## ACTIVE 20-30 INTERNATIONAL

## INTERNATIONAL BYLAWS

## PREAMBLE

We, the Members of ACTIVE 20-30 INTERNATIONAL, being aware of the great benefits and the innumerable advantages derived from a youth non partisan and non religious association, in which contributions can be made for the betterment and welfare of our communities and fellow beings, and that by helping others we can develop a better nature in ourselves and lead a full and altruistic life, we decree and set forth these bylaws for the ACTIVE 20-30 INTERNATIONAL organization.

## TITLE I

## GENERAL PROVISIONS

## CHAPTER I: NAME AND RESIDENCE

Article 1: The name of the ORGANIZATION will be ACTIVE 20-30 INTERNATIONAL, hereinafter called the ORGANIZATION.

Article 2: The ORGANIZATION shall have its legal residence in Panama City, Republic of Panama. However the ORGANIZATION recognizes as its headquarters the city of Sacramento, California, U.S.A.

## CHAPTER II: OBJECTIVES

## Article 3: The Objectives of ACTIVE 20-30 INTERNATIONAL are:

a) To develop leaders for the service to the community.
b) To serve the community and specially children.
c) To develop friendships and promote fellowship between members
d) To encourage the highest human, moral and civic principles.

## CHAPTER III: SYMBOLS AND LANGUAGE

Article 4: The ACTIVE 20-30 INTERNATIONAL emblem shall be a golden buzzsaw surrounding an hourglass in blue and gold color with a white background with the phrase ACTIVE 20-30 INTERNATIONAL written in gold with a red background.

Article 5: $\quad$ The official colors of the Organization shall be Red, Blue and Gold.
Article 6: The mottos of the Organization shall be: "Youth, to be served, must serve" and "One never stands so tall as when kneeling to help a child".

Article 7: The official languages of ACTIVE 20-30 shall be: English and Spanish.
Article 8: The name, symbol and motto of the ORGANIZATION shall be the sole Property of the same. Every duly constituted National Association and Club with clear understanding of Title IV and V and within these bylaws, shall be entitled to use the ORGANIZATION'S name, symbol and motto within the limits authorized for their use and benefit. The National Associations and the Clubs shall be bound to protect and safeguard the name of ACTIVE 20-30 INTERNATIONAL.

## CHAPTER IV: MEMBERSHIP CATEGORIES

Article 9: The ORGANIZATION shall have the following membership categories:
a) Active
b) Senior Active
c) Past Active
d) Lifetime Membership
e) Honorary M embers
f) Members-at-Large

Article 10: Active members shall be persons between the ages of twenty and forty years, with good moral standing, accepted as Club members due to their aptitude to serve others, provided that the aforementioned requirements do not constitute a violation or not applied with the purpose to violate the laws of any state, province or country where Active 20-30 Clubs exist. In such cases the civil law shall govern.

Article 11: A Senior Active member will be an Active member who having reached the age of forty, or in the event of occupying an elected position or one of automatic succession, once that period terminates, receives as an acknowledgment of his/her merits, a $2 / 3$ vote from the Council of Directors, the Board of Directors from his/her club and 2/3 of the votes at a General Meeting from his club. Once elected, the Senior Active Member may keep this category during five consecutive years from the date upon which the General Meeting elected him/her as such. Said category of members shall not exceed 20\% of the total active membership. The category of Senior Members shall be optional for every National Association.

Article 12: Past Active Member is an Active Member having served his/her Club a minimum of seven (7) years, or has served as President of his/her Club. The member shall not have pending financial obligations with the Club or the National Association. This will be given by the National Association as requested by his/her Club.

Article 13: Lifetime Membership in ACTIVE 20-30 INTERNATIONAL is given to an Active Member who has held the position of International President. These members are entitled to cast a vote, exclusively in their clubs, the National Convention of their Association and at the International Convention Assembly, provided that they are registered and present.

Article 14: Member-at-Large is an Active Member in good standing in his/her Club, who moved to an area where there are no ACTIVE 20-30 Clubs, provided that when an Active 20-30 Club is organized in that area he/she becomes active in the Club. The category of Members-at-Large shall be granted by the Club in which the Member is active. Members-at-Large shall not have obligations with the Club and shall not pay any dues. This category of Members shall not have the right to cast a vote or to hold an elected position within the ORGANIZATION, National Association or Club.

Article 15: Honorary Members are those who due to meritorious services rendered to an Active 20-30 Club, to the community or to the country, have been granted said recognition by a Club of the International Organization, by a National Association.

## CHAPTER V: RIGHTS AND OBLIGATIONS OF MEMBERS

Article 16: The Active Member shall have the following obligations:
a) To fulfill and make others fulfill the bylaws, regulations and decisions of the ORGANIZATION, his/her National Association and his/her Club.
b) To participate actively in the activities of the Organization, of his/her National Association and his/her Club.
c) To maintain a $60 \%$ minimum quarterly average of attendance to Club meetings.
d) To attend the meetings of the National Associations.
e) To pay on time the dues established by the ORGANIZATION, his/her National Association and his/her Club.
f) To perform the tasks and responsibilities assigned by the ORGANIZATION, National Association and Club, unless there is a justified cause not to do so.
g) All other obligations assigned by these Bylaws, his/her National Association, and his/her Club.

Article 17: The Active Member shall have the following rights:
a) Publicly display his/her capacity as member of the ORGANIZATION, his/her National Association, and his/her Club
b) To exercise his/her right to vote and participate in accordance with the International bylaws and the bylaws of his/her National Association, and his/her Club.
c) To aspire to perform the elected positions within the ORGANIZATION, his/her National Association, and his/her Club, in accordance with the provisions of the Bylaws and regulations established for each case.
d) All other rights conferred by the Bylaws and regulations of the ORGANIZATION, his/her National Association and his/her Club.

Article 18: A Senior Active Member shall share all the rights and duties of Active Members, except holding elected positions within the ORGANIZATION, his/her National Association and his/her Club, and can be appointed as a delegate or a representative of his/her club before the National Association and the International Convention.

Article 19: Past Active Members shall have the following duties:
a) To provide help and advisory to the Organizations National Association Club, according to their capacity, for the furtherance of the ORGANIZATIONS principles and objectives.
b) To honor the ORGANIZATION, developing their particular and Professional activities in accordance with their civic and moral principles promoted by the ORGANIZATION.
c) All others conferred by the ORGANIZATION, the National Association and the Club.

Article 20: Past Active Members have the following rights:
a) Publicly display their capacity as Former Active Member of the ORGANIZATION.
b) To attend Club meeting with only the right of voice.
c) To attend all activities organized by the Club, National Association or The ORGANIZATION, complying with the same requirements expected from an Active Member.

Article 21: Life Membership shall have the same rights and privileges as Active Member, plus being exempt from the payment of ordinary international fees, as well as of their National Association and Club. The Life Membership may hold elected positions upon complying with the age requirements of an Active Member.

Article 22: Honorary members shall have no duties and their rights are limited to attending and having the opportunity of expressing their opinions in meetings and Club and/or National Associations activities.

## CHAPTER VI: TERMINATION OF MEMBERSHIP

Article 23: Members shall lose their right of membership due to actions contrary to the Principles and purpose of the ORGANIZATION. Clubs and National Associations shall set up an ethics committee in charge of evaluating Each individual case.

Article 24: Active members, Senior Active Member-at Large shall lose their Membership if:
a) $\mathrm{He} /$ She affiliates to another service organization with characteristics Similar to ACTIVE 20-30 INTERNATIONAL.
b) He/She fails to comply with their duties towards the ORGANIZATION, The National Association or Club.
c) $\mathrm{He} /$ She resigns.
d) $\mathrm{He} /$ She reaches the age of forty and does not become a Senior or Past Active Member.

Article 25: Any Active or life Member holding an elected position who reaches the age of forty shall continue in office until the elective term has expired, or any other they can automatically access due to the position held at the end of the period.

## CHAPTER VII: ADMINISTRATIVE PERIOD

Article 26: The administrative period of the ORGANIZATION and National Association begins on the 1st of July and ends on the 30 of June to September, October to November, January to March and April to June.

## TITLE II

## THE ORGANIZATION

Article 27: Active Members of ACTIVE 20-30 INTERNATIONAL shall organize themselves in clubs and these in turn shall organize into National Associations.

## TITLE II

## CLUBS

## CHAPTERI: CONSTITUTION

Article 28: The following is required to set up an ACTIVE 20-30 CLUB:
a) To have a membership in accordance with the requirements establish by the corresponding National Association. No Club can be set up with less than ten (10) members.
b) To adopt the bylaws framed within the ORGANIZATIONS.
c) To comply with the Setting Up requirements established by the Bylaws and regulations of the corresponding National Association.

Article 29: A request for the setting up of a new Club shall be submitted before the President of the corresponding National Association, and the chart of Constitution shall be granted provided that all requirements are Complied with.

## CHAPTER II: OBLIGATIONS

Article 30: Clubs shall have the following obligations:
a) To comply with the principles, objectives, Bylaws, regulations, Agreements and resolutions adopted by the ORGANIZATION And its respective Association.
b) Punctually pay international and national fees.
c) To hold General Meetings at least twice a month, preferably once a Week, except when alternative arrangements are decided locally.
d) To submit all the reports required by the National Association and The ORGANIZATION.
e) Participate in International and National Meetings. If unable to do so a proxy should be appointed to cast their vote.
f) To maintain at least sixty percent (60\%) average attendance rate in all their General Meetings.

## CHAPTER III: RIGHTS

Article 31: Every Club shall the following rights:
a) To use the name and symbols of the ORGANIZATION.
b) To participate and vote at National Meetings and at the International Convention.
c) Appoint candidates for elective positions within the National Association.
D) To receive the cooperation from its National Association and the ORGANIZATION.
e) any other right granted by these Bylaws and the National Association.

## CHAPTER IV: TERMINATION OF CLUB CHARTER

Article 32: Recognition as a Club shall be lost due to the following reasons:
a) Lack of payment of national or international fees.
b) The reduction of Active and Senior Members to less than ten (10\%) for more than six (6) months.
c) Non compliance with the Bylaws, regulations, agreements and Resolutions of the ORGANIZATION or its National Association.
d) Resignation.

Article 33: The decision to revoke a Chart of Constitution corresponds to the Respective National Association..

Article 34: Upon the loss of recognition a Club shall lose all rights conferred by These Bylaws and the National Association.

## TITLE IV

## NATIONAL ASSOCIATIONS

## CHAPTER I: CONSTITUTION

Article 35: All active 20-30 Clubs should be grouped in National Associations. These in turn can organize themselves into Areas, Regions or Districts, if deemed necessary.

Article 36: In order to constitute a National Associations the following is necessary:
a) To have at least two (2) or more ACTIVE 20-30 CLUBS duly constituted in the country.
b) To adopt Bylaws compatible with those of the ORGANIZATION
c) That upon its constitution, the National President and the Elected National President be elected, who shall be in office until the end of the administrative year of the respective National Association.

Article 37: The Club founded in a country where the ORGANIZATION does not operate shall pertain to the National Association is constituted which can be recognized as soon as the second Club is founded in said country.

## CHAPTER II: DUTIES

Article 38: Every association shall have the following duties:
A) Further the ORGANIZATIONS principles, objectives and programs.
b) To comply with and cause the ORGANIZATIONS Bylaws, regulations, agreements and resolutions to be complied with, as its own Bylaws, regulations, agreements and resolutions.
c) Annually gather at the National Convention and the National Council of Presidents as many times as determined by the national Bylaws.
d) To comply with any other duty set forth in these Bylaws.
e) Be represented at the International Council of National Presidents by the National Presidents, Elected National President or by a duly credited representative.
f) Be represented at the International Convention by its national officials and the delegates of their respective Clubs taking an active part in the ORGANIZATIONS affairs.
g) Establish a national office. All the National Associations official mail should be addressed to said office and all the National Associations files and records shall be kept in said office

## CHAPTER III: RIGHTS

Article 39: The National Association shall have the following rights:
a) To represent the ORGANIZATION within the country
b) To request and receive advisory from the ORGANIZATION to further its principles and objectives.
c) To sent national Fees.
d) To appoint members to the ORGANIZATONS elective positions.
e) All other rights conferred by these Bylaws.

## CHAPTER IV TERMINATION

Article 40: a) National Associations shall lose their recognition as such when there less than two (2) ACTIVE 20-30 CLUBS in the country or when They disobey or refuse to respect, comply with and cause not to Comply the ORGANIZATIONS Bylaws, regulations, agreements and Resolutions. The International Council for Presidents shall be the Organization accountable for said Bylaw. The procedures to be followed in such cases shall be regulated.
b) When a National Association loses its recognition, existing Clubs Shall integrate into an existing National Association

CHAPTER V: THE NATIONAL PRESIDENT AND THE ELECTED NATIONAL PRESIDENT

Article 41: The National President shall be the executive officer of its National Association and shall be the representative of the same before the International Council of Presidents.

Article 42: The National President shall have the following duties:
a) Promote and implement the ORGANIZATIONS principles and Objectives, and provide the necessary assistance required by the Clubs pertaining to the National Association.
b) See that the Bylaws, regulations resolutions, decisions and Programs of the ORGANIZATION and its National Association are complied with.
c) Represent its National Association before the International Council Presidents with the right to vote and speak as set forth in their respective Bylaws.
d) Serve as liaison between the ORGANIZATION and the constituted Clubs.
e) Attend the International Convention and coordinate national Meetings.
f) Any other obligation assigned or set forth in these Bylaws or the Ones of its national Assembly.

Article 43: The Elected National President is the second executive officer of its National Association. The term in office shall be of one administrative Year at the end of which the National President shall take over.

Article 44: The Elected National President in the event of temporary or permanent Absence.
a) Substitute the National President in the event of temporary or Permanent absence.
b) Attend the meetings of the National Council of Presidents with the right to speak but not to vote.
c) Assist the National President in the performance of their duties.
d) Any other assigned by the National President, the National Council for Presidents or the National Convention.

Article 45: In the event of vacancy in the Elected National President position, the National Council of Presidents shall select among its members the one to perform as Elected National President for the remaining part of the term: Nevertheless, in this specific case, the following National convention shall elect the new National Elected President as well as the new National President.

## THE INTERNATIONAL COUNCIL OF PRESIDENTS

## CHAPTER I: COMPOSITION

Article 46: The International Presidents Council shall be comprised of the presidents of each National Association the International President, the Elected International Secretary, Treasurer.

Article 47: Members of the International Presidents Council shall have the right to speak and vote in the same. The International President shall vote only in the event of a tie. The Elected International President and the International Secretary/Treasurer shall only have the right to speak.

Article 48: All the ORGANIZATION members shall have the right to attend the meetings of the International Presidents Council with only the right to speak, prior to the request of its National President and the acknowledgement of the International President.

## CHAPTER II: COUNCIL MEETINGS

Article 49: The International Presidents Council shall be hold a minimum of three (3) general meetings a year. The first shall be held no later than the day after the General

Meeting of the International Convention. The second, halfway through the administrative year on the date and place determined by the International President, and the third the day before the General Meeting of the International Convention.

Article 50: The International Presidents Council may hold special meetings upon the request of at least one third (1/3) of the suitable National Presidents, or in the event of an emergency upon the request of the International President.

Article 51: The International President shall summon to meetings in the official languages, by certified mail, telex, fax, E-mail, or any other new means approved by the International Presidents Council, no later than thirty (30) days in advance. Said summons should enclose the agenda and purpose of the meeting.

Article 52: Quorum for meeting shall be set with the attendance of more than half of the National Presidents.

Article 53: The President who due to reasons out of his/her control can not attend a meeting of the International Presidents Council shall be replaced by the Elected National President of said National Association, and in replacement of the latter, the Active Member empowered to do so by accreditation shall be submitted before the International President or the Secretary/Treasurer, for its approval acknowledgment.

## CHAPTER III: VOTING

Article 54: Every President shall have the right to one (1) vote during the International Presidents Council meetings.

Article 55: The affirmative vote of the majority of suitable votes shall be necessary in order to approve a motion.

Article 56: The International President may put a motion to the vote regarding certain Issues, in any of the official languages by mail, fax, telex, E-mail or any of the new means duly approved by the International Presidents Council. National Presidents should send their vote no later than thirty (30) days after the date in which the issue was put to the vote through any of the above mentioned means. The issue shall be deemed approved with the affirmative vote of the majority of the possible suitable votes from the International Presidents Council and shall be deemed rejected with the negative votes of the majority of the International Presidents Council. The International President shall keep the votes cast in order to exhibit them during the next International Presidents Council.

## CHAPTER IV: DUTIES

Article 57: The International Presidents Council shall have the following duties:
a) Foster the furtherance of the objectives and principles of the ORGANIZATION, by establishing the programs deemed pertinent.
b) Comply with and cause to comply with the Bylaws, regulations, resolutions and decisions of the ORGANIZATION.
C) Prepare the regulations to enforce the ORGANIZATIONS Bylaws, Whenever deemed necessary.
d) Approve, reject or amend the budget submitted by the International President. Ser International fees.
e) Supervise the task of the International President, National Presidents and National Associations.
f) Approve the date and Agenda to be discussed during the Annual International Convention.
g) Establish the award system during the International Convention.
h) Study, provide an opinion and solve the appeals submitted by the Clubs or Club members affected by the decisions or resolutions of their respective National Associations.
i) All other duties established in the Bylaws or assigned by the International Convention.

## TITLE VI

## THE INTERNATIONAL PRESIDENT

## CHAPTER I: DUTIES

Article 58: The International President is the highest ranking executive officer within the ORGANIZATION and the term of office is for one (1) fiscal years.

Article 59: The International President shall have the following duties:
a) Comply with and cause to comply with the ORGANIZATIONS Bylaws, regulations, resolutions and decisions.
b) See to the furtherance of the ORGANIZATIONS principles and Objectives.
c) Summon and preside over the International Conventions and International Presidents Council meetings with the right to voice but to vote only in the event of a tie.
d) Maintain permanent communication with National Associations and Clubs.
e) Submit the Income and Expense Budget before the International Presidents Council.
f) Submit his/her administrations financial statements audited by an Authorized Public Accountant, to the International Presidents Council and to the International Convention.
g) Submit a report containing the activities carried out during his/her Term of office to the International Convention.
h) Create and integrate the committees deemed necessary and delegate all the appropriate duties to committee members.
i) Any other assigned by the Bylaws and the International Convention.

## CHAPTER II: VACANCIES

Article 60: The permanent or temporary absence of the International President shall be filled by the Elected International President and in his/her absence by a National President receiving such designation from the International Presidents Council.

## TITLE VII

## THE ELECTED INTERNATIONAL PRESIDENT

## CHAPTER I. REQUIREMENTS FOR ELECTION

Article 61: The Elected International President is the second highest ranking executive officer in the ORGANIZATION. His/her term of office is for one (1) administrative year, at the end of which he/her shall automatically take over the position of International President.

Article 62: The requirements an Elected International President has to fulfill are:
a) To be an active Member of an 20-30 Club
b) To have been National President or Area Director.
c) To have been nominated by his National Association. This appointment may be approved by the respective National Presidents Council or by the respective National Convention. Each National Association shall regulate this case.
d) To accept the nomination.

The duly signed nomination for both the President and Secretary of the respective National Association shall be sent to the International President al least ninety (90) days prior to the International Convention starting date.

Article 63: The Elected International President shall have the following duties:
a) Replace the International President in the event of temporary or permanent absence of the same.
b) Attend International Presidents Council meetings where he/she shall Have the right to speak but not to vote.
c) Assist the International President in the performance of their duties.
d) Any other assigned by the International President, the International Presidents Council or the International Convention.

## TITLE VIII

## THE INTERNATIONAL CONVENTION

## CHAPTER I: NATURE AND SUMMONS

Article 66: The ORGANIZATIONS International Convention is comprised by Club delegates, National Presidents, the International President, Elected International President and Lifelong Members. The International Convention is the ORGANIZATIONS supreme power; its agreements, resolutions and decisions are binding for all Clubs and Members, but in no case can it deprive National Associations, Clubs or Members of their acquired rights, nor impose agreements, resolutions or decisions upon them which could violate the laws of their respective country or the ORGANIZATIONS Bylaws.

Article 67: The International President shall summon the International Convention by notice to National Presidents at least ninety (90) days prior to the starting date of the same, informing about the agenda contents.

Article 68: The International President or the International Presidents Council may summon to Special Conventions whenever justified and the President shall summon with at least thirty (30) days notice, specifying the Agenda and issues to be discussed.

Article 69: The International Convention shall be presided by the International President who shall determine the Agenda for Convention meetings. Said Agenda can be amended by the majority of the suitable votes present.

## CHAPTER II: CONVENTION COMMITTEES

Article 70: Without prejudice of the various committees, commissions or auxiliaries deemed necessary, the International President shall designate the Following Convention Committees:

1) Credential and Voting Committee.
2) Resolutions and Discussions Documents Committee
3) Award and Recognition Committee

Article 71: The Credential and Voting Committee shall determine the capacity of the Delegates and Sub-Delegates of National Associations and Clubs represented at the Convention by examining their credentials. Said committee shall provide the list of participants with the right to vote prior to the General Assembly Meeting. A copy of said list shall be submitted to the International President. This committee shall organize the voting and the ballot counting as per the regulation developed for said purpose.

Article 72: The Resolutions Committee shall receive the resolution projects submitted to the Convention and shall determine whether they comply with the procedures and regulations governing the Convention.

Article 73: The Awards and Recognitions Committee shall analyze every application to international awards approved by the International Presidents Council submitted by Members, Clubs and National Associations in accordance with the application forms corresponding to each award and shall determine who the winners are, with the exception of the award for the best National President which shall be determine by the International President.

## CHAPTER III: DELEGATES

Article 74: Each Club recognized by its National Association due to its suitable status shall have the right to designate a Delegate and a Sub-Delegate to represent it during the deliberations and voting throughout the International Convention

Article 75: A Clubs Delegate and Sub-Delegate shall be Active Members of the ORGANIZATION and shall submit a certification in the letterhead stationary type written and signed by the President and Secretary of their respective Club, addressed to the Credentials and Voting Committee. The submission of this certificate is compulsory for the representation of the Delegate and Sub-Delegate at the International Convention.

Article 76: The Sub-Delegate shall replace the Delegate upon notice to the Credentials and Voting Committee, due to the latters absences during deliberations and voting carried out. The Delegate shall reassume its representation upon his return to the room.

## CHAPTER IV: VOTING

Article 77: The following persons shall have the right to vote at the International Convention:
a) Club Delegates who shall have as many votes as Active and Senior Active Members are registered in their Clubs.
b) Presidents of National Associations or their representatives duly registered in the International Convention, who shall have the right to one(1) vote each.-
c) All Life Membership duly recorded at the International Convention, with the right to one (1) vote each. Life Membership may vote only if present at the General Assembly at the moment of voting.

Article 78: Those Clubs under suitable status unable to be represented by a Delegate, may grant a proxy to their National President or another Delegate from their National Association. The proxy may or may not have instructions. The proxy shall be typewritten on letterhead stationary, duly signed by the Clubs President and Secretary. The Proxy enables the delegate to vote fir candidates, nominations or amendments.

Article 79: The following is necessary for a club delegate to have the right to Vote:
a) That the National Association be suitable regarding payments and reports. To this end the International President shall submit a list with the respective report to the Credentials and Voting Committee.
b) To be duly registered and therefore clear from all Conventions fess.

Article 80: Every voting can be oral, except those where a written and secret ballot is required to elect officials.

Article 81: The decisions made at the General Meeting of Members shall be adopted by the affirmative vote of the majority of credited votes at the Convention, unless otherwise established in the Bylaws.

Article 82: The Elected International Presidents shall be elected by sixty five percent (65\%) of credited votes within the Convention. If none of the candidates obtain this majority, a new voting session shall be held with the participation of the two candidates with the greater number of votes during the first ballot. In the event none these candidates should obtain the required percentage of votes, the International President shall allow a time period so that both candidates can address the General Meeting for no more than five minutes. At the end of both presentations, the International President shall summon the General Meeting to a new election. The one with more votes shall be the candidates with the largest number of votes casted.

## CHAPTER V: HOST CLUB AND CONVENTION FEES

Article 83: The International Convention delegates decides the date and place for the International Convention. This decision shall be made two years in advance. Clubs interested in becoming the seat of the International Convention shall communicate the same to the International President no later than ninety (90) days prior to the International Convention of that year. If in the event of force majored the International Convention cannot be held on the approved date and place, the International Presidents Council shall determine the new date and place.

Article 84: The International Presidents Council shall ratify the International Convention enrollment fees set forth by the seat Club and shall establish the absence fee for International Conventions.

## TITLE IX

## BONDS

## CHAPTER I: ASSETS

Article 85: The ORGANIZATIOND equity shall be comprised of the fees paid by

National Associations and/or Members, the contributions, donations and inherited designations, goods and rights acquired with own means and with the funds generated by their activities. No national Association nor Club shall have the right of property or domain over the ORGANIZATIONS partnership property and, consequently, shall not represent individual participation not even in the event of the ORGANIZATIONS dissolution or severance, since each and every Club has waived this right upon acceptance of the same.

Article 86: The ORGANIZATION may accept, prior the approval of the International Presidents Council, contributions, donations, inheritances and legacies, provided they are the benefit of the inventory.

Article 87: The ORGANIZATION may acquire at any time, and with the prior approval of the International Presidents Council, real estate, property, and royalty rights of any kind, free from or subject to function.

## CHAPTER II: FEES

Article 88: The ORGANIZATIONS fees may be Ordinary and Special.
Article 89: Ordinary fees shall be set the International Presidents Council and are paid annually by each National Association based on the number of registered, as per the final report of the outgoing National President of June 30 of the previous administrative year and the fee per National Association. These fees should be paid no later than the beginning of the ORGANIZATION official administrative year.

Article 90: Special fees shall be set by the International Convention whenever necessary. These funds can be earmarked for a specific use and can be in cash, notes or some similar financial instrument.

## CHAPTER III: ADMINISTRATION

Article 91: The approval of the International Presidents Council is required to sell, assign, donate, barter or in any other manner transfer the ORGANIZATIONS real estate and royalty rights, as well as to constitute the ORGANIZATIONS collateral, mortgages, or levies of any kind over the same.

Article 92: The ORGANIZATION shall keep its liquid fund in the bank or banks determined by the International Presidents Council. The funds shall be managed by the International President assisted by the International Secretary or Treasurer.

Article 93: The International Presidents Council shall be accountable for the administration of the ORGANIZATIONS fixed assets and for establishing the administrative and accounting systems as per the generally accepted accounting standards and procedures.

Article 94: In the event of the ORGANIZATIONS dissolution, the International Presidents Council shall appoint three (3) trustees in charge of the ORGANIZATIONS assets and liabilities. The resulting net amount shall be deposited in a bank for the minimum of one
(1) year, at the end of which, if the ORGANIZATION has nor re-organized itself, said funds shall be assigned to a charitable institution, selected by the International Presidents Council which decided upon the dissolution.

## TITLE X

## GENERAL PROVISIONS

## CHAPTER I: REGULATIONS AND REFORMS

Article 95: The provision herein shall be furthered by the International Presidents Council whenever necessary, by means of regulations following the letter and spirit of these Bylaws.

Article 96: These Bylaws may be totally or partially amended at the request of any National Association, or the International Presidents Council by means of the affirmative
vote not sixty five (65\%) of the suitable votes attending the International Convention, including proxy votes.

Amendment proposals shall be sent to the International "President no less than one hundred and twenty (120) days prior the date of the International Convention, who in turn shall submit each of the National Presidents a copy of the same no later than ninety $(90)$ days prior the National Convention.

## CHAPTER II: PARLIAMENTARY PROCEDURES

Article 97: The ROBERTS RULES OF ORDER revised, shall be the parliamentary guideline of the ORGANIZATION.

## CHAPTER III: AUXILIARY CORPS

Article 98: The Active 20-30 Clubs may organize auxiliary corps comprised of formed Active members and female members as well as of youth clubs.

## CHAPTER IV: SUPREMACY OF THE CIVIL LAW

Article 99: The aforementioned international Bylaws and complementary regulations cannot be constituted nor applied with the purpose of infringing or causing National Associations Bylaws to violate the laws of any State, Province, or country where ACTIVE 20-30 CLUBS are constituted and operate. In the event of conflict, the civil law shall govern.

## ROBERT'S RULES OF ORDER AND PARLIAMENTARY PROCEDURE

## Background

Parliamentary procedure (or law) originally referred to the customs and rules for conducting business in the British Parliament and later referred to deliberative assemblies in general. In Great Britain, these procedures form a part of the unwritten law of the land, and in our own legislative bodies they are the authority in all cases where they do not conflict with existing rules or precedents.

Henry Martyn Robert was an engineering officer in the regular U.S. Army in the late 1800s. Without warning he was asked to preside over a church meeting and to his embarrassment, he realized that he did not know how.

This situation, familiar to many of us who have been in heated or disorderly union meetings, left him determined never to attend another meeting until he knew something of parliamentary law.

Ultimately, he discovered and studied the few books then available on the subject. As he was transferred to various parts of the United States during his military service, he found virtual parliamentary anarchy, since people from different parts of the country had differing ideas about correct procedure.

In 1876, General Robert set out to bring the rules of parliamentary law (by then adopted by the U.S. Congress) to members of ordinary societies and organizations with the publication of the Pocket Manual of Rules of Order. It sold half a million copies before it was completely reworked in 1915 and published as Robert's Rules of Order Revised and made Robert's name synonymous with the orderly rules in deliberative societies. In 1970 it was substantially expanded and became Robert's Rules of Order Newly Revised.

The rules of parliamentary law are constructed upon a careful balance of the rights of the majority, of the minority (especially a strong minority greater than one-third), of individual members and of absentees.

Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent--free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.

The current edition of Robert's Rules has been developed through a process of updating the book with the growth of parliamentary procedure. All editions of the work issued after the death of the original author have been the work of persons who either knew and worked with the original author or knew and worked with persons who did.

Robert's Rules of Order Newly Revised is designed to provide an answer to nearly any possible question of parliamentary law. It is, therefore, quite detailed. The average person may only occasionally be confronted with the small points that are necessarily dealt in the book, but if you attend many union meetings, you will probably want to own a copy (visit the official Robert's Rules of Order Web site, http://www.robertsrules.com/, for information and to order a hardback or paperback copy).

Parliamentary procedure is a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order Newly Revised is the basic handbook of operation for most unions, clubs, organizations and other groups, so it's important that everyone know these basic rules!

## The Basics of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members-- majority and minority--should be the concern of every member, for a person may be in a majority on one question but in minority the on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and good faith.

Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

## CONDUCTING A MEETING

Members express themselves in a meeting by making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions


## There are four basic types of motions:

- Main motions: The purpose of a main motion is to introduce items to the membership for their consideration.

They cannot be made when any other motion is on the floor, and they yield to subsidiary, privileged and incidental motions.

- Subsidiary motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
- Privileged motions: Their purpose is to bring up items that are urgent or important matters unrelated to pending business.
- Incidental motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.


## Obtain the floor

- Wait until the last speaker has finished.
- Rise and address the chairperson by saying, "Mr./Ms. Chairperson" or "Mr./Ms. President."
- Wait until the chairperson recognizes you.


## Make your motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we..." rather than "I move that we do not..."
- Avoid personalities and stay on your subject.

Wait for someone to second your motion

- Another member will second your motion or the chairperson will call for a second.
- If there is no second to your motion, it is lost.


## The chairperson states your motion

- The chairperson will say, "It has been moved and seconded that we ...," thus placing your motion before the membership for consideration and action.
- The membership either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the chairperson, it becomes "assembly property" and cannot be changed by you without the consent of the members.


## Expanding on your motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and debate must be directed to the chairperson.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished unless called upon by the chairperson.


## Putting the question to the membership

- The chairperson asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
- On a motion to move the previous question may be adapted.


## Voting on a motion

The method of vote on any motion depends on the situation and the bylaws of your organization. There are five methods used to vote by most organizations, they are:

- By voice--The chairperson asks those in favor to say "aye," those opposed to say "no." Any member may move for an exact count.
- By roll call--Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By general consent--When a motion is not likely to be opposed, the chairperson says, "If there is no objection..." The membership shows agreement by their silence; however, if one member says, "I object," the item must be put to a vote.
- By division--This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- By ballot--Members write their vote on a slip of paper; this method is used when secrecy is desired. There are two other motions that are commonly used that relate to voting.
- Motion to table--This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- Motion to postpone indefinitely--This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary procedure is the best way to get things done at your meetings. It will only work, however, if you use it properly.

## Remember to:

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.
- Most importantly, BE COURTEOUS.




