

# **Bylaws**

## **Social Section, San Diego Chapter, Sierra Club**

### **Article I: Name**

The name of the section shall be the Sierra Social Section, San Diego Chapter, Sierra Club (also to be known as Sierra Social).

### **Article II: Purposes**

Section 1. To serve as a Section within the San Diego Chapter, which provides opportunity for an equal emphasis toward 1) promotion of conservation awareness, 2) facilitation of outings experiences, 3) encouragement of social involvement. and, 4) facilitation of networking opportunities for the Sierra sections and committees.

Section 2. To be recognized as a fully supporting entity within the San Diego Chapter, Sierra Club, its bylaws, objectives, and governing decisions and boundaries.

### **Article III: Membership** There shall be two types of memberships: full, and introductory.

Section 1. A full member shall be twenty-one years of age or older, and be a member of the Sierra Club.

Section 2 An introductory member of the Sierra Social shall be twenty-one years of age or older, and may subscribe to the Section newsletter for one year. After one year, an introductory member must become a full member of the Sierra Club and the Sierra Social club (see Article III, Section 1) in order to continue receiving the Sierra Social newsletter.

### **Article IV: Officers**

Section 1. The Board of the Sierra Social Section shall include:

- Chairperson
- Vice Chairperson
- Outings Chairperson
- Secretary
- Treasurer
- Program Chairperson
- Conservation Chairperson
- Webmaster
- Editor
- Hospitality Chairperson
- Membership Chairperson
- Promotions Chairperson

Section 2. Co-Board and/or assistant Board positions may be designated and positions may be combined, as required, based on need as determined by the Board.

Section 3. The term of Board members shall be one year, from July 1 through June 30. All materials and equipment shall be turned over to the new Board members within 30 days.

Section 4. The Chairperson shall announce at the February Board meeting the beginning of the formal solicitation of candidates for the Board for the next term.

Section 5. Solicitation sources for candidates may include the following:

- volunteers from the current Board
- volunteers solicited by the Board
- individuals nominated by Social Section members
- nominations solicited from those in attendance at Social Section events
- individuals solicited from the Section newsletter

Section 6. Prior to the May Board meeting each candidate shall be contacted by the Chair to ensure

a) that he/she is aware of the responsibilities of the office for which he/she is being considered

b) that he/she desires to serve on the Board.

Section 7. At the May Board meeting, verification shall be made that each candidate has been contacted pursuant to Article IV, Section 7. After discussion, the Board shall approve incoming officers, subject to the following:

a) Any position, which has no candidate, will be vacant and filled pursuant to Article IV, Section 11.

b) In the event that any office has multiple candidates under consideration, the vote will be sent out to the Sierra Social membership to decide in April. At the May board meeting the votes will be counted and if there is no decision, the Board will make a clear decision by a simple majority of all Board members in attendance or absentee and announce the candidate in June..

Section 8. At the May Board Social Section meeting, the Chairperson shall announce the names of the Board for the subsequent term. Solicitation of candidates will continue for those Board positions remaining open.

Section 9. The new Board shall be installed at the June Board meeting.

Section 10. In the event of a mid-term vacancy on the Board, the vacancy shall be filled by majority vote of the total remaining Board. The absence of a Board member from three consecutive regularly scheduled Board meetings, without prior excuse from the Chairperson, shall terminate that person's position and create a vacancy. This termination may be overridden by a simple majority vote by the Board.

Section 11. A Board member may be removed from his/her position for cause including failure to perform his/her duties, action(s) contrary to the letter or intent of the Bylaws, or any other activity not in the best interest of the Social Section or the Sierra Club. This action requires two-thirds vote of the remaining Board members.

Section 12. Each Board member shall have one vote regardless of how many positions on the Board that person fills.

## **Article V: Duties of Officers**

Section 1. The Chairperson shall preside at all Board and Social Sections monthly events (also known as general meetings;) call special Board meetings as necessary, appoint standing and/or special committees as necessary, and exercise such powers as ordinarily accompany the office of Chairperson. All press releases, expenditures and contracts by any of the Board members on behalf of the Social Section must have the prior approval of the Chairperson.

Section 2. The Vice-Chairperson; shall preside at Board and Social Section monthly events in the Chairperson's absence; and shall aid the Chairperson in the performance of the Chairperson's duties.

Section 3. The Outings Chairperson shall maintain the official Social Section Outings Calendar and be responsible for planning, coordinating and approving all Section outings; shall represent the Social Section on the Chapter Outings Committee and coordinate all Section outings with this Committee; and shall be a Sierra Club Chapter Outing Leader in good standing.

Section 4. The Secretary shall keep records of the proceedings of the Board meetings and distribute minutes to Board members and the Chapter Office and generate other correspondence as required. The Secretary shall archive all Sierra Social Board minutes and correspondence for a minimum of five (5) years. Section 5. The Treasurer shall have custody of all Section funds, make deposits and disbursements, keep proper records, and prepare monthly financial reports for the Section's Board and submit monthly copies of the Section's bank statement and reconciliation to the Chairperson. The Treasurer shall submit yearly financial reports to the Treasurer, San Diego Chapter, Sierra Club. Copies of all contracts entered into by the Section shall be given to the Treasurer, and all receipts shall be given to the Treasurer within one (1) month following the expenditure. The Treasurer shall archive all financial reports for a minimum of seven (7) years.

Section 6. The Program Chairperson plans and promotes the programs for the monthly events and places notices of the time and place thereof in the Section newsletter and the Chapter publications; presides at the monthly events in the absence of the Chairperson and Vice Chairperson. The Programs Chairperson may negotiate Programs-related contracts, subject to final approval by the Chairperson (see Article V, Section 1).

Section 7. The Conservation Chairperson shall attend the monthly meetings of the Chapter Conservation Committee; communicate appropriate conservation issues to the Social Section and take any action thereon, such as circulating petitions, that he/she deems required and beneficial to the Sierra Club.

Section 8. The Editor shall cause to have published and sent on a regular basis to each member of the Section a newsletter listing all activities and outings of the Section. The Editor shall archive the Section newsletter for a minimum of five (5) years.

Section 9. The Hospitality Chairperson shall attend Visitor/New Member Sierra Club orientation meetings on a regular basis and publish information on said meeting in the Section newsletter, the Chapter publication and social media, in a timely manner; shall be responsible for speaking on behalf of the Section at orientation meetings, or obtaining a Sierra Social representative to speak on behalf of the Section at orientation meetings; shall solicit Social Section members at orientation,

monthly events, and other community outreach programs; and shall handle inquiries from prospective Sierra Social members.

Section 10. The Membership Chairperson shall manage the Section's official membership roster; handle inquiries from current members; process changes of address and mail out the newsletter to new addresses. The membership Chairperson will keep track of the number of new memberships vs. renewals, send out electronic renewal reminders and will forward Sierra Club membership applications and Payments to Sierra Club Member Services.

Section 11. The Promotions Chairperson shall advertise and promote the Sierra Singles Section in various media, as required.

Section 12. The Webmaster shall maintain the Social Section Webpage

## **Article VI: Finance**

Section 1. Activity Fee's will be charged to each Section member to cover operational expenses; the amount will be determined by the Board.

Section 2. Additional activity fees may be collected, as required, for certain Section outings and activities.

Section 3. Any donations may be collected at any occasion and must be consistent with Sierra Club objectives. Such funds must go to the appropriate Treasurer for disbursement. All donations to non-Sierra Club organizations must have Chapter ExCom approval.

Section 4. The Social Section account shall be in the name of Sierra Social Section, San Diego Chapter, Sierra Club, and have the following Sierra Club Tax ID number: 94-1153307.

Section 5. The Social Section fiscal year shall be the same as the San Diego Chapter, Sierra Club fiscal year, January 1 - December 31. Written financial reports are submitted annually by the Section Treasurer to the Chapter Treasurer (see Article V, section 5).

## **Article VII: Board Meetings**

Section 1. The Board shall meet on a regular basis, with time and location to be established by the Chairperson. Special meetings may be requested by any Board member.

Section 2. A majority of the Board shall constitute a quorum of the standing Board.

## **Article VIII: Committees**

Board members may appoint members for their committees, as they deem necessary. Committee members must be full, introductory members in good standing, of the Social Section.

## **Article IX: Non-Sierra Club Activities, Outings and Promotions**

All activities, outings and promotions by any non-Sierra Club organization must be approved by the Sierra Social Board prior to any publicity or promotion by the non-Sierra Club organization through any Section activities, outings, Events or publications.

## **Article X: Changes or Amendments to Bylaws**

These bylaws may be changed or amended by an affirmative vote of three-fourths (75%) of the Board of the Social Section (See Article IV, Section 1).

## **Article XI: Conflict of Bylaws**

In the event of any conflict between these Bylaws and those of the Sierra Club, or the San Diego Chapter, Sierra Club, the Bylaws of the Sierra Club and then the Chapter shall take precedence.

Approved: Sierra Social Section: \_\_\_\_\_ Date: \_\_\_\_\_  
Michael Taylor, Chair

Approved: Chapter Sierra Steering Committee \_\_\_\_\_

Debbie Hecht, President

Date: \_\_\_\_\_