

**BYLAWS OF  
THE BROWARD COUNTY CHAPTER OF FREEDOMS FOUNDATION AT VALLEY FORGE**

**ARTICLE I - NAME**

The name of this organization shall be BROWARD COUNTY CHAPTER OF FREEDOMS FOUNDATION AT VALLEY FORGE (hereinafter referred to as the Chapter).

**ARTICLE II – OBJECT**

The object of this Chapter shall be to support Freedoms Foundation at Valley Forge including its educational and awards programs which help students, teachers, and citizens gain a greater awareness and appreciation of the principles of a free and democratic society.

**ARTICLE III – MEMBERSHIP**

**Section 1. Categories.** Membership in this Chapter shall consist of three (3) categories: Life, Patron, and Regular. Chapter membership shall include membership in Freedoms Foundation at Valley Forge.

**Section 2. Application for membership.** Any adult interested in the objectives of the Chapter and the mission of Freedoms Foundation at Valley Forge is eligible for membership by submitting an application for membership in writing to the Vice President. – Membership.

**Section 3. Membership Dues.** Membership dues for the fiscal year July 1<sup>st</sup> through June 30<sup>th</sup> are payable May 1<sup>st</sup>. Any member whose dues are not paid by July 1 shall be delinquent and if not paid by September 1st shall automatically forfeit membership. Patron and Regular members joining the Chapter after March shall pay the full amount of annual dues and the dues paid shall be applied to the next membership year. Life Member shall pay a one time payment of \$300 per individual. The annual dues for Patron Member shall be \$125 per individual and for Regular Member \$30 per individual.

**ARTICLE IV – OFFICERS**

**Section 1. Elected Officers.** The elected officers of the Chapter shall be a president, a first vice president, a second vice president, a recording secretary, a treasurer, a corresponding secretary, and nine administrative vice presidents: membership, ways and means, budget and finance, public relations, programs, awards, continuing education, youth education, and student alumni.

**Section 2. Nominations:** The Nominating Committee shall consist of a minimum of three members, one member appointed by the president from the board of directors, and the remaining members elected from the membership at the March general membership meeting. Only active members in good standing shall serve on the Nominating Committee and no member may serve on the Nominating Committee two consecutive years. Vacancies in the nominating committee shall be filled by the Executive Committee. The report of the Nominating Committee shall be presented at the April membership meeting and shall be

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submitted for publication in the May newsletter. Additional nominations may be made from the floor at the time of elections. Nominees and officers must be members in good standing and may not serve as an elected official in other than a non-partisan capacity at the city, state, or national level, or run for political office.

**Section 3. Elections:** Officers shall be elected by ballot by a majority vote at the May membership meeting. If there is only one nominee for an office, a voice vote may be taken.

**Section 4. Term of Office.** The elected officers shall be installed at the June membership meeting and shall take office on July 1<sup>st</sup>. Elected officers shall serve a one (1) year term or until their successors are elected. No officer may serve more than three consecutive terms in the same office and no individual shall serve for more than six consecutive years as a member of the board of directors.

**Section 5. Vacancy in Office.** In the case of a vacancy in the office of president, the first vice president shall serve as president for the remainder of the term. A vacancy in any office other than president shall be filled by the president, subject to the approval of the board of directors

**Section 6. Duties of Officers.** The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the board of directors, by the Executive Committee, by the president, or in the adopted parliamentary authority. All officers shall deliver to their successors all material pertaining to their office prior to July 1<sup>st</sup>.

**A. Duties of the President.** The president shall:

1. be the chief executive officer and official spokesman of the Chapter;
2. appoint, subject to the approval of the board of directors the following:
  - a. a chaplain, a historian, a parliamentarian, and a Remembrance Fund chairman, and two high school student alumni,
  - b. an Audit Committee, and
  - c. special committees as deemed necessary;
3. preside at all meetings of the membership, the board of directors, and the Executive Committee;
4. be ex-officio member of all committees except the Nominating Committee;
5. review all contracts, official chapter correspondence, publications, and invitations;
6. be responsible to the Freedoms Foundation at Valley Forge president and the National Volunteers Advisory Board for all chapter activity, including required financial and other reports;
7. be responsible for chapter compliance with Articles V and VI of the Freedoms Foundation at Valley Forge bylaws and the chapter bylaws and standing rules; and
8. attend the Annual Volunteer Chapters Leadership Conference at Valley Forge and select one other board member to attend.

**B. Duties of the First Vice President.** The first vice president shall:

1. perform the duties of the president in the absence of the president;
2. assume the office of the president for the unexpired term in the event of a vacancy in the office;

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3. serve as a member of the Membership Committee; and
4. serve as a member of the Ways and Means Committee.

**C. Duties of the Second Vice President.** The second vice president shall:

1. serve as a member of the Budget and Finance Committee; and
2. serve as a member of the Ways and Means Committee.

**D. Duties of the Treasurer.** The treasurer shall:

1. serve as the chief financial officer of the chapter;
2. be custodian of all Chapter funds;
3. obtain and present to the board of directors for approval the required corporate resolutions when changes in signatories are required and submit all required documentation to the financial institutions;
4. keep an accurate record of receipts and disbursements and maintain an appropriate accounting system as required by Freedoms Foundation at Valley Forge and federal tax laws;
5. make financial reports to the board of directors and to the general membership at each regular meeting and at other times when requested by the president or the board of directors;
6. submit quarterly reports and one-half of dues collected to the national controller each quarter, as well as annual financial report to the National Controller with copies of all quarterly and annual reports sent to the Southern Region Advisor;
7. present financial records for review by an auditor or audit committee designated by the president after the close of the fiscal year;
8. present an annual financial report to the chapter membership as soon after the end of the fiscal year as is reasonable; and
9. serve as a member of the Budget and Finance Committee.

**E. Duties of the Recording Secretary.** The recording secretary shall:

1. be custodian of all records except those assigned to others;
2. record the minutes of all meetings of the general membership, the board of directors, and the Executive Committee and maintain an official minutes book that meets legal requirements; and
3. keep attendance records of each meeting of the board of directors and the Executive Committee.

**F. Corresponding Secretary.** The corresponding secretary shall:

1. receive and review all Chapter correspondence;
2. send notices of all board of directors and Executive Committee meetings;
3. send cards and thank you letters as required;
4. write any official correspondence as directed by the president or the board of directors; and
5. maintain a file of all correspondence.

**G. Duties of the Administrative Vice Presidents.** The administrative vice presidents shall serve as chairmen of the standing committees which correspond to each specific area of responsibility and

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shall be responsible for the performance in the specific areas, and shall report on the committee's work and progress at board of director meetings.

**H. Financial Account Signatories.** The president, the treasurer, and one other member of the Executive Committee shall be signatories on chapter investment and bank accounts. Every financial transaction – check or other withdrawal – shall require two of the three signatures.

**ARTICLE V - MEETINGS**

**Section 1. Regular Meetings.** Regular meetings shall be held on the third Wednesday of each month except July, August, and September unless otherwise ordered by a majority vote of the board of directors.

**Section 2. Annual Meeting.** The regular meeting in May shall be known as the annual meeting and shall be for the purpose of electing officers.

**Section 3. Special Meetings.** Special meetings may be called by the president, or by a written request signed by not less than five (5) members of the board of directors or twenty (20) members of the general membership. The object of the special meeting shall be stated in the call of the meeting.

**Section 4. Quorum.** Twenty (20) members shall constitute a quorum at any regular or special meeting of the Chapter.

**ARTICLE VI - BOARD OF DIRECTORS**

**Section 1. Composition.** The members of the board of directors shall be the president, first vice president, second vice president, recording secretary, treasurer, corresponding secretary, the immediate past president, the administrative vice presidents, and two non-voting student alumni.

**Section 2. Duties.** The board of directors shall constitute the governing body of the Chapter except as otherwise specified by Freedoms Foundation at Valley Forge, shall adopt an annual budget, shall amend Chapter standing rules, policies and procedures or guidelines, and shall approve all appointments made by the president. Members of the board of directors shall attend all board meetings unless excused by the president. Three unexcused absences shall be deemed a resignation.

**Section 3. Meetings.** The board of directors shall meet not less than four times a year, date, time and place to be designated by the president. Special meetings of the board of directors may be called by written request signed by not fewer than five (5) members of the board of directors with a call given in writing or orally at least five (5) days before the meeting.

**Section 4. Quorum.** A majority of the board of directors shall constitute a quorum at any meeting.

**ARTICLE VII - EXECUTIVE COMMITTEE**

**Section 1. Composition.** The members of the Executive Committee shall be the president, the first vice-president, the second vice president, the recording secretary, the treasurer, the corresponding secretary, and the immediate past president.

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**Section 2. Duties.** The Executive Committee shall exercise the authority of the board of directors between meetings of the board but only to the extent the action cannot wait until the next board meeting and the action taken is not contrary to the instructions of the board of directors.

**Section 3. Meetings.** Meetings of the Executive Committee shall be called by the president or any two members of the Executive Committee with at least twenty-four (24) hour's oral notice. Notice may be waived by the members of the Executive Committee in accordance with statutory requirements.

**Section 4. Quorum.** A majority of the members of the Executive Committee shall constitute a quorum.

**ARTICLE VIII – COMMITTEES**

**Section 1. Standing Committees.** The standing committees of the Chapter shall be Membership, Ways and Means, Budget and Finance, Public Relations, Programs, Awards, Continuing Education, Youth Education, and Student Alumni. The standing committees shall report to the board of directors and shall be responsible to the president between meetings of the board. The term for committee members shall correspond to that of the officers. All chairmen shall deliver to their successors all materials pertaining to their committee prior to July 1<sup>st</sup>.

- A. Membership Committee.** The committee shall be responsible for recruitment of new members, for membership retention, for maintaining all membership records, for dues notices and collection of annual renewal dues, and for the preparation and publication of the annual membership roster.
- B. Ways and Means Committee.** The committee shall recommend ways and means to properly fund the Chapter's activities and shall plan and coordinate fund raising events, the solicitation of donations, grants, and sponsors both individual and corporate.
- C. Budget and Finance Committee.** The committee shall prepare an annual budget of estimated receipts and expenditures for the fiscal year and shall present the budget to the board of directors at the first board meeting in the new fiscal year, shall monitor actual to budgeted amounts and make recommendation for amendments to the budget when warranted, and shall be responsible for monitoring the Chapter's investments and recommending changes in investments to the board of directors.
- D. Public Relations Committee.** The committee shall investigate and recommend methods of acquainting the general public with the functions and programs of Freedoms Foundation, be responsible for chapter public relations and press releases, the chapter's newsletter, and the chapter's website.
- E. Program Committee.** The committee shall plan and coordinate a program for each membership meeting that is consistent with the objective of Freedoms Foundation and/or of general interest to the membership and shall be responsible for reservations, decorations, hostesses, luncheon menu, and telephone reminders.
- F. Awards Committee.** The committee shall be responsible for seeking out and submitting nominations for Freedoms Foundation National Awards Programs and for planning and

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coordinating the chapter's National Awards Ceremony and for seeking out and submitting nominations for the Leavey Awards for Excellence in Private Enterprise Education.

- G. Continuing Education Committee.** The committee shall make Broward County high school teachers in American History or Social Studies aware of the Freedoms Foundation Summer Graduate Courses and select the number of teachers approved by the board of directors to receive a scholarship to attend the Summer Graduate Courses.
- H. Youth Education Committee.** The committee shall coordinate the selection of Broward high school students to attend the Freedoms Foundation youth conferences, make all of the arrangements for the students to attend, and plan the Annual Student Luncheon.
- I. Student Alumni Committee.** The committee shall build and maintain a data base of Broward students who have attended any one of the youth leadership conferences at Valley Forge and shall be responsible for planning events or activities to which alumni shall be invited to attend and/or otherwise shall maintain contact with the alumni.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Chapter in all cases to which that are applicable and in which they are not inconsistent with these bylaws, any special rules of order that the Chapter may adopt, and any statutes applicable to this organization that do not authorize the provisions of these bylaws to take precedence.

**ARTICLE X - AMENDMENT TO THE BYLAWS**

These bylaws may be amended at any regular or special meeting of the Chapter membership by a two-thirds (2/3) vote of the members present and voting, provided a written notice of each amendment has been given at least twenty (20) days in advance. Any amendments necessitated to comply with Freedoms Foundation at Valley Forge bylaws or policies shall be affected by the president of the Chapter and be reported to the membership at the next regular meeting.

Adopted June 17, 2009