

The Detroit Club of Printing House Craftsmen, Inc.

CONSTITUTION

ARTICLE I

Name

This organization shall be known as The Detroit Club of Printing House Craftsmen, Inc.

ARTICLE II

Object

The object shall be the promotion of friendship, a cooperative spirit and mutual assistance among its members, and for the purpose of exchanging practical information and improving the printing and allied industries in general.

It shall be against the policy of this organization as a body to participate in any labor or wage controversy of any nature whatsoever.

ARTICLE III

Membership

Membership shall be limited to those persons actively engaged in the various Graphic Arts Industries.

Candidates for membership shall be persons who will dedicate themselves to the Craftsmen's motto, "Share Your Knowledge," and must be recommended by two members in good standing.

Honorary Membership. An Honorary Certificate may be conferred upon those who are not members of the Local Club but who have achieved eminence in the industry which meets the approval of the Local Executive Board.

Twenty-Five Year Membership may be conferred on those members having 25 years or more membership in the Club. They shall be awarded a 25 Year Membership Pin. Applications shall be made to the Board of Directors, two-thirds of those present and voting to approve.

Life Membership may be conferred on those members having 25 years or more membership in the Club and have retired from employment. They shall be awarded a Life Member Pin and be eligible to have all dues and assessments for membership, and the charge for all regular dinners, paid by the Club. Application shall be made to the Board of Directors, two-thirds of those present and voting to approve.

All Twenty-Five Year, Life Members, Past Presidents and current Officers and Board of Directors shall be noted on their badges as an act of recognition of service to the Club.

Non-Resident Membership may be granted to those who are eligible for membership but who are employed or reside outside the jurisdiction of the Club. The yearly dues for such a member shall be \$100.00, which sum does not include dinner or other forms of entertainment expense, the cost of which shall be borne by Non-Resident Members.

ARTICLE IV

Officers

The officers of the Club shall be a President, 1st Vice President, 2nd Vice President, Recording Secretary, Treasurer and an Executive Board which shall consist of ten members, including the above named officers. The Immediate Past President shall sit on the board as one of the required ten members listed above.

ARTICLE V

The Club shall be incorporated under the laws of the State of Michigan as a non-profit organization.

BY-LAWS

ARTICLE I

Members

SECTION 1: Each candidate for membership must be recommended by two members in good standing and be required to complete an application form, giving their full name, business address, mailing address, e-mail address, name of establishment with which they are connected, their position and all pertinent information thereon. The membership chairperson must notify each new member of their acceptance into the Club and have each new member inducted in a timely manner of their acceptance into the Club. The membership chairperson shall see that the membership certificate, lapel pin and name badge is available for the new member. The Treasurer shall report all new members to the bulletin chair/editor with the proper mailing information. The Treasurer will issue a statement for dues as soon as the new member's application has been approved.

SECTION 2: Application for Membership shall be referred by the 2nd Vice President of the Club to the Executive Board at stated meetings of the Board for acceptance or rejection and then shall be turned over to the Treasurer for processing.

SECTION 3: In case of the rejection of a candidate a second ballot may be taken at any time before the adjournment of the Executive Board meeting, or upon the demand of any member of the Executive Board. Three-fourths majority of the Executive Board are needed to admit the candidate into the Club. Should the candidate again be rejected they shall not be balloted for membership again for six months.

SECTION 4: Yearly membership dues shall be \$150.00 per year.

Corporate membership packages shall be available for organizations purchasing memberships for at least two (2) qualified individuals and one (1) annual guest pass, for individuals which they employ, for all meetings. The annual corporate membership dues packages shall be determined by the Executive Board.

SECTION 5: Members of this Club may be terminated as follows:

(a) By voluntary resignation, provided that such resignation is tendered in writing, addressed to the Executive Board and no such resignation shall be accepted unless the resigning member shall at the time be in good financial standing with the Club.

(b) For being 3 months arrears in dues, or other indebtedness to the Club, provided that such member has been notified in writing by the Treasurer.

(c) For conduct unbecoming a Craftsman or injurious to the Club, such charges shall be submitted in writing, addressed to the Executive Board, in which case the Executive Board shall serve a copy of the charges upon the accused member, and notify them of the time and place of the inquiry; if the Executive Board shall be satisfied of the truth of the charge and that the same demands such action, it may, after giving them an opportunity to be heard, request the accused member to resign, or it may suspend or expel them, subject to approval of the majority of the members present at a regular meeting of the Club.

(d) By a member in good standing transferring their membership to another Club.

SECTION 6: Any person having resigned, in good standing, and wishing to again become a member of the Club, must be regularly proposed and balloted for as a new candidate.

SECTION 7: Any member who has been suspended for non-payment of dues may be reinstated upon written application and the payment of all their arrearages.

SECTION 8: Every member shall immediately notify the Treasurer of any change in their mailing address or business affiliation. The Treasurer shall notify the membership chairperson and the bulletin chairperson/editor.

ARTICLE II

Election of Officers

SECTION 1: "Nominations"

(a) The Past Presidents for the Detroit Club of Printing House Craftsmen, Inc. will hereinafter be the official nominating committee and will meet during the month of March each year to consider nominations for elective offices to the Detroit Club. These considerations are to include eligibility of candidates for such offices.

(b) The immediate Past President will be the Chairperson of the nominating committee and will announce the March committee meeting date, time and place at the February membership meeting.

(c) All nominations for elective offices shall be submitted to the Chairperson of the Nominating Committee, who is the immediate Past President, ten (10) days prior to the meeting of the Nominating Committee in March each year.

(d) All nominations for elected Officers and Board of Directors shall be members in good standing verified by the Treasurer.

SECTION 2: Election shall be held at the April meeting of the Club and installation of Officers must be made at the Annual Meeting in May or June each year. New officers will begin their term of office at the beginning of the fiscal year, which shall be July 1. New officers and directors shall be expected to be in attendance at the fiscal board meeting in June, but they shall have no vote.

SECTION 3: The terms of each officer, President, 1st Vice President, 2nd Vice President, Recording Secretary and Treasurer shall be for one year, or until their successor shall have been elected and qualifies. The term of the four Executive Board members shall be for two years, two Executive Board members to be elected at each annual election. In the event of a vacancy of the Executive Board, the President, with the approval of the voting members of the Executive Board, shall fill the vacancy for the period of the unexpired term.

SECTION 4: In the event of a vacancy in the office of President, the First Vice President shall succeed to that office, and the Second Vice President shall succeed to the office of First Vice President, and a new Second Vice President shall be appointed by the President with the approval of the voting members of the Executive Board to fill the unexpired term.

SECTION 5: When balloting two members in good standing shall pass out ballots and have charge of counting the same. No members of the Executive Board shall serve as an Inspector of Election.

ARTICLE III

Duties of Officers

SECTION 1: The President shall preside at all meetings and enforce all laws and regulations of the Club, the President shall appoint all committees unless otherwise ordered and fill vacancies in any of the committees, and as chief executive shall supervise the work and activities of the Club, and make a general report of such at the Annual Meeting.

SECTION 2: The 1st Vice President shall perform the duties of the President in case of the absence or resignation of that Office, and shall also discharge the duties of the Chair when called upon to do so by the President, and shall act as Chairperson of the Executive Board, and also Chairperson of all educational and social meetings of the Club.

SECTION 3: The 2nd Vice President shall be Chairperson of the Membership committee, assisted by a suitable committee to be appointed by the President. In the absence of the 1st Vice President, he/she shall assume the duties of that office.

SECTION 4: The Recording Secretary shall keep a full and complete record of the proceedings of all meetings of the Executive Board and a record of all other matters concerning which a record shall be deemed advisable by the Executive Board in books or files to be provided for that purpose, and shall submit such records at the following meeting. The Recording Secretary shall conduct all official correspondence of the Club. The Recording Secretary shall be relieved of all dues and assessments.

SECTION 5: The Treasurer shall keep the financial accounts of the Club. The Treasurer shall submit statements, collect all dues, and send out notices of arrearages and all matters pertaining to finances of the Club.

The Treasurer can only write checks or make payments on items in the approved general budget, the approved budget of a committee, or for items approved by the Executive Board. The Treasurer shall at each regular meeting of the Executive Board make a written financial report. The financial records of the club shall be made available to any member upon written request to the President of the club. The Treasurer's records shall be subject to audit by the Executive Board at any time; furthermore, a complete audit shall be made at the end of the fiscal year, by an member appointed by the President. The completed audit will be presented to the Executive Board at the meeting preceding the October regular meeting. The Treasurer shall also act as Treasurer of all Committees. The Treasurer shall be bonded in such sum as deemed necessary by the Executive Board. The Treasurer shall be relieved of all dues and assessments.

SECTION 6: The Executive Board shall conduct the business of the Club between meetings when necessary and exercise a careful supervision of all records of the Club. Any member of the Executive Board who shall absent themselves from three consecutive regular meetings of the board, without permission from the President, shall be considered as having resigned as a member of such board, and ceases to be a member thereof.

SECTION 7: Committees are to be appointed by the President for various purposes, and their duties and powers defined as the need may arise, and shall be discharged by the President when their tasks have been completed.

SECTION 8: Any member of the Executive Board, in case of death of a member or in their immediate family or sickness of the member or spouse, send flowers or other appropriate gift as an expression of sympathy of the Club.

SECTION 9: Craftsman of the Year Award committee will be all the past presidents with the immediate past president acting as Chairperson. The committee will meet each year, no later than two months before the presentation of the award, to select the Craftsman of the Year.

SECTION 10: A proposed budget will be submitted to the Board of Directors no later than the last week of August, and approved no later than the September Board meeting. The committee shall consist of the immediate past-president as chairperson, the current president, treasurer and no less than two other members in good standing chosen by the chairperson. It will be the treasurer's responsibility to prepare a comparison of the last year's proposed budget and the actual income and expenditures. This must be a line item comparison and will be submitted to the immediate past-president no later than the 1st of August. The immediate past-president and committee will then prepare a proposed budget for the next fiscal year.

ARTICLE IV

Meetings

SECTION 1: The Annual Meeting of the Club shall be held in the month of May of each year at a time and place selected by the Executive Board.

SECTION 2: Regular meetings shall be held on the third Tuesday of each month, from September to May, at the time and place to be selected by the President, with the approval of the Executive Board. A regular monthly meeting may be omitted or the day changed from the third Tuesday to an appropriated date by a two-thirds majority vote of the Executive Board present at a stated meeting.

SECTION 3: Fifteen members shall constitute a quorum at a regular meeting of the Club.

SECTION 4: Special meetings shall be called by the President on application of a majority of the Executive Board or ten (10) members of the Club who are in good standing. Notice to be sent to all members of the Club at least forty-eight (48) hours in advance of such special meetings stating the business to be transacted. No other business to be transacted except on a call for another meeting.

SECTION 5: The Executive Board shall meet monthly, on a day determined by said board at the first meeting each year. Special meetings may be called at the discretion of the Executive Chairperson when business conditions so warrant. Five members of the Executive Board shall constitute a quorum.

SECTION 6: Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and By-Laws of the Club.

ARTICLE V
Order of Business

Unless otherwise decreed the order of business at all Executive Board Meetings shall be:

1. Roll Call
2. Reading and approval of Minutes
3. President's Report
4. Treasurer's Report
5. Report of Standing Committees
6. Report of Special Committees
7. Unfinished Business
8. New Business
9. Approval of Bills to be Paid
10. Good and Welfare
11. Announcements

ARTICLE VI
Amendments

These By-Laws may be amended by a vote of two-thirds of the membership present at any meeting provided such proposed amendment has been submitted to the Executive Board in writing, who shall report its approval or disapproval at the next meeting. Each amendment shall lay on the table one month and final action to come on the following meeting.

ARTICLE VII
Dissolution

Discharge of Assets: Upon final dissolution or liquidation of the Club, and after discharge or satisfaction of all outstanding obligations and liabilities, the remaining assets of the Club shall be conveyed, transferred or assigned to a charitable organization selected by the Board of Directors of the Club, which is exempt from Federal Income taxation under Section 501(c) 3 of the Internal Revenue Code of 1987 or subsequent amendments of the Internal Revenue Code.

Adopted: October, 2016