

VALLEY COMMUNICATORS CLUB, ITC

BYLAWS

ARTICLE I - NAME

The name of this organization shall be *Valley Communicators Club, ITC* for International Training in Communication.

ARTICLE II - OBJECTIVES AND POLICIES

SECTION A. PURPOSE. The purpose of the club shall be to implement the objectives and policies of ITC as set forth in these bylaws

SECTION B. BYLAWS. This club shall adopt bylaws and standing rules that are not in conflict with bylaws and standing rules at any higher ITC level. This club shall be governed by its bylaws and by the rules and regulations in higher level ITC bylaws and standing rules.

SECTION C. OBJECTIVES.

1. To improve the individual members through study and practice in conversation, speech, group leadership and analytical listening.
2. To foster a better appreciation of public speaking.
3. To stimulate community service and responsible citizenship

SECTION D. POLICY.

The policies of this club are:

1. To foster free and open discussion which shall be without bias on all subjects, whether political, economic, racial or religious.
2. To cooperate with International Training clubs in advancing the interests and influence of the organization both nationally and internationally.
3. To endorse no person or other organization, nor the views, actions, or product of such persons or organizations.

SECTION E. FINANCING. This club shall be self-sustaining

ARTICLE III - MEMBERSHIP

SECTION A. COMPOSITION

1. Membership shall be limited to not more than thirty members active members.
2. A person may belong to more than one ITC club at one time, provided the member pays all dues, fees and assessments to all levels of ITC for each membership. However, a member may represent only one club at any higher level.

SECTION B. CLASS OF MEMBERS

1. **Active.** An active member is one who pays ITC and club dues and fees, council and region assessments if required, participates in the activities of the club, assumes regular assignments, accepts committee work and maintains regular attendance. An active member is a member in good standing, and only active members shall be eligible to vote in club meetings.
2. **Honorary.** Honorary memberships may be granted for a period of one year to a person who is not a member of any ITC club and who has given outstanding service to the club or community. The club shall pay ITC dues for honorary members and may renew such membership by club vote. Such members are not counted as active members.

SECTION C. STATUS OF MEMBERS

1. **Leave of absence.** A member may be granted a leave of absence for legitimate reason and specified period of time at the discretion of the club. A member on leave of absence shall not hold office at any level and shall resign from any office or committee on which the member is serving at the time the leave is granted. A member on leave shall not be counted in the quorum.
2. **Transfer of membership.** A member may make application for transfer to another club, in accordance with the receiving club's requirements for transfer of members. Upon acceptance, such member shall present current membership card as evidence of dues paid. The receiving club records the transfer with ITC Headquarters, using the standard multi-action form, and the transfer will be completed without payment of further ITC dues for the current fiscal year.

SECTION D. WAITING LISTS

1. Clubs may maintain a waiting list for those awaiting admittance as active members, When a vacancy occurs it shall be filled by the first name on the list, in accordance with the club's requirement for new members.
2. **Resignation.** A member may resign from the club. The resulting vacancy may be filled.

ARTICLE IV - FISCAL YEAR AND REVENUE

SECTION A. ANNUAL DUES

1. The annual dues of this club shall be the amount and listed in the standing rules, provided that the annual per capita dues shall be paid for each member by the Club Treasurer to International Training in Communication on or before August 1.
2. Dues and fees shall be paid according to the bylaws of the council and region to which the club is assigned. All dues and fees are due August 1 and delinquent August 7. The fiscal year shall be August 1 through July 31.

ARTICLE V - ELECTION AND DUTIES OF OFFICERS

SECTION A. OFFICERS

1. The officers of this club shall be at least a President, Vice President, Secretary, Treasurer or Secretary-Treasurer, and a Delegate to Council.
2. All officers shall be elected for an optional six (6) or twelve (12) month term of office or until their successors take office. No elected officer may serve more than two (2) consecutive terms in the same office.

3. No officers shall serve for more than twelve (12) consecutive months in the same office except as noted in Section A. 2. of this article. Any officer who serves for six (6) months or less may be re-elected to the same office.
4. Officers shall serve as provided in 2. and 3. above, or until removed by resignation, death or after recommendation of the club board, by action of the council board.
5. Change of officers shall be reported to all levels of ITC.

SECTION B. NOMINATIONS

Three meetings prior to election (March), a nominating committee consisting of three members shall be elected. This committee shall present its slate at the regular meeting in June. At the June meeting, further nominations may be made from the floor provided the nominee is present or has given written consent.

SECTION C. ELECTIONS

1. Elections shall be by ballot except when there is but one nominee for an office, at which time the vote may be viva voce. A majority vote shall be necessary to elect.
2. The election of officers shall be held thirty days prior to the end of the term. Officers shall be installed at a regular or special meeting at the discretion of the President-elect. An officer shall hold office one year, August 1 through July 31 (for a one year term of office) or for two consecutive terms of six (6) months, or until a successor is selected.

SECTION D. VACANCIES

A vacancy in an office shall be filled by a special election held at the meeting following announcement of vacancy with the exception of a vacancy in the office of President, in which case the Vice President shall automatically become President.

SECTION E. ALTERNATES

One or more alternates shall be appointed by the President to serve in case of the absence of the Delegate to Council from a council meeting.

SECTION F. DUTIES OF ELECTED OFFICERS

1. **President.** The President shall:
 - a. Preside at all meetings of the club and Executive Board.
 - b. Prepare an Agenda for each meeting.
 - c. Appoint the Parliamentarian and all standing committees with the approval of the executive board.
 - d. Appoint special committees as needed with the approval of the executive board.
 - e. Have general supervision of all activities of the club.
 - f. Be custodian of the charter and gavel.
2. **Vice President.** The Vice President shall:
 - a. Preside at meetings in the absence of or at the request of the President.
 - b. Be chairman of the program committee.
 - c. Be chairman of the education committee.
 - d. Be responsible for the club's tape recorder.
3. **Secretary.** The Secretary shall:
 - a. Keep an accurate record of all meetings of the club.
 - b. Keep an accurate record of the executive board meetings.
 - c. Maintain an official record of attendance at all meetings.

- d. Prepare and deliver a membership roster to members in August and January.
 - e. Report recommendations and actions of the executive board.
 - f. Advise the membership chairman after any members have been absent for two consecutive meetings.
 - g. Conduct correspondence for the club as directed.
 - h. File all documents and correspondence belonging to the club
 - i. Keep bylaws and standing rules current for reference.
 - j. Immediately after election of officers, send copies of officer's names and addresses to International Headquarters, one copy to Regional President and one copy to Council President.
4. **Treasurer.** The Treasurer shall:
- a. Receive funds
 - b. Issue receipts.
 - c. Make disbursements upon authorization by the club.
 - d. Keep an accurate record of all funds.
 - e. Give an itemized report to the club or to the Executive Board upon request.
 - f. Submit books for audit at the close of the term, or at the request of the executive board.
 - g. Prior to August 7 of each year remit dues to ITC International, Sierra Pacific Region and Council 2 as indicated in the standing rules.
 - h. Prepare a list of paid members with addresses and telephone numbers and give to Club President, Secretary, Membership Chairman and *Two's News* Editor by September 1.
 - i. Make immediate remittance of International dues for newly inducted members together with required number of statements of membership.
 - j. Notify *Two's News* Editor as to names and addresses of new members.
 - k. Remit council and regional dues and fees according to council and regional bylaws, along with a list of all paid members..
 - l. Make all checks payable to International Training in Communication, or Sierra Pacific Region or Council 2 as appropriate.
 - m. Be an ex officio member of budget and finance committee.
5. **Delegate to Council.** The Delegate to Council shall:
- a. Represent the club in council by attending all council meetings.
 - b. Prepare a written report of club activities for presentation to council.
 - c. Cast votes in the council in accordance with instructions of the club or in the best interests of the club.

ARTICLE VI - APPOINTED OFFICERS

SECTION A. The officers appointed by the President shall be a parliamentarian and historian.

SECTION B. DUTIES OF APPOINTED OFFICERS.

1. **Parliamentarian.** The Parliamentarian shall:
- a. Furnish information to members on parliamentary procedure upon request, and chair or be a member of the bylaws and resolutions committee.
 - b. Conduct or supervise drills in parliamentary procedure and practice.
 - c. Quote and interpret the bylaws and the recognized parliamentary authority upon the request of the President or members.
 - d. Attend board meeting if requested by the club executive board.

2. **Historian.** The Historian shall:
 - a. Keep a complete record of all essential activities of the club.
 - b. Be a keeper of and display the historian's book.

ARTICLE VII- MEETINGS AND QUORUMS

SECTION A. MEETINGS. Regular meetings shall be held once each month at such time and place as shown in the standing rules. Regular meetings can be suspended or postponed by a two-thirds vote at any regular meeting at which a quorum is present. In emergencies, special meetings may be called by the President or any two board members provided all members are notified.

SECTION B. QUORUM. More than half of the enrolled active membership shall constitute a quo-rum for the transaction of all business of the club.

ARTICLE VIII - EXECUTIVE BOARD

SECTION A. COMPOSITION. The elected officers and the immediate past President shall constitute the executive board.

SECTION B. MEETINGS. Meetings shall be held monthly and at other times as called by the President.

SECTION C. AUTHORITY. The executive board shall have general administrative authority and such power as voted by the club. The board shall transact such business as may be necessary between regular club meetings. The board shall consider all matters concerning the well-being of the club and present all recommendations to the club for action.

SECTION D. QUORUM. A quorum of the executive board shall be a majority of the board members.

ARTICLE IX - COMMITTEES AND THEIR DUTIES

SECTION A. STANDING COMMITTEES. The standing committees of this club and the duties of these committees shall be:

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|-----------------------|--------------------|
| 1. Accreditation | 6. Membership |
| 2. Audit | 7. Program |
| 3. Budget and Finance | 8. Protocol |
| 4. Education | 9. Publicity |
| 5. History | 10. Speech Contest |

1. **Accreditation Committee.**

The chairman of the accreditation committee shall supervise accreditation within the club following the ITC accreditation program and ITC accreditation committee policies as stated in the ITC accreditation manual.

2. **Audit Committee.**

- a. To audit the Treasurer's books and records at the end of the fiscal year and/or upon request of the executive board.
- b. To submit a written report to the club after each audit.

- 3. Budget and Finance Committee.**
 - a. To prepare a proposed budget for the term and a mid-term review in February of each year.
 - b. To study budgets from previous terms.
 - c. To present the budget to the executive board and to the club.

- 4. Education Committee.**
 - a. To work with the program committee.
 - b. To plan study lessons.
 - c. To be responsible for orientation of new members.
 - d. To maintain a file of educational materials.

- 5. History Committee.**
 - a. At year's end, to compile an official record of club history for the year, and place in designated record book.
 - b. To prepare a scrapbook of the year's memorabilia from the President's term of office and present it at the meeting when new officers are installed.

- 6. Membership Committee.**
 - a. To receive all applications for membership.
 - b. To maintain membership quotas.
 - c. After being advised by Secretary, to contact members absent for two consecutive meetings and ascertain reason therefore.
 - d. To advise executive board of three contacts and refer action to board.
 - e. To advise membership of action taken.
 - f. To advise members they have been dropped or granted a leave of absence according to board's decision.
 - g. To induct new members

- 7. Program Committee**
 - a. To be responsible for the preparation of the program for each regular meeting of the club.
 - b. To announce the programs at least two weeks in advance.
 - c. To consult with the executive board concerning plans for the term.
 - d. To maintain a record of participation for permanent file.

- 8. Protocol Committee.**

To be responsible for ITC protocol at each meeting.

- 9. Publicity Committee.**
 - a. To prepare public notices of club activities.
 - b. To contact newspapers in order to get proper publicity.
 - c. To contact radio and television stations, write spot announcements and handle all details for such time.
 - d. To send clippings and publicity to the ITC magazine for possible publication.
 - e. To keep press book current.
 - f. To consult with program committee for advance notice regarding programs and participants.

- 10. Speech Contest Chairman.**

To conduct the club speech contest in accordance with ITC speech Contest Rules.

ARTICLE X - PARLIAMENTARY AUTHORITY

ROBERT'S RULES OF ORDER NEWLY REVISED, current edition, shall apply on all questions of procedure and parliamentary law not specified in these bylaws. The ITC Board may approve the request of clubs, councils, and regions outside USA, Canada, and Mexico to use the commonly accepted authority in their countries as parliamentary authority.

ARTICLE XI - AMENDMENTS

SECTION A. Proposed Amendments to the Bylaws and Standing Rules

These Bylaws may be amended at any regular business meeting of the club by a two-thirds (2/3) vote, provided the amendment has been submitted in writing and read at the previous regular business meeting, except that if revision of bylaws has been authorized, notice that the revision committee will report at the next meeting shall be sufficient notice without reading the proposed revision.

SECTION B. No article or section of these bylaws shall conflict with those of International Training in Communication.

SECTION C. If any amendment to the International bylaws makes a corresponding amendment to these bylaws necessary, or causes them to be in conflict with ITC bylaws, these bylaws shall be deemed to be amended automatically according to the amendments adopted by vote of the International convention body.

Amended: August 01, 2002

VALLEY COMMUNICATORS CLUB, ITC CHARTER #21 STANDING RULES *Amended July 07, 2007*

1. **MEETING PLACE and TIME of DAY**
 - a. Regular meetings of this club shall be held at Rio Las Palmas Retirement Villa, 877 East March Lane, Stockton, CA.
 - b. The club shall meet from 9 a.m. - noon.
 - c. The club shall meet on the second Saturday of the month.
2. **DUES**
 - a. Dues shall be payable annually before August 1 of each year.
 - b. A member joining the club after August 1 of each year shall pay pro-rata club dues.
 - c. Dues shall be paid to the Club Treasurer, who shall remit the proper fees (as listed below) to ITC, Sierra Pacific Region (SPR) and to Council 2.

	Club Member	Dual Member*	Life Member	Dues if Joining After 8/1 but before 6/1	Dues for Current Year if Joining 6/1 or Later
(1) ITC DUES	\$35.00	\$17.50	-0-	<i>Pro-Rata</i>	\$0
(2) SPR DUES	10.00	0.00	10.00	10.00	10.00
(3) CLUB DUES	12.00	6.00	\$12.00	<i>Pro-Rata</i>	<i>Pro-Rata</i>
TOTAL	\$57.00	\$23.50	\$22.00	\$10 + <i>Pro-Rata</i>	\$10.00 + <i>Pro-Rata</i>
(4) NEW MEMBER FEE	\$20.00	None	None	\$20.00	\$20.00

* *This applies only if Valley Communicators is not the member's primary club.*

- d. The club shall pay a \$10.00 convention fee to ITC headquarters on or before August 1 of each year.
 - e. The club shall pay a \$25.00 fee to Council 2 on or before August 1 of each year.
 - f. The \$20.00 new member fee paid to ITC International shall entitle the new member to receive a copy of the ITC Master Manual. This is a one-time only charge.
 - g. If an enthusiastic prospective member wishes to join the club, but finds that it is a hardship, the club shall make contract with that member to pay on a convenient plan. *The club, however, will pay all applicable dues for said member on the date the dues are due.*
3. REGIONAL AND INTERNATIONAL DELEGATES
A delegate to the Regional Conference and/or International Convention shall be elected annually by the club, and must remain at the conference or convention for the full duration.
 4. MEMORIALS
When the death of a member, spouse or child of a club member is reported, the club's Treasurer is to send a donation to the Sierra Pacific Region (SPR) ITC Donations and Bequests Fund. \$15 if the deceased is a member, and the sum of \$10.00 if a spouse or child, in honor of the deceased. The sum is to be taken from Miscellaneous funds. The Secretary is to send a card of condolence to the member or member's family, informing him/her/them that the relative or member has been so honored. The general membership is to be notified at the following meeting.
 5. These Standing Rules may be amended or rescinded by a two-thirds (2/3) vote without previous notice, or by majority vote if previous notice has been given.
 6. The club shall pay delegate's meal to Council 2 meetings.
 7. The club shall pay for the speech contestant's meal when representing the club at council.