if he has served in that position for the preceding two (2) full consecutive two (2) year terms.

- Section 3 Nominations for officers shall be submitted by the Nomination Committee in April of each year. Additional nominations may be made from the floor at the general meeting in April or at the election meeting in May.
- Section 4 An election will take place at the regular meeting in May from all nominations made by the Nomination Committee or from the floor of the general meetings.
- Section 5 Installation of officers shall take place at the June meeting each year, in accordance with the procedures and rituals of the Club, or at a special affair authorized by the Executive Board and approved by the membership.

ARTICLE IX EXECUTIVE BOARD

- Section 1 The Executive Board shall consist of nine (9) elected officers who shall serve a two year term, and a representative from the Woman's Auxiliary who shall be the President.

ARTICLE X DUTIES OF THE EXECUTIVE BOARD

- Section 1 The Executive Board will act on all the business of the Club and will be the administrative body of the organization.
- Section 2 It will receive reports from all the officers and committee chairpersons and propose whatever action is deemed necessary for the best interest of the Club.
- Section 3 It may, at its discretion, or as required by other sections of these By-Laws refer matters to the membership at an assembled meeting.
- Section 4 It will discharge any of the obligations required in any of the procedures or rituals of the Club.
- Section 5 It shall report and refer to the membership any recommendations for change in the financial obligations of the members such as dues, initiation fees or assessment fee at the October meeting of each year for such changes to become effective in January.
- Section 6 It shall refer to any officer or committee chairperson any matter requiring study before official action is taken at a subsequent meeting.
- Section 7 It shall review all bills requiring payment and approve same for payment after receiving reports from the Treasurer on the validity, availability of funds and allocation of such funds in the budget.

- Section 8 It shall have the power to transfer funds from budget accounts in order to meet valid obligations and shall have the power to make purchases of \$1,000.00 or less without the consent of the membership at large.
- Section 9 It shall receive the report of the Treasurer at the March meeting regarding members delinquent in the payment of dues for the current calendar year and shall take action in accordance with the procedure established for such case.
- Section 10 It shall receive the request of any officer regarding the removal of any committee chairperson and shall take action in accordance with the procedure established for such case.
- Section 11 It may appoint another active member to act in a temporary capacity: to fill a vacancy caused by the resignation or disqualification of an officer; to carry on the duties of any officer who is incapacitated; to act for an officer while under charges for removal from office, until a successor is elected or until charges or incapacitations are removed.
- Section 12 It may accept the resignation of any officer and take action to fill the vacancy with the procedure established for such case.
- Section 13 It may receive recommendations for the removal of an officer and shall take the necessary action to dispose of the matter in accordance with the procedure established for such case.
- Section 14 It may receive formal requests for the expulsion of any member from the Ethics Committee and shall proceed to dispose of the matter according to the procedure established for such action.
- Section 15 It shall, upon the recommendation of a committee, approve the cooperation with any organization in sponsoring or conducting a program beneficial to the town youth.
- Section 16 It shall, upon the recommendation of a committee, approve the cooperation with any other organization in sponsoring or conducting a program beneficial to the needy and underprivileged.
- Section 17 It shall, at the September meeting, announce its policy on procedure to be followed as to the recipients of flowers, gifts, and cards with amounts to be allotted for any such expenditure.
- Section 18 It shall review the rejection of an application for membership, if requested by the sponsor of the applicant, in accordance with the procedure established for this case.
- Section 19 It shall upon the resignation or automatic removal of any officer announce at the next regular meeting that such vacancy exists. It shall make a nomination for such office or,

receive additional nominations from the floor and direct the Nominating Committee to conduct a special election to fill the vacant post.

Section 20 Including the aforementioned provisions, the Executive Board shall have all the powers and duties which shall be required by this administrative body to act in the best interest of the Club.

ARTICLE XI MEETINGS OF THE EXECUTIVE BOARD

Section 1 The President shall be the Chairman of the Executive Board and shall preside at all meetings of the Board at which he is present.

Section 2 The Club Secretary shall keep a record of the proceedings at each regular or special meeting of the Executive Board.

Section 3 Regular monthly meetings of the board must be held prior to the membership meeting to deliberate on any matters requiring its attention, and to be proposed to the Club.

Section 4 Special meetings of the Executive Board may be called by the President or by any three (3) other Board members, if deemed advisable, provided all members of the board are notified by phone or in writing before the stipulated time for such special meeting and provided such time and date are reasonable.

Section 5 Five (5) members of the Executive Board shall constitute a quorum in order to transact the business of the Board.

Section 6 A two-third (2/3) vote of the Board members present at any special or regular Executive Board meeting shall constitute the will of the entire Board.

Section 7 Any member of the Board who shall have been absent for three (3) consecutive meetings of the Executive Board or regular membership meetings, except if excused by the President, shall automatically be disqualified and the office held by him will be declared vacant.

ARTICLE XII RESPONSIBILITIES OF THE EXECUTIVE BOARD

Section 1 The Secretary shall make a report of proposed actions of the Executive Board at the next regular meeting of the Club.

Section 2 Approval of every proposed action of the Executive Board is not required of the membership of the Club, any action which is not contested will be considered as approved and confirmed.

Section 3 If the membership desires to contest or discuss any proposed action of the Board, however, it may, by proper motion from the floor, be discussed by the membership at large.

Section 4 The proposed action of the Board may be sustained or reversed if a proper motion receives two-thirds (2/3) affirmative vote of the members present at any meeting.

ARTICLE XIII COMMITTEES – GENERAL

Section 1 All committee chairmen will be appointed by the President.

Section 2 At the June meeting, the President shall announce the appointments of committees for the calendar year from July 1st to June 30 of the following year after his election or start of the second year of his term. The President may also announce the appointment of any other committee chairman whenever he deems it necessary for the general welfare of the Club.

Section 3 Each committee shall be composed of as many men which the chairman feels is required, and those committee members will be appointed by the chairman with the advice and consent of the President.

Section 4 Special Committees shall only be appointed in extremely special cases to serve under the jurisdiction of the President.

Section 5 Any matter to be undertaken should be placed in the custody of one on the standing committees under an officer if at all possible.

Section 6 All committee chairmen shall keep a complete file of the committee's activities while in office and turn over to his successor.

Section 7 All committees which handle money shall keep records and forms as required by the Executive Board and shall make all financial records available to the Treasurer within ten (10) days after the conclusion said affair for audit and review,

Section 8 All committees shall be primarily responsible to the Vice-President or under the officer said committee appears in the organizational chart for standing committees.

ARTICLE XIV STANDING COMMITTEES:

Section 1 The standing committees of the Club and the officer under whose jurisdiction it had been placed is as follows:

<u>Committee</u>	<u>Reports to Officer</u>
Ad Book	Club Secretary

Attendance	Sergeant at Arms
Budget	Club Treasurer
Bulletin/Publicity	Club Secretary
Columbus Day Celebration	Club Vice-President
Columbus Day Dinner	Club Vice-President
Ethics	Judicial Officer
Grievance Committee	Judicial Officer
House Committee	Sergeant at Arms
Laws and Rituals	Judicial Officer
Membership	Club Vice-President
Nominating	Club Assistant Chairman
Real Estate/Construction	Club Chairman
Special Affairs	Club Vice-President

ARTICLE XV COMMITTEES - SPECIFIC DUTIES

Section 1 Ad Book Committee - The Ad Book Committee shall be composed of a chairman appointed by the President. The chairman will appoint as many committee men deemed necessary, with the advice and consent of the President and Club Treasurer. The Ad Book Committee shall have the following specific duties:

- A. It shall solicit ads, compile all articles for the journal and supervise its publication to a successful conclusion.
- B. It shall collect funds derived from the advertisements, recommend payment of disbursements and handle all money matters to insure its success financially.
- C. It shall submit a complete financial report to the Treasurer for review before its formal submission to the Executive Board.

Section 2 Attendance Committee – The Attendance Committee Chairperson will be the Sergeant at Arms. He will appoint as many committeemen deemed necessary, with the advice and consent of the President. The Attendance Committee shall keep an accurate attendance record of each member at regular or special meeting of the Club on forms instituted for this use.

Section 3 Budget Committee - The Budget Committee Chairman will be the Club Treasurer. He will appoint as many committeemen deemed necessary with the advice and consent of the President. The Budget Committee shall have the following specific duties:

- A. It shall prepare a budget based on the experience of previous years and the requirements of programs which the club will be engaged.

- B. It shall present this budget to the Executive Board at its session before the September meeting of general membership.
- C. It shall advise the Treasurer of allocation of funds to be made so that the Treasurer may formulate his bookkeeping records accordingly.
- D. It shall with, the Treasurer, review the financial accounts of any committee handling money before submission of the final report to the Executive Board.

Section 4 Bulletin/Publicity Committee – The Bulletin/Publicity Committee shall be composed of a chairman appointed by the President. The chairman will appoint as many committeemen as deemed necessary with the advice and consent of the President and Club Secretary. The Bulletin Committee will compile all data, prepare and edit all articles and supervise the publication of a periodic newsletter for the interest and edification of the members.

Section 5 Columbus Day Celebration Committee – This committee shall be composed of a chairman appointed by the President at the June meeting. The chairman will appoint as many committeemen deemed necessary with the advice and consent of the President. The Columbus Day Celebration Committee shall have the following specific duties:

- A. It shall have complete jurisdiction over the public demonstration and affair selected by the Committee and approved by the Executive Board. To Honor Christopher Columbus Day each year.
- B. It shall have full power to conduct the function in a manner which will bring credit to the Club and the municipality.
- C. It shall have full authority to prepare programs, solicit the support of other organizations, the governing body and the Club to insure its success from a civic, financial, Club and municipal standpoint.
- D. It shall keep a complete record of financial matters pertaining to any activity sponsored by it on forms instituted for this use.
- E. It shall submit a complete financial report to the Treasurer for review before its formal submission to the Executive Board.
- F. It shall make data available to the Publicity Committee and Bulletin Committee for complete coverage of the articles in newspapers or other advertising medium and the Club’s newsletter.

Section 6 Columbus Day/Installation Dinner Committee – This committee shall be composed of a chairman appointed by the President at the October meeting. The chairman will appoint as many committeemen ad deemed necessary with the advice and consent of the

President. The Columbus Day/Installation Dinner Committee shall have the following specific duties:

- A. It shall have absolute jurisdiction over the annual dinner sponsored by the Club and held on the Saturday of Columbus Day weekend.
- B. It shall have full power to select the location, establish the cost, print, distribute and sell tickets as well as arrange the program, select the master of ceremonies and entertainment and control seating arrangements in addition to any other duties in order to conduct the function in a manner which will bring credit to the Club.
- C. It shall keep a complete record of financial matters pertaining to this activity on forms instituted for its use.
- D. It shall submit a complete financial report to the Treasurer for review before its formal submission to the Executive Board.
- E. It shall cooperate with the Ad Book Committee in preparing a journal as an adjunct of this dinner.
- F. It shall make data available to the Bulletin/ Publicity Committee for complete coverage of articles in newspapers or other advertising media and the Club newsletter.

Section 7 Ethics Committee – The committee chairman will be the Judicial Officer. The chairman will appoint as any committeemen deemed necessary with advice and consent of the President. The Ethics Committee shall have the following specific duties:

- A. It shall investigate, review and hear any matters pertaining to the removal officers and directors and the expulsion of members or any other grievance voiced by any member.
- B. It shall make recommendations in such matters to the Executive Board after having heard all evidence in the case.
- C. It shall act on all matters in accordance with procedures established for each case.

Section 8 Grievance Committee – The Grievance Committee chairman will be the Judicial Officer. The chairman will appoint as any committeemen deemed necessary with advice and consent of the President. The Grievance Committee shall have the following specific duties:

- A. Shall investigate, review and hear any matters referred to it on the removal of officers and directors, expulsion of members, or replacement of Committee Chairmen or any other grievance voiced by any Club member which has been reviewed by the Ethics Committee and the Executive Board and remains contested or unresolved.
- B. The Grievance Committee shall recommend action to the Executive Board on any of the above matters and, if approved, the action of the Executive Board is final and conclusive.

Section 9 House Committee – The House Committee chairman will be the Sergeant at Arms. Ordinary members will be chosen from the membership and appointed to this committee by the chairman with the advice of the President. The House Committee shall have the following specific duties.

- A. It shall be charged with the responsibility of recommending and reviewing any matters pertaining to the operation of the Club to the Executive Committee.
- B. It shall establish and enforce all rules and regulations and recommend revisions for the conduct of members in the Club’s quarters.
- C. It shall be charged with the full responsibility of purchasing and disposing of food supplies and liquid refreshments for sale to the members or lessees of the Club’s quarters.
- D. It shall arrange for the help of the Club members or the engaging of proper employees for the efficient sale of merchandise required at the Club rooms or for the proper cleaning or care and maintenance of furniture, fixtures or quarters.
- E. It shall recommend the leasing or renting of the quarters to other organizations or persons with the full responsibility for the care, remuneration, charges and conditions under which such action takes place.

Section 10 Laws and Rituals Committee - The committee shall be composed of a chairman appointed by the President. The chairman will appoint as many committeemen deemed necessary with advice and consent of the President. The Laws and Rituals Committee shall have the following specific duties;

- A. It shall constantly review the By-Laws and Rituals of the Club and make any recommendations for the revisions which seem advisable.
- B. It shall study and prepare the amendment requested or recommend in its final form for presentation to the Executive Board and the membership in accordance with the procedures established for this action.

- C. It shall cooperate with the Publicity/Bulletin Committee in notifying the members of proposed changes and other data to justify its acceptance or rejection.
- D. It shall conduct all rituals of the organization and shall solicit the aid of personnel required to execute them properly.

Section 11 Membership Committee – The Membership Committee chairperson will be the Club Vice-President. He will appoint as many committeemen deemed necessary with the advice and consent of the president. The Membership Committee shall have the following specific duties:

- A. It shall conduct membership drives by proposing methods to attract possible members to affiliate themselves with the Club.
- B. It shall investigate all applications for membership by personally interviewing the applicant, his sponsor or any other person to assist the committee in making the proper recommendation for approval or rejection of his application. It will also acquaint the prospect with his obligations to the Club.
- C. It shall regulate its activities in accordance with the procedure and by use of the forms instituted for this use.
- D. It shall cooperate with the Treasurer in requiring that each applicant meet the financial requirements before induction.
- E. It shall make data available to the Bulletin/Publicity Committee for complete coverage of articles in newspapers or other advertising media and the Club newsletter.

Section 12 Nominating Committee – The chairman of this committee will be the Club Assistant Chairman. This committee shall have the following members and specific duties:

- A. The Nominating Committee shall be constituted of three (3) members as follows.
 - 1. Chairman - Club Assistant Chairman
 - 2. Two (2) members appointed by the president, none of whom hold elected office, provided they have been members in good standing at least two (2) years.
- B. Specific Duties of the Nominating Committee.
 - 1. It shall review the requirements of each office and shall review the qualifications of each member to be proposed for each office.

2. It shall submit a complete slate of nine (9) officers each election year to the general membership at the April meeting.
3. It shall accept nominations made from the floor at the April meeting and shall, at the point of the meeting designated for election of officers in the Order of Business at the May general membership meeting present the complete slate, as finally amended, to the President for proceeding with the election.
4. It shall, with the Sergeant at Arms, conduct the election in an efficient orderly manner and shall have complete charge of issuing ballots, collecting ballots and acting as tellers.
5. It shall, through its chairman, announce the results of the balloting for each office and make the necessary motion or announcement to complete the election for each position.
6. It shall make data available to the Bulletin/Publicity Committee for complete coverage of articles in newspapers or other advertising media and the Club newsletter.

C. Any member serving on this committee who is designated as a nominee will continue to serve and is not barred from further activity on this committee. He shall, however, be excused from the meeting while his name is under deliberation for any nomination in which his name is included.

Section 13 Real Estate /Construction Committee – The chairman of this committee will be the Club Chairman. He will appoint as many committeemen deemed necessary with the advice and consent of the president. This committee shall have the following specific duties.

- A. It shall be charged with the responsibility of recommending and reviewing any matters pertaining to the holding of real property of the Club.
- B. It shall recommend actions for the buying or selling property.
- C. It shall recommend engaging any professional or special services required on lands and buildings owned by the Club for the proper construction, maintenance, disposition, addition or repair of the same.

Section 14 Special Affairs Committee – One or more committees shall be composed of a chairman appointed by the President for each affair designated. Each chairman will appoint as many committeemen as deemed necessary with the advice and consent of the President. Each committee shall have the following specific duties:

- A. It shall have absolute jurisdiction over the affair delegated to it to be sponsored by the Club, or recommended by it and approved by the Executive Board.
- B. It shall have full power to select the location, establish the cost, print, distribute and sell tickets as well as arrange the program, select the master of

ceremonies and entertainment and control seating arrangements in addition to any other duties in order to conduct the function in a manner which will bring credit to the club.

- C. It shall keep a complete record of financial matters pertaining to this activity on forms instituted for its use.
- D. It shall submit a complete financial report to the Treasurer for review before its formal submission to the Executive Board.
- E. It shall make data available to the Bulletin/Publicity Committee for complete coverage of articles in newspapers or other advertising media and the Club newsletter.

ARTICLE XII BY – LAWS

Section 1 These By-Laws may be amended at any regular meeting of the organization with the following procedure:

- A. Presentation of proposal by any member or group of members by proper motion at a regular meeting which would require a two-third (2/3) affirmative vote of the membership.
- B. Referral to the Laws and Rituals Committee for study and drafting of final proposed amendment.
- C. Reading of proposed amendment at the next regular meeting and include any changes or revisions requested and supported by the membership to the Laws and Rituals Committee.
- D. Publication and distribution of the final proposed amendment to each member by the Club bulletin, electronic mail or by mail.
- E. Passage by two third (2/3) affirmative vote of the members present at the next regular meeting.

RECAPULATION:

At least three (3) meetings must elapse for an amendment to be accomplished:

1. Introduction by proper motion.
2. Presentation of Proposed Draft by Laws and Rituals Committee.
3. Final passage by two thirds (2/3) affirmative vote after proper publication.

Section 2 No section of these By-Laws may be suspended for any purpose except for the “Order of Business” which may be suspended and restored by proper motion in order to permit

special action, or presentation of any item deemed necessary by the membership or President.

Section 3 “Roberts Rules of Order”, Revised Edition shall be the authority for matters of procedure not covered by these By-Laws or not given a clear interpretation by the Judicial Officer..

Article XVII ESTABLISHED POLICY

Section 1 It is hereby specifically established that the Club will not engage in political activities as an organization.

Section 2 No other organization shall be permitted to use the name of Cosmos Club without the express permission of this organization and without proper agreements of affiliation drawn between them.

PROCEDURES

ARTICLE XVIII ELECTION TO MEMBERSHIP:

The following steps and information will be required for the election to any class of membership in the Cosmos Club.

Section 1 An active member secures an application form from a member of the Executive Board and, as sponsor, has it filled out and returned to him properly signed by the applicant.

Section 2 The sponsor presents the executed application form, along with the application fee (not a portion of dues), to any member of the Executive Board for formal reading by the Club Secretary at the next regular meeting of the Club.

Section 3 At any time between the meeting at which the application is read for the first time and the next regular meeting, the membership committee will review the application and will investigate the prospective member at least on the following points: Qualifications for membership; Character and reputation; Fitness as a prospective member; Ability to attend meetings; Attitude toward affiliation; Willingness to serve the Club.

Section 4 On the basis of its investigations the committee will, at the proper point in the Order of Business, make its recommendation, only on applications which it approves, to the membership and recommends acceptance.

A. The membership Committee will not discuss any application which it rejects. It will return the rejected application to the sponsor and give its reason to the sponsor only.

- B. If the sponsor contests the decision of the Membership Committee he may, through the President, request that it be reviewed by the Board.
- C. After review of the facts the Executive Board will decide whether this application should be presented to the membership for a vote. The decision of this Board shall be final.
- D. The proceedings of the Executive Board shall not record in detail any facts of the review by the Board which are not censored or approved by the Judicial Officer (Counselor) for announcement to the membership.

Section 5 At the proper point in the Order of Business the President will conduct the balloting for acceptance of each individual applicant for membership.

- A. All balloting on approved applicants will always be by closed ballot on individual forms prepared, distributed, collected and counted by the Membership Committee for each applicant under consideration.
- B. Each applicant cannot receive more than five (5) negative votes in order to be approved for membership.
- C. The Sergeant at Arms will tabulate the results and turn same over to the President for announcement.
- D. The applicant shall never be present at the meeting at which he is voted on.

Section 6 After the approval, each applicant will be notified of his acceptance by their sponsor to present himself for pledge of membership at the next regular meeting and to have available the following items:

- A. Annual or pro-rated dues for the calendar year to be turned over to the Treasurer.
- B. Information for the Club Roster to the Club Secretary.

Section 7 When summoned by the presiding officer and after making available all items requested by the Club Secretary, to the officers designated, the prospective member will take the membership pledge administered by the presiding officer as follows:

I accept membership into the Cosmos Club of Fair lawn – and promise without reservation – to obey its laws, rules, rituals and procedures. I promise to accept any responsibility – which will help to accomplish – the aims and objectives of the Club – and I further promise – to conduct myself at all times – in a manner which will be a credit – to myself – the Club, - and our town and country.

The date of taking this pledge will be reckoned as the date of his formal affiliation and all obligations of membership will commence.

Section 9 At the Columbus Day/Installation Dinner all prior year new member will present themselves upon notification by the Club Secretary for formal induction in accordance with the Rituals of the Club.

RECAPULATION:

At least three (3) meetings must elapse for the acceptance and pledging of a new member as follows:

1. Reading and presentation of application.
2. Report of the investigation and balloting.
3. Attendance and taking of pledge by prospective member. (Applicant must be present.)

Section 10 New members must be inducted into the Club prior to January of the voting year to be eligible to vote for officers in the succeeding election that calendar year.

ARTICLE XIX EXPULSION OF MEMBER

Section 1 Automatic - Any member who is guilty of the following charges:

- A. Any member being in arrears in the payment of dues for three (3) months, shall have a notice of his indebtedness sent to him by the Treasurer. All dues will be collected during January, February and March. Members who are in arrears after March 31st will receive notifications by letter in April.
- B. Names of the members in arrears will be read at the April and May general membership meetings and posted in the Club.
- C. If after the June general membership meeting, he still shall have failed to pay his indebtedness, he shall, unless the Executive Board orders to the contrary, be removed from the Club roster and cease to be a member. The member shall return his Club key and remain liable for his Club indebtedness.

Section 2 Controversial – Any member charged with disloyalty to the Club, the United States of America or conduct unbecoming a member of the Cosmos Club by word, deed or action may be suspended from the organization by the following procedures:

- A. A charge to the effect may be made by a single member, or a group of members, in writing to the Executive Board
- B. The Executive Board will refer the problem or question to the Ethics Committee for study, review and report.

- C. The Ethics Committee, after hearing both sides of the problem by all parties involved, in private hearing, individually or jointly, at its discretion, shall make one of the following recommendations to the Executive Board.
 - 1. That the matter is dropped, or
 - 2. That the case be referred to the Grievance Committee for further action and final disposition.

- D. If either party contests the decision of the Ethics Committee, sustained by the Executive Board, then the entire matter shall be handed to the Grievance Committee and shall be deemed a matter of extreme urgency.

Section 3 The Grievance Committee shall immediately take the following steps to dispense with the controversy:

- A. It shall confer with the person charged as well as the member making the charge for a satisfactory date at which the evidence may be heard.

- B. It shall summon the person charged as well as the member making the charge by electronic mail, regular mail or certified mail to appear before it on the date set for such hearing.

- C. It shall hear all evidence submitted by both parties, weigh all evidence and make a final decision on the matter.

- D. It shall advise all parties concerned, in writing, by electronic mail, regular mail or certified mail, regarding its final disposition. Its decision shall be final, conclusive and without recourse.

ARTICLE XX REMOVAL OF A COMMITTEE CHAIRMAN:

Section 1 Any officer may request the removal of any committee chairman by the Executive Board for insubordination, neglect of duty or action unbecoming an appointed official of the Cosmos Club. The Executive Board may, upon the evidence presented, take the following actions:

- A. Acquiesce to the request of the officer and direct the President to make another appointment.

- B. Direct the Club Secretary to notify the committee of his dismissal.
 Or
 Decide to hear the condemned chairman, if he will be heard, and make its decision on the basis of all evidence presented.

C. The decision of the Executive Board shall be considered final, conclusive and without recourse.

ARTICLE XXI RESIGNATION OF AN OFFICER:

Section 1 Any vacancy created in an office by resignation shall be filled by a special election at the regular meeting at which such vacancy is announced.

Section 2 The Executive Board may, at the regular meeting at which the announcement is made, make a nomination for the vacant seat, accept additional nominations from the floor and conduct a special election under the supervision of the Nominating Committee in accordance with the procedure outlined for regular election.

ARTICLE XXII AUTOMATIC REMOVAL OF AN OFFICER

Section 1 The Executive Board may announce the automatic vacancy of any office if that officer has been absent for three (3) consecutive meetings of the Executive Board or regular membership meetings without the consent of the President.

Section 2 The Executive Board may, at the regular meeting at which the announcement is made, make a nomination for the vacant seat, accept additional nominations from the floor and conduct a special election under the supervision of the Nominating Committee in accordance with the procedure outlined for regular election.

ARTICLE XXIII CONTROVERSIAL REMOVAL OF AN OFFICER:

Section 1 The Executive Board may, by majority vote, prefer charges against an officer for disloyalty to the Club or the United States of America or for conduct unbecoming of an officer of the Cosmos Club by word, deed, or action or for neglect of duty and recommend his removal or expulsion by the following procedure.

A. It shall notify the Grievance Committee that a specific matter of extreme importance and urgency exists.

Section 2 The Grievance Committee shall immediately take the following steps to dispense with the controversy:

A. It shall confer with the person charged as well as the member making the charge for a satisfactory date at which the evidence may be heard.

B. It shall summon the person charged as well as the member making the charge, by electronic mail, regular mail, or certified mail, to appear before it on the date set for such hearing.

- C. It shall hear all evidence submitted by both parties, weigh all evidence and make a final decision on the matter.
- D. It shall advise all parties concerned, in writing, by registered or certified mail, regarding its final disposition. Its decision shall be final, conclusive and without recourse.

ARTICLE XXIV PROCEDURE FOR DISSOLUTION

Section 1 In the event a motion shall be made for the dissolution of the Cosmos Club, the following rules shall take force and effect:

- A. Every member is to receive a voting ballot which may be voted in person or as a proxy vote by mail.
- B. Abstentions shall not be considered in the voting.
- C. All votes by mail must be received prior to the start of the meeting at which the vote is taken.
- D. Only pre-printed voting ballots will be accepted.
- E. All ballots are to be mailed by certified or registered mail at least thirty (30) days prior to the meeting at which the vote is to be taken.
- F. It will be the duty of the Executive Board to notify all members of a motion to dissolve within fourteen (14) days of a motion for dissolution. Such notice shall be by certified or registered mail.
- G. Only members in good standing may vote for or against dissolution.
- H. A motion for dissolution will carry upon the affirmative vote of seventy-five percent (75%) of the members casting ballots.
- I. In the event of a vote in favor of dissolution, it will not take place until 180 days after the vote is taken or until the affairs of the Club are completely wound up.
- J. In the event that the Cosmos Club shall be dissolved as provided herein, all records, monies, and real property and holdings shall be turned over to the "Cosmos Club Foundation". The Foundation, composed of members of the Italian/American Community will be responsible for the distribution of monies and interests accrued by the Foundation for scholarships, charitable

organizations or any other causes deemed worthy by a vote of the majority members of the Foundation Board.

ARTICLE XXV CLUB GUIDELINES:

- Section 1 Any members wishing to use the Club Hall for a non-paying function, must personally appear before the Executive Board requesting permission for use on a definite date and defined time.

- Section 2 Any member wishing to use the Club Hall for a funeral repast, may do so, providing they vacate same three hours before any scheduled event that same day.