

**LITHUANIAN AMERICAN COMMUNITY, INC.
WASHINGTON STATE CHAPTER (LACW) BYLAWS**

ARTICLE I MEMBERSHIP

I - SECTION 1. Membership in this Community shall be open to all persons of Lithuanian descent and others who are interested in supporting the objectives of the Lithuanian Community upon payment of the dues provided for here.

I - SECTION 2. Annual membership dues to the Community shall include an automatic subscription to the "Tulpe Times" and shall be periodically set by the Board to meet the needs of the Community.

I - SECTION 3. The Treasurer is responsible for collecting annual dues in the fall no later than November 1.

I – SECTION 4. Any member who fails to pay annual dues by December 31st of any calendar year shall be automatically suspended from membership in the Community, but may be restored to full membership upon full payment of dues for the current year. During the period of suspension, however, such persons shall forfeit all rights and privileges of membership.

ARTICLE II OFFICERS

II - SECTION 1. The officers of this Community shall be President, Past-President, Vice-President, Secretary, and Treasurer.

II -SECTION 2. The officers and Board members-at-large shall be selected by the members as provided by Article V of the Bylaws and shall hold office for a two-year term.

II -SECTION 3. There shall be an Executive Board consisting of the elected officers, the immediate Past-President, up to 4 Members-at-large and 2 non-elected and non-voting positions for the Editor of the "Tulpe Times" and Communications Liaison (see Policy Section for the duties of these positions.)

ARTICLE III DUTIES OF OFFICERS

III -SECTION 1. PRESIDENT: The President of the Community shall act as presiding officer of the Community and Executive Board and perform such duties as ordinarily pertain to his/her office. The President calls and leads community and executive meetings; prepares the agenda; represents the LACW at local Baltic events as well as at regional and national LAC meetings, if possible; prepares a summary of local activities for national and regional LAC meetings; appoints an auditing committee of at least two people to audit finances once per year. The President does not vote on board motions except to break a tie vote.

III -SECTION 2. VICE-PRESIDENT: The Vice-President presides in the absence of the President; carries out tasks assigned by the President and fills out the President's term if the President is unable to complete his/her term.

III -SECTION 3. TREASURER: The Treasurer will maintain a LACW bank account; will collect yearly dues in October; will deposit revenues and reimburse expenses; and will maintain and update the membership mailing list, which shall be shared with the Communications Liaison. All accounts shall be established using principles of dual control. He/she shall follow the guidelines for Treasurer as described by the LAC national organization. The Treasurer shall organize the collection of membership solidarity dues and shall prepare a budget report for each Executive Board meeting and an annual financial report for each general membership meeting. The budget is to be developed and approved at the beginning of the fiscal year (October).

III -SECTION 4. SECRETARY: The Secretary shall be responsible for keeping records of the Community's Executive Board and general membership meeting minutes; making and distributing the Board meeting minutes prior to the next meeting; helping the President with correspondence; and maintaining permanent records.

III -SECTION 5. MEMBERS-AT-LARGE: Members-at-large carry out assigned work; attend Board meetings and Community meetings; and may act as liaison to the wider non-Lithuanian community.

ARTICLE IV DUTIES OF THE EXECUTIVE BOARD

IV -SECTION 1. EXECUTIVE BOARD DUTIES: It shall be the duty of the Executive Board to establish policies and carry out the instructions and business of the Community. The Board shall also develop and approve the annual budget at the beginning of the fiscal year, as well as monitor it throughout the fiscal year.

IV -SECTION 2. EXECUTIVE BOARD VACANCIES: the President and the Treasurer occurring during the year shall be filled by a vote of the majority of the remaining members of the Board. Any person thus elected shall hold office for the unexpired term. If the President resigns, the President's duties shall be assumed by the Vice-President. If the Treasurer resigns the Board will attempt to fill the vacancy with someone who has the necessary skills to manage the community finances. The Board votes to approve the said nominees.

IV -SECTION 3. A simple majority of the Executive Board constitutes a quorum and must be present at Board meetings to conduct business.

ARTICLE V NOMINATION AND ELECTION PROCEDURES

V -SECTION 1. SELECTION OF THE ELECTION COMMITTEE:

The President of LACW in consultation with the Executive Board shall select three members of the LACW to serve on the Election Committee by early October, prior to elections held in the spring.

V -SECTION 2. ELECTION COMMITTEE DUTIES:

- i. Election Committee shall meet and select a chair.
- ii. The Election Committee shall then prepare a slate of candidates for each of the offices for President, Vice President, Secretary, and Treasurer and 4 Members at large.
- iii. The Election Committee shall develop and implement any procedures they deem necessary to complete their work in a timely fashion.
- iv. The slate of candidates shall be posted to inform the Community members of the candidates running for election by the end of February.
- v. The candidates shall sign a written statement giving their consent to run; acknowledge that they have read and understand the duties of the position for which they are running; and state that they intend to attend all Board and Community meetings.

V -SECTION 3. REPORT OF THE NOMINATING COMMITTEE:

The Chair of the Committee shall make a report of the slates of nominees at the Spring General Membership meeting prior to the voting.

V -SECTION 4. CALL BY THE CHAIR FOR FURTHER NOMINATIONS FROM THE FLOOR:

At the Spring Community membership meeting, after the Election Committee has presented its report and before voting begins, the chair will call for further nominations from the floor. When there are no further nominations for each office, the chair shall close the nominations.

V -SECTION 5. ABSENTEE VOTING BY PROXY

If a Community member cannot be present at a Community meeting at which new Board members and officers will be elected, the Community member can give his/her proxy to another Community member who will be present as long as both members' dues are up to date. In this case, the Community member who expects to be absent shall notify in writing the Elections Committee at least 48 hours before the Community meeting and specify to whom s/he will give his/her proxy. At the Community meeting the Chair of the Elections Committee will provide the proxy voter with a physical ballot to cast in the absent member's stead.

V -SECTION 6. ELECTION OF OFFICERS AND BOARD MEMBERS:

- i. The vote shall be taken at the Spring General Membership meeting and shall be led by the Chair of the Elections Committee.
- ii. The election shall take place by secret paper ballot.
- iii. The vote shall be tabulated by the Election Committee
- iv. An announcement of the new Board shall be made by the Chair to the incoming Board members and outgoing Board members. The Chair will provide the results to the Communications Liaison to post on the Community website and to Community members as soon as possible by email.
- v. The Chair will also inform the National Community President and the President of the West coast region/ Apygarda.

- vi. The Election Committee shall be automatically discharged of its duties when the election is completed

ARTICLE VI COMMITTEES

VI -SECTION 1. The President with the approval of the Executive Board shall appoint the members of the various committees.

VI -SECTION 2. ELECTIONS COMMITTEE: The Elections Committee shall prepare a slate of officers, as provided in Article V, Section 2.

VI -SECTION 3. BUDGET COMMITTEE:

The President, Treasurer, and one other Board member appointed by the President shall comprise the Budget Committee. Prior to the first meeting of the Executive Board, the Committee will develop a proposed budget to present to the Executive Board at the first meeting of the new fiscal year.

VI -SECTION 4. SPECIAL COMMITTEES: The President with the approval of the Executive Board shall appoint such other special committees, as may be deemed necessary.

ARTICLE VII MEETINGS

VII -SECTION 1. GENERAL MEMBERSHIP MEETINGS: The General Membership meetings of the Community shall be set by the Executive Board at a convenient date in the fall and in spring of each year.

VII -SECTION 2. SPECIAL COMMUNITY MEETINGS: Special membership meetings may be called by the President upon written request of the majority of the Executive Board. At least ten days prior to the meeting, notice shall be given to the Community members.

VII – SECTION 3. EXECUTIVE BOARD MEETINGS:

The Executive Board shall set a meeting schedule for the following year at its first meeting after the election. They shall set their meeting schedule for the second year of their term at the beginning of the second year. They shall communicate to the membership their meeting schedule as soon as possible afterward. All Community members are invited to attend.

VII -SECTION 4. EXECUTIVE BOARD MEETING ATTENDANCE: A Board member who cannot attend a meeting is expected to inform the President prior to the meeting. After three unexplained absences, whether consecutive or not, the Board will assume that the Board member has resigned.

VII -SECTION 5. All members of the Lithuanian Community may propose projects and programs for Board consideration and approval.

ARTICLE VIII AMENDMENTS

VIII -SECTION 1. The Bylaws may be amended by a simple majority vote of members present at a General Membership meeting. At least thirty days written notice of such amendments shall be given each member entitled to vote.

THE FOLLOWING POLICIES, AS PASSED, WILL BE ADDED TO BYLAWS:

I. Monies collected through solidarity dues and during the Lithuanian Independence Day Commemoration (V-16) are used to finance the ordinary business of the Community. Board business also includes expenses related to the Commemoration program and the cost of reproducing and mailing "Tulpe Times".

The Community also known as Bendruomene is a non-profit organization. After expenses and the obligation to the national organization are paid and after a budget is prepared for the next year, surplus monies may be dispersed to organizations of Lithuanian interest.

A petty cash fund for sums under one-hundred dollars (\$100) is available and can be used for persons visiting in an official capacity. Funds for individuals, in excess of one-hundred dollars (\$100), cannot be taken from the Treasury. These needs may be met by a member-wide fund raising appeal if approved by the Board.

LACW will strive to be in compliance with the national LAC about requirements for solidarity financial obligation. During the LACW Lithuanian Independence Day Commemoration, the LACW collects a special donation to support the national work of the LAC national organization.

II. The Community mailing list is never sold or turned over to another person for non-Community purposes. Requests for help or support which have Lithuanian interest and are approved by the Board can be given a "gratis" mention in "Tulpe Times" as a news item or as an announcement with a contact number. Form letters to the membership may be sent with "Tulpe Times" at the expense of the requester.

III Anyone selling at Community events must pre-arrange with the organizing event committee before the event. Since LACW is a non-profit organization, a minimum 10% commission will be asked to be donated to the Community if the seller is a for-profit venture.

IV. COMMUNICATIONS LIAISON (CL):

In the interest of timely and accurate communication between the LACW board and the community, LACW needs a board position to manage electronic media, including email broadcasts.

Under the direction of the President, the duties for the board position of Communications liaison (CL) may include:

- a) Sending out community announcements and calendar of events;
- b) maintaining and updating membership addresses;
- c) updating and maintaining the LAC- Seattle website and Facebook page;
- d) sharing and posting information from the local Baltic community;
- e) attendance at board meetings is welcome but not required.

V. The DUTIES AND PRIVILEGES OF THE EDITOR OF "TULPE TIMES:

- a) appointed by the Executive Committee to publish a record of community activities, if possible, as a bilingual newspaper and to inform other publications of Washington State activities as the need arises;
- b) non-voting member of the Executive Board;
- c) encouraged but not required to attend Executive Board meetings;
- d) available for other duties as needed to be decided between the editor and the President.

VI. "TULPE TIMES" ADS: "Tulpe Times" will consider the following ads for publication:

- a) Service and/or product advertisements from businesses;
- b) Personal ads from members of the LACW;
- c) Personal ads from non-members provided their ad is related to Lithuanian interests/activities. All ads must conform to standards of good taste. Acceptance for publication does not signify endorsement of the product, service, or advertiser by LACW. The Editor and/or Executive Board reserve the right to refuse ads for publication.

BYLAWS Revision committee:

Irena Blekys, Danute Musteikis-Rankis, Jeanette Norris (10-2-18)

BYLAWS passed at Nov 2018 Community meeting