



## **BY-LAWS**

**OF THE  
SOUTHINGTON CHAPTER OF  
UNICO NATIONAL, INC**

Updated By Vote of the Membership on April 19, 2023

## **ARTICLE I: NAME**

**Section 1.** The name of this organization shall be the Southington Chapter of UNICO National, Inc. (Chapter), deriving its existence and power through a charter granted by UNICO National, an Italian-American Service Organization.

**Section 2.** The letters of the name UNICO are represented as:

U—UNITY  
N—NEIGHBORLINESS  
I—INTEGRITY  
C—CHARITY  
O—OPPORTUNITY

## **ARTICLE II: MISSION**

The mission of this Chapter is the same as that set forth in the Charter of UNICO National, to wit: To promote and enhance the image of Italian Americans; for members to be of service to the community; to promote Italian heritage and culture; to promote, support and assist charitable, scientific, cultural, educational, and literary projects; to promote members' interest in public welfare and to cooperate with others in civic, social, and cultural development.

## **ARTICLE III: PURPOSES**

The purposes for which this Chapter is formed are the same as those set forth in the Charter of UNICO National, to wit:

- a. To stimulate the desire of each member to be of service to others and society in general.
- b. To encourage high ethical standards in business and professions.
- c. To quicken the interest of each member in the public welfare of his/her community, and to cooperate with others in its civil, social and industrial development.
- d. To adopt, encourage and foster the motto of UNICO National: "Service Above Self"—as a basic philosophy in all endeavors.
- e. To assist UNICO National in its national programs.
- f. To further the general welfare of the youth of the community with a special emphasis on areas and individuals whose social, emotional, physical, and economic conditions indicate need for assistance and to cooperate with all authorities and agencies in the prevention of juvenile delinquency.
- g. To further the support and assistance to individuals or organizations having a need or whose efforts are focused on improving or addressing:
  1. Mental health issues and programs.
  2. Diseases affecting children of Mediterranean descent (e.g., Cooley's Anemia)
- h. To promote community betterment and progress. The Chapter authorizes meritorious awards to be made annually, one being the selection of the outstanding citizen of the Town of Southington (Gold Medal Award) and recognition to the honor graduates of the Southington High School (Top 25 Dinner).

1. To commemorate the achievements of the Gold Medal Award recipient, the Chapter will cause to be placed in a public office building a plaque or a bronze tablet with suitable inscription of the names of each Gold Medal Awardee.

#### **ARTICLE IV: FISCAL ADMINISTRATIVE YEAR**

The fiscal administrative year of the Southington Chapter of UNICO National, Inc., shall be from July 1 of any one year up to and including June 30 of the succeeding year.

#### **ARTICLE V: MEMBERSHIP**

##### **Section 1. – Qualifications**

Any adult possessing the following qualifications may be elected to active membership in this Chapter:

- a. They must be an American citizen.
- b. They must be at least eighteen (18) years of age who are of Italian origin, ancestry, descent or heritage, or who have been adopted by persons of Italian origin, ancestry, descent or heritage, or who are married to a person of Italian origin, ancestry, descent or heritage, or who have a step-parent, either of whom is of Italian origin, ancestry, descent or heritage, including spouses of those adopted by persons of Italian origin, ancestry, descent or heritage or who are dedicated in a civil union recognized under the laws of the state jurisdiction where the applicant resides.
- c. They must be of good moral character.
- d. Membership granted under Section 1(b) shall survive a change in marital status, provided that the individual was a member of UNICO prior to the change in marital status.
- e. Chapters of UNICO National may not freeze or limit the number of members or available membership in the chapter as long as the individual in question is qualified under the By-Laws.

##### **Section 2. – Duration of Membership**

Membership in the Chapter shall endure for life unless terminated pursuant to provisions contained in Article V.

##### **Section 3. – Membership Classes**

- a. Active: Any qualified person may be elected to Active membership of a chapter. No person shall be an Active member of more than one chapter at the same time. To maintain active membership status, you must demonstrate commitment by attending chapter meetings and actively participate on committees and events, unless extenuating circumstances prevent regular attendance (which shall be communicated to and approved by the Board of Directors).
- b. Honorary: Any person who has earned distinction by some meritorious service may be elected an Honorary member of this Chapter. An Honorary member shall be entitled to all the privileges of such membership, except the right to vote or hold office in this Chapter.
- c. Associate: A person who is otherwise fully qualified in accordance with the By-Laws but is not a citizen of the United States of America, may, upon the filing of an application to file a declaration of intention with the U.S. Immigration and Naturalization Service, apply for Associate membership in a member Chapter. An Associate member shall have all the

responsibilities, privileges, and qualifications of an active member except that the chapter may relieve said Associate member of local attendance requirements and committee assignments and such Associate member shall neither hold any office, nor vote in the chapter. . Associate membership under this article shall be limited to seven (7) years from the date of filing said application. An extension to this time limit shall be submitted to the Executive Committee by the host chapter through a written recommendation from the District Governor of the host chapter of such application for such extension.

- d. ACES (Athletic, Cultural, Educational, Social/Service ) Any person who otherwise qualifies for active membership in UNICO but who is between the ages of 12-17 may be granted ACES membership in this Chapter. ACES members shall be entitled to all the privileges of UNICO membership except the right to vote or hold office in UNICO National or a member chapter. ACES members do not pay dues and are not a member of the UNICO National Foundation ACES members shall be encouraged to meet as their own group and to help at all Chapter sponsored events. The Chapter shall provide monetary support to their meetings as well as guidance on our mission. The Vice-President shall be appointed as advisor to ACES to assist them with organization and involvement.
- e. Life Exempt Member – National: Any UNICAN who has been an Active member of any chapter for more than thirty (30) years, and who has attained the age of seventy-five (75) years or more, shall be awarded a National Life Exempt membership by UNICO National. Such National Life Exempt member shall be exempt from payment of national dues to UNICO National only. Such National Life Exempt member shall maintain the obligation to pay any appropriate Chapter and/or District assessments. Such National Life Exempt membership shall remain in force, and such National Life Exempt member shall enjoy all the privileges and benefits of UNICO National only so long as said National Life Exempt member remains in good standing in a member chapter. Qualifying members as of the date of the adoption of this amendment shall be grandfathered.
- f. Life Exempt Member – Local: Any UNICAN who has been an Active member of this Chapter for more than twenty-five (25) years, and who has attained the age of sixty-five (65) years or more, shall be awarded a Local Life Exempt membership by this Chapter. Such Local Life Exempt member shall be exempt from payment of local dues to Southington Chapter only. Such Local Life Exempt member shall maintain the obligation to pay any appropriate National and/or District assessments. Such Local Life Exempt membership shall remain in force, and such Local Life Exempt member shall enjoy all the privileges and benefits of UNICO National only so long as said Local Life Exempt member remains in good standing in this chapter. Qualifying members as of the date of the adoption of this amendment shall be grandfathered.

#### **Section 4. – Application**

- a. Application for membership in this Chapter shall be submitted in writing on the official form provided for that purpose by the Chapter, which form shall conform to the application form provided by UNICO National.
- b. Such application must be accompanied by an initiation fee as specified in Article XVII.

#### **Section 5. – Method of Recommending New Members**

- a. A member desirous of bringing into membership a person who, in the member's estimation, has the necessary qualifications for membership in this Chapter shall submit the name,

address and all background qualifications to the Chairperson of the Board of Directors or Secretary of this Chapter on the official application form.

- b. After screening and investigation by the Board of Directors, or any other committee created for that purpose, the application shall be acted upon by the Board of Directors.
- c. If the action of the Board of Directors be favorable (simple majority), announcement of the application shall be made by distribution to the membership prior to the next regular meeting at which time application will be acted upon by the membership.
- d. If the action of the Board of Directors is unfavorable, the application shall, in any event, be acted upon by the membership with a favorable vote by seventy-five percent (75%) of members present needed for approval.

### **Section 6. – Method of Election of New Members**

- a. The Board of Directors shall submit a report on the application stating that it had screened the applicant, made a recommendation (favorable or unfavorable) and that it was ready for ballot by the members.
- b. An individual rejected by the membership may not be proposed again for a period of one (1) year from the date of the said rejection.
- c. Within ninety (90) days after acceptance for active membership in this Chapter, he/she shall be present for initiation at any regular or special meeting. Dues as set forth in Article XVI of the By-Laws shall be presented at this time.

## **ARTICLE VI: DURATION OF MEMBERSHIP**

### **Section 1. – Period**

- a. All membership except Life Exempt and Honorary membership, shall endure for life except when terminated as herein provided.
- b. Life Exempt membership shall endure for the life of the member.
- c. Honorary membership shall endure for life except that the governing body (Chapter officers and Board of Directors), for good and sufficient reason, may, at any time, cancel the membership, provided that each member of the Chapter shall have been served in writing with a notice of such action at least thirty (30) days in advance of the proposed termination.

### **Section 2. – Termination of Membership**

- a. Misconduct— Any member who fails to conduct themselves in accordance with the principles and ethics of UNICO National or the civil laws, shall be terminated by the Chapter at a special meeting called for that purpose. Members subject to termination shall be notified either personally or such notice shall be sent to them by registered mail return receipt at their last known address, at least fifteen (15) days prior to the meeting. A member subject to termination proceedings shall be given every opportunity to present full and complete defense and may be represented by counsel. Termination action may be taken during the course of any meeting called for that specific purpose. After all the evidence is placed before the membership, the vote on the member's expulsion shall be by closed ballot and shall be carried upon two-thirds (2/3) vote of the members present.

- b. Felony Acts – Any member convicted of a felony or higher crime in a court of law will have their membership immediately terminated.
- c. Non-Payment of Dues - Any member who is in arrears for three (3) months in the payment of dues shall be notified monthly, by the Treasurer, to make payment within the 6-month period. Any member who fails to pay the regular dues within six (6) months from the due date shall be automatically dropped from the membership roll.
- d. Resignation— The resignation of any member shall be in writing, addressed to the President or Recording Secretary, and shall be accepted by the Chapter at its next regular meeting.

### **Section 3. - Forfeit of Rights**

Any member whose connection with this Chapter shall be severed by resignation, death, expulsion, or otherwise, shall forfeit all interests in any funds or other property belonging to the Chapter.

### **Section 4. – Reinstatement**

Any former member seeking reinstatement to membership who has been dropped for non-payment of dues or for absence at meetings or has resigned shall be regarded as a new applicant, excepting that all arrearages of dues, not more than one year, shall be paid before readmission to membership.

## **ARTICLE VII: MEETINGS**

### **Section 1. – Regular General Meetings**

This Chapter shall hold a total of nine (9) regular meetings scheduled on the third Wednesday of each month with the exception of May, which will be the 2<sup>nd</sup> Wednesday of the month. Meetings shall be held each month excluding the months of, July, August and December unless otherwise designated by the President.

### **Section 2. – Special Meetings**

- a. A special meeting may be called by the President for cause.
- b. A special meeting may be called by a written request signed by at least seven (7) members in good standing and directed to the President or Secretary.
- c. Electronic or written notice at least five (5) days prior to the date of the proposed special meeting must be sent to all members stating the purposes of the said meeting.

### **Section 3. – Board of Directors Meetings**

- a. The Board of Directors shall hold regular meetings at least one (1) week prior to the regular meeting unless otherwise designated by the Chairman of the Board, but not less than one (1) meeting per quarter.
- b. Special meetings of the Board of Directors may be called by the Chairman of the Board of Directors for cause or at the written request of three (3) members of the Board, at least three (3) days prior to the day of the proposed meeting, stating the purposes of said meeting.

### **Section 4. – Annual Meetings**

The annual meeting shall take place at the regular monthly meeting in June of each year unless otherwise designated.

## **ARTICLE VIII: OFFICERS AND DIRECTORS**

### **Section 1. – Officers**

The elected officers of this Chapter shall consist of a President, Vice President, Secretary, Treasurer, Sergeant-At-Arms and Financial Secretary, and any other officers deemed necessary from time to time at the discretion of the Board of Directors duly voted and approved.

### **Section 2. – Board of Directors**

The Board of Directors of this Chapter shall consist of the current Chapter president, the last three Past Presidents of this Chapter (where the most recent past president becomes Chairmen of the Board), the Financial Secretary, the Chairman of Screening Committee, the Chairman of By-Laws / Policy and Procedures Committee, and two (2) members at large to be elected from the pool of past presidents at the annual election of officers.

With the exception of the current President, the remaining elected officers shall be ex-officio members of the Board of Directors with no voting power.

### **Section 3. – Qualifications**

- a. Each officer of this Chapter shall be an active member in good standing.
- b. A candidate for President or Vice President, in order to qualify for such offices, must have been a member of this Chapter for at least two (2) years prior to the time of taking such office.

### **Section 4. – Vacancy in Office**

In the event of a vacancy in the office of the President, the Vice-President shall immediately be elevated and fill the office for the unexpired term. In the event that the offices of President and Vice President become vacant simultaneously, the Chairman of the Board of Directors shall, within thirty (30) days, call a special meeting, at which time these offices shall be filled, using regular election procedures as stated in the By-Laws. Any vacancy arising in any of the elective offices, other than in the office of President, shall be filled in the regular manner prescribed for elections to office at the next regular meeting, after which vacancy has been created.

### **Section 5. – Oath of Office**

The following will be used as the standard language for taking the Oath of Office:

I, (repeat name), sincerely believe in the principles and purposes of this organization, and I solemnly promise and swear on my honor to preserve, protect and defend its Constitution and the Constitution of the United States of America. I further promise and swear to discharge faithfully the duties, to which I have been elected, to the best of my ability, so help me God.

### **Section 6. – Term, Nomination and Election of Officers**

- a. The Board of Directors of this Chapter shall be the Nominating Committee.

- b. The term for President, Vice President, Secretary, Treasurer, Sergeant at Arms and Financial Secretary shall be for a 1-year term with movement among the officers defined as follows: Sergeant-at-Arms moves to Treasurer, Treasurer moves to Secretary, Secretary moves to Vice President and Vice President moves to President. The Financial Secretary position, although an elected position, shall be excused from movement among the officers due to its unique Chapter responsibilities.
- c. In the event that a current standing officer is not able to continue through the progression as described in (b), the Board of Directors, as nominating committee, shall determine the next course of action.
- d. The Nominating Committee shall meet and submit a slate of candidates for each office, including the two (2) directors at large, at the regular meeting immediately preceding the annual meeting at which time nominations for respective offices also may be made from the floor.
- e. The Secretary shall advise the membership of the names and members nominated for each office, at least ten (10) days before the annual meeting.
- f. Elections shall take place at the annual meeting. Such elections shall be by closed ballot where there is a contest. A simple majority of members present is necessary for election.
- g. The officers shall take office immediately following election and shall hold their offices for one year or until their successors are elected.

#### **Section 7. – Installation of Officers**

- a. The installation of the officers of this Chapter shall take place at the annual meeting.
- b. The Chapter President shall follow the ritual as prescribed for such purpose of UNICO National.

### **ARTICLE IX: DUTIES OF OFFICERS**

#### **Section 1. – Duties of Officers**

- a. President: It shall be the duty of the President to preside at all meetings of the Chapter; to appoint members of standing committees; to create such other committees and appoint members thereof as they, or the members, deem advisable; to perform such other duties as ordinarily pertain to that office; to provide orientation to the incoming president; and to attend Chapter Board, District, Regional and National Meetings.
- b. Vice President: The Vice President shall perform the duties of the President in his/her absence and assist the President in the performance of his/her duties. In addition, the office of Vice President shall be responsible to handle notices and mailings associated with Good and Welfare and Ill and Distressed; researching locations to conduct the monthly Chapter meetings, presenting those findings and making a recommendation to the membership at the annual meeting for voting by the members present.
- c. Secretary: The Secretary shall be the active managing officer of the Chapter, under the supervision of the President and control of the governing body. The Secretary shall sign all documents and keep accurate record of chapter meetings, Board of Director meetings, members' attendance at meetings and make a yearly report of activities on the occasion of the installation meeting. In addition, the Secretary will make out all reports and fill out all forms of whatsoever nature required by UNICO National. The Secretary shall mail out all notices

for the Chapter and Board of Directors meetings and shall reply to all communications received by the Chapter, after receiving specific instructions from the membership.

- d. Treasurer: The Treasurer shall receive all monies, keep an account of same and turn them over to the Treasury within ten (10) days after receipt thereof; send statements to all members for dues and registered letters for delinquent dues; deposit all said monies in the bank approved by the Board of Directors; have in their possession at all meetings a copy of the approved budget; and shall place any, and all other, valuable documents, in a safety deposit box held in the name of the Chapter or other approved secure area.
- e. Sergeant-At-Arms: The Sergeant-At-Arms shall have custody of the paraphernalia of the Chapter, delivering the President's gavel, UNICO banner and membership identification pins and any other such items to all meetings, and shall also assist in maintaining order and decorum at meetings when requested by the presiding officer.
- f. Financial Secretary: The Financial Secretary shall work with the Treasurer in maintaining the solvency of the Chapter. The duties of this office will include but not limited to the following:
  1. Monthly reconciliation of all accounts
  2. Preparation of Treasurer's report for regular meetings
  3. Filing of annual tax return and all 501(c)3 reporting requirements
  4. Deposit of funds when the Treasurer is not able to
  5. Issuing checks for payment upon the direction of the Treasurer
  6. Assist the Treasurer with maintaining the member list and dues collections
  7. Assist the Treasurer in the preparation and mailing of dues notices
  8. Provide detailed info for Board of Directors when preparing or revising annual budget
  9. Assist the Treasurer in submitting new applications to UNICO National
  10. Investigate and renew CDs when they mature

## **Section 2. – Duties of the Board of Directors**

- a. The Board of Directors shall have power to direct the policies and programs of the Chapter and give tentative decisions on all business of the Chapter.
- b. The Immediate Past-President shall serve as Chairperson of the Board of Directors.
- c. The Recording Secretary shall act as Secretary of the Board of Directors.
- d. The Board of Directors shall review annually the fiscal year-end financial reports prepared by the Treasurer and Financial Secretary within 60 days following the end of the fiscal year, and, at any time, when requested to do so upon motion duly made, seconded and passed by the membership. Once reviewed, the Board will report its findings at the September meeting or within 60 days of a request. (
- e. The Board of Directors shall discuss and make recommendations on any matters referred to it by the members at regular meetings.
- f. The Board of Directors shall keep complete records of its actions, and minutes of its meetings shall be maintained by the Secretary of the club. The Secretary shall distribute the minutes via email to the general membership.
- g. The Chairman of the Board shall make the membership aware of the time, date and location of any Board meeting.
- h. Any member has the right to attend any meeting of the Board of Directors and shall have the power of expressing himself or herself but shall have no right to vote.

## **ARTICLE X: CHAPTER PROPERTY AND RECORDS**

### **Section 1. – Property and Records**

- a. All officers charged with the custody of Chapter property, paraphernalia and records must discharge reasonable care in keeping of same.
- b. All officers in whose custody are Chapter property, paraphernalia, and records, shall turn them over to their successor at the termination of their office.

## **ARTICLE XI: PROCEDURES AND ORDER OF BUSINESS**

### **Section 1. – Quorum**

- a. At regular or special meetings of the Chapter, a quorum shall consist of 25% of the voting members.
- b. At regular or special meetings of the Board of Directors, a quorum shall consist of a majority of the voting Board members.
- c. At any regular, special or Board of Directors meetings held in-person or virtual, and a quorum cannot be established as described above then paragraph (a) of Section 6 of Article XIII will be followed.

### **Section 2. – Order of Business**

- a. Regular Meetings
  1. Call to order
  2. Salute to the flag
  3. UNICO prayer
  4. Roll call of officers
  5. Induction of new members
  6. Reading of minutes of previous session
  7. Reports of Treasurer and/or Financial Secretary
  8. Reading of Board of Directors' minutes
  9. Bills and communications
  10. Reports of committees
  11. Balloting on new membership
  12. Old business
  13. New business
  14. Good and welfare
  15. Ill and distress
  16. Adjournment

- b. Special Meetings
  - 1. The order of business for a special meeting shall be limited to the discussion of the business for which the meeting has been called. Other matters may be discussed upon a vote of the majority.
- c. Board of Directors Meetings
  - 1. Roll call of officers and members
  - 2. Reading of the minutes
  - 3. Bills and communications
  - 4. Reports of committees
  - 5. Membership applications and balloting
  - 6. Unfinished business
  - 7. New business
  - 8. Good and welfare
  - 9. Adjournment

### **Section 3. – Bereavement**

This chapter shall recognize the passing of a fellow UNICAN in a manner showing the greatest respect and dignity. Further it shall recognize those immediately related. The immediate family of a member includes his/her spouse, parents and children.

- a. Upon receipt of notice of the passing of a member President shall:
  - 1. Extend condolences to the family
  - 2. Request the entire membership of the Chapter attend the Wake as a group at the location of the services
  - 3. Offer a prayer for the deceased to those assembled at the service.
- b. In the event of the passing of a member's immediate family, the Vice President shall:
  - 1. Provide announcement to the membership
  - 2. Arrange for delivery of flowers (or any other equivalent that may be respectable), to the family or to the funeral home as an expression of condolences.
- c. In the event of the passing of a non-immediate family member and at the discretion of the Vice President, a sympathy card may be sent to the family of the deceased.
- d. In the event of the passing of a Gold Medal recipient, the Vice President shall send a sympathy card to the family of the deceased.

## **ARTICLE XII: COMPENSATION**

### **Section 1. – Officers**

All officers shall serve without compensation or remuneration.

## **Section 2. – Delegates and Alternates**

- a. President, Delegates and Alternates to UNICO National meetings and annual Conventions may be compensated at the discretion of the Chapter.
- b. All other representatives or members of this Chapter attending any National or local function or meeting shall serve without compensation.

## **ARTICLE XIII: METHOD OF VOTING**

### **Section 1. – Regular Business**

The regular business of this Chapter shall ordinarily be voted upon by either the show of hands or a viva-voce (via voice) method.

### **Section 2. – Membership**

Acceptance, or rejection, of any candidate for membership shall, at times, be voted upon by employment of the closed ballot, unless the closed ballot is dispensed with as per Article IV, Section 6, of the By-Laws.

### **Section 3. – Contested Election**

A contested election of officers of whatsoever type shall be by closed ballot.

### **Section 4. – Special or Member Request**

If requested by a member and at the discretion of the President, a closed ballot shall be employed in voting on any motion by any member, seconded and carried by majority vote.

### **Section 5. - Presidential Right**

The President may, at his/her direction, order a closed ballot vote upon any matter that is up for final consideration and cannot be challenged by any member or any vote of the membership.

### **Section 6. – Special Polling**

- a. The President may, in case of emergency or lack of quorum, direct the Recording Secretary to poll the general membership by telephone and/or electronic mail on any question or questions brought to his / her attention, and upon which immediate action is deemed essential to the welfare of the chapter. This shall be clearly and concisely put in the communication and provision shall be made for the return of the assigned ballot. All votes to be counted, when this method is employed, shall be in the hands of the Secretary within seven (7) days after receipt of same, unless otherwise specified by the President.
- b. In an emergency, and upon request of the chapter President, the Secretary may be ordered to poll the members of the Board of Directors by telephone and/or electronic mail on any question within their power to act finally, or to authorize a special poll of the general membership as set forth in Section 6 (a) of this Article.
- c. An emergency may be defined as a serious, unexpected, and often dangerous situation requiring immediate attention or action. This may include but not limited to acts of terrorism,

catastrophic weather, State or Local mandates or executive orders, pandemics, economic crises, or any other unforeseen combination of circumstances that calls for immediate action.

## **ARTICLE XIV: STANDING COMMITTEES**

### **Section 1. – Names**

The President shall immediately, after his/her installation, appoint Chairpersons for the following standing committees:

- a. Budget & Finance Committee – The Board of Directors, along with such other officers or members as the President may see fit to appoint, shall serve as the Budget and Finance Committee. It shall be their duty, among other things, to set up and submit an annual budget for adoption by the Chapter. They shall also serve as advisory and at all times be alert to the financial problems of the Chapter, and after careful study make recommendations where such matters are involved.
- b. Membership Committee – It shall be the function of this committee to direct all membership drives. They shall investigate all candidates proposed for membership, of any classification, and recommend acceptance or refusal on the basis of their findings, at any regular or special meeting. This committee shall be charged with the determination of the qualifications of membership where any doubt exists, and they shall further meet to conduct a proper investigation of any and all charges which may be placed against a member of whatsoever classification and shall report their recommendations to the entire membership in all such cases. Until such time that this committee is formed, the Board of Directors will serve as the Membership Committee.
- c. Civic Awards Committee–This committee shall have the right to propose the issuance of various awards, subject to the approval of the general membership. They shall be allowed to avail themselves of any and all technical assistance from outside sources in determining winners of any awards. This Committee is different from the Gold Medal Selection Committee.
- d. Gold Medal Selection Committee – This committee shall have the task to select and approve the current year’s awardee of the Gold Medal. The committee seeks out and investigates worthy applicants for this prestigious award which recognizes and promotes contributions to civic enterprise and community progress through humanitarian conduct; religious endeavor; youth activities and assistance; charitable endeavors; progressive ideals and expressions; betterment of education and citizenry; and cultural growth.
- e. Gold Medal Arrangement Committee – This committee will make arrangements as to the place, time and program for the evening on which the Gold Medal is formally bestowed upon the recipient(s). This committees’ activities begin once the Gold Medal Selection Committee informs them of the awardee(s).
- f. Publicity & Public Relations Committee – This committee shall be charged with the publicizing of all projects undertaken by the Chapter and shall, at all times, keep the welfare of the organization in the public eye. It shall furnish all necessary news items to the UNICO National Magazine Editor.
- g. Ill & Distress Committee – This committee shall have the duties of providing regular visits to disabled members and will, in addition, be the instrument for any other form of assistance, which may be required by a member in distress or his/her immediate family.

- h. Expansion & Retention Committee – This committee shall carry out the expansion of this Chapter and be responsible for the retention of current members.
- i. Unified Sports Committee – This committee shall carry out the Mental Health program on a local as well as National level.
- j. Scholarship Committee – This committee shall program, direct and supervise all scholarship activities of the chapter and coordinate its planning with the UNICO Foundation, Inc. This committee shall cause to be distributed all notes, rules and awards in connection with the scholarship program.
- k. Cooley’s Anemia - This committee shall carry out the Cooley’s Anemia program on a local as well as National level.
- l. Screening Committee – This committee shall review all non-budgeted requests for donations or grants and make its recommendation to the general membership. Depending on the time sensitive nature, requests for donation are assigned to the screening committee for review either directly from the President or by a request of the general membership. Upon receipt of the request, the Chairman of the committee has the responsibility to gather any pertinent information to assist the committee members in determining an appropriate recommendation. Once a consensus of the committee is reached, the Chairman shall report the factual information of the request and makes a monetary range recommendation to the membership at the next scheduled monthly meeting.

**Section 2. – Chairpersons**

These chairpersons shall have the power, in conjunction with the President, to select their committee members and shall announce the names of the committee members at the meeting immediately following their appointment.

**Section 3. – Size**

These committees shall consist of at least, five (5) members including the chairperson, of which, three (3) shall constitute a quorum, provided the chairperson be among them.

**Section 4. – Presidential Status**

The President of this Chapter shall be an ex-officio member of all standing committees.

**Section 5. – Meetings**

All standing committees shall meet at the discretion of the chairperson, or when requested to do so by the President, the Board of Directors, or the membership.

**Section 6. – Reports**

All standing committees must submit their reports at the next regular meeting of the general membership, following their own committee meeting.

**ARTICLE XV: SPECIAL COMMITTEES**

**Section 1. – Appointment**

The President shall appoint any and all such committees or committee chairpersons, as he/she shall deem necessary at any time.

### **Section 2. – Reports**

A special committee shall submit its report at the completion of the project to which they have been appointed.

### **Section 3. – Size**

Special committees shall consist of no less than three (3) members inclusive of the chairperson, but aside from this limitation, may be comprised of as many as the President or Chairperson shall deem necessary.

### **Section 4. – Presidential Status**

The President shall be a member of all special committees and shall exercise his/her vote in case of a tie.

## **ARTICLE XVI: FINANCES**

### **Section 1. Budget**

- a. The Board of Directors shall, at the regular meeting immediately preceding the annual meeting, present to the Chapter a detailed budget, making appropriations for each of the items for which the Chapter must, or may, provide out of funds known to be in the possession of the Chapter or estimated to come into its possession during the ensuing fiscal year.
- b. Said budget, either in its original or amended form, must be adopted by the Chapter at its annual meeting and following its adoption, all expenditures of the Chapter during that fiscal year must be within the appropriations therein made. There shall be no variations thereof except that funds may be transferred from one appropriation to another within the limits of the overall budget by a majority vote of the members present at a regular meeting, provided the suggested transfer shall have been mentioned in the meeting agenda distributed at least two (2) days prior to the meeting.
- c. Said budget may include a dedicated contingent item to cover unforeseen emergencies of the Chapter. This item shall be considered for practical purposes to be outside of the regular budget and appropriations from said item shall be made only after a two-thirds (2/3) vote of the members present at any regular meeting.
- d. Any unexpended balances of appropriations contained within the budget for any one year shall be transferred to the Reserve Fund as defined in Article XVI, section 2 paragraph (b)..

### **Section 2. – Funds**

There shall be legally established, in the name of the Chapter, the following funds for the administration of which separate books, checking accounts and signatures shall be established:

- a. Fund Raising Fund – Monies appropriated under this fund shall be used for charitable donations, chapter-sponsored events and payment of expenses associated with administering fund-raising activities. Receipts to and disbursements from this fund shall be administered by the Financial Secretary and Treasurer.

- b. Reserve Fund – Monies appropriated under this fund shall be used for the future obligations of this Chapter which may be designated or undesignated. Receipts to and disbursements from this fund shall be administered by the Financial Secretary and Treasurer.
- c. Operating Fund – Monies appropriated under this fund shall be used for the operation of the Chapter and for certain other phases of its program as set forth in its annual budget. Receipts to and disbursements from this fund shall be administered by the Financial Secretary and Treasurer.

### **Section 3. – Distribution of Funds/Grants**

- a. All requests for donations or grants shall meet the mission and purpose of the Chapter as presented in Article II and Article III of these By-Laws. Meeting all or most of the criteria does not automatically approve the request. An approval by majority vote of the membership present at a regular monthly meeting must be obtained in order to approve the request.
- b. If the request is not directly connected to an already approved budget line item, requests for donation or grants by any organization or individual exceeding \$500 cannot be voted upon at the meeting in which it was announced. A vote may be taken at the next regularly scheduled meeting which allows members the opportunity and time required to make an intelligent decision.
- c. If the request is directly connected to an already approved budget line item, requests for donation or grants by any organization or individual exceeding \$500 over the budgeted line item cannot be voted upon at the meeting in which it was announced. A vote may be taken at the next regularly scheduled meeting which allows members the opportunity and time required to make an intelligent decision.
- d. Any standing committee whose plans require the Chapter to commit an obligation in excess of \$2000 must be voted on and approved by the membership at a regularly scheduled meeting following the meeting at which it was announced.

### **Section 4. – Method of Payment**

All obligations incurred by the Chapter shall be paid for by check and the same shall be signed by the Treasurer or Financial Secretary after approval by the membership.

### **Section 5. – Bond**

The Financial Secretary and/or Treasurer shall be bonded in an amount deemed sufficient by the Board of Directors. Expenses so incurred shall be met from Chapter funds.

### **Section 6. – Incurring Obligations**

No expense shall be incurred, no donation made, nor any obligation of any kind involving Chapter funds be entered into until same has been approved as set forth elsewhere in the By-Laws.

### **Section 7. – Officer Expenses**

The officers and Financial Secretary shall be allowed, with the approval of the Board of Directors, to contract bills for sundry expenses, concurrent with the discharge of their duties.

### **Section 8. – Investment of Funds**

Funds of the Chapter may be invested in United States Government Bonds, banks or other similar institutions, provided said bank or other institution carries Federal insurance. The Chapter's investment in any one bank, or similar institution, shall at all times be kept within the limits insured by that particular institution.

### **Section 9. – Incurring of Individual Expense**

Members of the Chapter, whether serving upon committees or in their private capacity as members, shall not incur any expense in the name of, or for account of the Chapter, without first obtaining approval as provided under the provisions of the By-Laws unless considered an emergency situation not exceeding a one-time cost of \$500 and approved by the standing President of the Chapter. A full report of the situation must be presented to the membership at the next regular meeting.

## **ARTICLE XVII: ADMISSION FEES AND DUES**

### **Section 1. – Initiation Fee**

An initiation fee as set by UNICO National shall be paid by any applicant for membership in this Chapter. The initiation fee shall be forwarded to the National Treasurer's office of UNICO National, accompanied by the membership application.

### **Section 2. – Dues**

The dues shall be such amount as recommended by the Board of Directors and approved by three-fourths (3/4) of the members present at the regular May meeting, shall be invoiced by May 31 of each fiscal year and payable by July 1.

### **Section 3. – Life Exempt Members**

Life Members in this Chapter shall be exempt from payment of dues in accordance with Article IV – Membership, Section 3 (e) & (f).

### **Section 4. – Honorary Members**

Honorary members shall be exempt from payment of dues.

### **Section 5. – Clergy**

Members of the clergy, who are members of the Chapter, shall be exempt from payment of dues.

### **Section 6. – Military Members**

Members in the active military service shall be exempt from payment of dues.

### **Section 7. – Youth Members**

Active members between the ages of 18-25 will be considered Youth Members and shall pay reduced dues as established by the Board of Directors.

## **ARTICLE XVIII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order (revised) shall be the parliamentary authority and guide in the conducting of all Chapter business functions not covered in the By-Laws.

## **ARTICLE XIX: VOTING POWER**

### **Section 1. – Voting Privilege**

- a. All Active members in good standing and all Life Exempt members (as defined in Article IV, Section 3) shall have full power of voting on all questions.

### **Section 2. – Method of Voting**

- a. Voting on routine business shall be by a majority vote of those present.
- b. Voting on candidates for membership may be by closed ballot and shall require a majority vote of those present. A closed ballot may be dispensed upon motion duly made, seconded and unanimously carried or by Presidential discretion.
- c. Voting on candidates for elective office shall be by closed ballot where there is a contest, and election shall be by a majority vote of those present. A closed ballot may be dispensed upon motion duly made, seconded and unanimously carried or by Presidential discretion.
- d. Voting of the membership on an unfavorable candidate application shall be by closed ballot and a seventy-five percent (75%) majority vote of those present will be required for approval of the application. A closed ballot may be dispensed with upon motion duly made, seconded, and unanimously carried or by Presidential discretion.

## **ARTICLE XX: AVOIDANCE OF POLITICS**

### **Section 1. – Endorsement**

The Southington Chapter of UNICO National, Inc., shall at no time, officially (directly or indirectly) endorse or recommend any candidate for public office, or shall political candidates or partisan questions of a political nature be acted upon at any Chapter.

### **Section 2. – Political Discussion**

The merits of any public question involving the social, economic, moral or physical welfare of the people may be fairly and intelligently studied and discussed before or at a Chapter meeting for the enlightenment of its members, but this Chapter shall not take any action endorsing or condemning any measure which is to be submitted to the vote of the people or which will involve the organization in partisan politics.

## **ARTICLE XXI: AMENDMENTS**

Amendments to the By-Laws shall be made at any regular meeting by a two-thirds (2/3) vote of those present and qualified to vote, provided that the amendment has been introduced in writing, and read at the previous meeting and notice has been given in writing of the proposed amendment to all members at least five (5) days before said meeting and provided further that said Amendment has been presented to the Board of Directors for discussion and recommendation.