

**CHINO HILLS 55+ Club**  
**(A Senior Citizens Club • Established 2013)**

**BYLAWS**

June 28, 2024 Adoption

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**ARTICLE I NAME**

The name of this organization shall be the CHINO HILLS 55+ CLUB - established in 2013 as a senior citizens Club (hereinafter also referred to as the Club). Use of the Club name or logo requires written Board approval. Use of the club shirts and club name badges are for club functions or club recognitions.

**ARTICLE II PURPOSE**

**Section A: Social Purposes**

The purposes of the Chino Hills 55+ Club include: promoting fellowship and companionship among and for its members; offering its members the opportunity to participate in community service and charitable projects; providing entertainment, recreational, and travel opportunities; and providing a mutually-supportive atmosphere of social exchange within its membership.

**Section B: Financial Status**

The California Secretary of State incorporated the Chino Hills 55+ Club as a non-profit Public Benefit Corporation organized under the Nonprofit Public Benefit Corporation Law for Charitable Purposes. The Internal Revenue Service code, Section 501(C)(3) has designated the Club as a tax-exempt non-profit organization, allowing the Club to be eligible to receive tax-deductible donations in accordance with Section 170. The Internal Revenue Service approved the Clubs tax-exemption status effective July 11, 2013. The State of California Franchise Tax Board also approved the Club's tax-exemption status effective July 11, 2013.

**Section C: Emergency Clause**

The assets of the Club are irrevocably dedicated to its social purposes. No part of the net income or assets of the Club shall ever be for the personal benefit of any Board member, or Club member, or any other private person.

**ARTICLE III FISCAL YEAR, ELIGIBILITY, MEMBERSHIP, ASSOCIATE MEMBERSHIP, DUES, VOTING PRIVILEGES, AND NAME BADGES**

**Section A: Fiscal Year**

The fiscal year shall begin on July 1st and end on June 30th.

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**Section B: Eligibility**

1. Membership shall be open to all residents of Chino Hills and neighboring cities who are fifty-five (55) years of age or older. No person shall be denied membership because of: gender, ancestry, ethnicity, color, national origin, racial origin, creed, religious affiliation or non-affiliation, cultural heritage, physical or mental disability, sexual orientation, marital status, political affiliation, or employment.
2. The Club supports a ZERO TOLERANCE policy regarding personal intolerance, and shall not willingly provide services nor support to any individual or entity that discriminate against any member, city staff, or guest attending our functions.

**Section C: Membership**

1. Each applicant for new membership shall completely fill out and sign a Club Application form wherein the applicant agrees to abide by the Bylaws and Standing Rules of the Club. The applicant shall provide his/her name, home address, date of birth, phone number(s), and e-mail address, and submit it with the appropriate dues and fees for the current year. The applicant shall also provide emergency contact information. This personal information is to be used for club business only.
2. Members shall be in good standing with the Club which includes complying with the following: attending meetings, making motions, speaking in debate, and voting. Members also agree to operate and serve in a spirit of cooperation and harmony, thereby promoting the stability, integrity, efficiency, and public reputation of the Club.
3. Active members are those individuals whose dues are paid in full for the current fiscal year. Any members who do not pay their annual dues by the end of July shall lose their membership rights until they have reapplied for membership and all dues are paid.

**Section D: Associate Membership**

Associate membership for any spouse or significant other is available. An Associate member is an individual who is not yet fifty-five (55) years old, whose spouse or significant other is a member in good standing. Voting privileges and membership rights are based on the qualifying member's status. New Associate members must also purchase a Club name badge. See Section G.

**Section E: Dues**

1. Annual dues must be paid to become or remain an active member of the Chino Hills 55+ Club. New members must also purchase a Club name badge. See Section G.
2. Annual dues for Associate members (under 55 years old) are at the same rate paid by the qualifying member, plus an additional five dollars (\$5.00).

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3. To retain active membership status, full annual dues must be paid by the end of July. Full annual dues collected after that date will reinstate the member for that fiscal year, effective the date that payment is received. Dues will not be prorated.
4. Members who have not paid their dues by September 30 shall be deactivated and dropped from the membership roster. Deactivated members may apply for renewed membership at a later date for a \$5 reactivation fee.
5. Some groups within the Club may charge additional dues/fees to cover expenses associated with that group.

**Section F: Voting Privileges**

Voting privileges are guaranteed to every Club member who is in good standing, beginning the second meeting following the date his/her application is accepted. Only one vote per member per motion is permitted. Any member may choose to abstain from voting on a motion. No non-member may vote. Members in good standing must be present at the meeting to vote. Absentee ballots shall NOT be allowed.

**Section G: Name Badges**

All members shall wear their Club name badges during all Club meetings and all Club-sponsored functions.

**ARTICLE IV EXECUTIVE BOARD**

**Section A: Authority of the Executive Board**

The Board has the power to transact the general business of the Club subject to the approval of the general membership. Until, and unless, a separate Board of Directors is installed, the Executive Board shall concurrently function as the Club's Board of Directors.

**Section B: Executive Board Composition**

The Board membership shall consist of a total of six (6) officers: five (5) elected Officers: The President, the Vice President, the Secretary, the Treasurer, the Web Administrator/Information Officer, and one (1) ex-officio officer: the immediate Past President. The President is required to vote only when needed to break a tie vote.

**Section C: Collective Executive Board Responsibilities**

Acting as the strategic governing body of the Club, the Board bears the ultimate and collective responsibilities of conducting long-range planning for the Club; providing governance, formulating policy, directing implementation, overseeing all Club activities; approving appointed (non-elected) assignments; and liaising with the City of Chino Hills government agencies. After

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procedurally conducting its due diligence, the Board, with the approval of the general membership, has the authority to expel any member continually exhibiting disruptive behavior.

**Section D: Term of Service for Officers**

Board members shall be elected for a term of two years, with the exception of 1) a Board member who is filling an unplanned vacancy who shall serve out the remainder of the original two-year term; and 2) the Past President whose term is one year and is concurrent with the first year of the first two-year term of the President who succeeded him/her. All Board members are immediately installed as of the adjournment of the general membership meeting at which they were elected.

**Section E: Executive Board Member Time Commitment**

Holding Club office requires a dedication to serving the Club that requires a time obligation and the ability and commitment for timely communications with other officers. In addition to attending the monthly general membership meeting and Board meeting, attendance at various committee meetings, workshops, and public meetings will be required based on the specific office and the needs of the Club. A Club officer must ensure that he/she will have adequate time to fulfill the duties of his/her office. Involvement in another nonprofit organization or Club is permitted, however that should not preempt Club responsibilities. The Club is a section 501(c)(3) organization, which per the Internal Revenue Code is “absolutely prohibited” from political campaign involvement, directly or indirectly. Because of this, any member who is a political officeholder, or candidate for political office, may not serve as an officer of the Club.

**Section F: Confidentiality**

Board Members and Committee Chairs (including members who have access to the club roster) are privy to confidential information that should be safeguarded. This includes written, oral, tangible, and intangible intellectual information considered valuable to the Club. Access to this information is considered proprietary, thus who can view it or know about its contents is not universal. As such, information a Board member of the Chino Hills 55+ Club may share with any person or entity during his/her tenure as a Board member is limited. Confidential information provided to another Club or organization without Board approval is grounds for removal from the Club.

**Section G: One Office at a Time**

Board members shall never hold more than one Board office at a time.

**Section H: No Related Board Members**

Family members (spouse, in-laws, or significant other) may not serve on the Board concurrently.

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**Section I: Board Operations**

1. If a Board vacancy occurs, and the position would be up for normal election within one hundred eighty (180) days of when the vacancy occurred, the President, with the approval of the Board, will make a temporary appointment. This appointment will remain in effect until the election of a new Officer in February.
2. If a Board vacancy occurs, and the position will not be up for a normal election within one hundred eighty (180) days of when the vacancy occurred, the President, with the approval of the Board, will activate the Nominations Committee. The President will direct the Nominations Committee to present a consenting candidate to the general membership within 60 days for a special election. Nominations from the floor, as well as self-nominations, will also be accepted for the office to be filled.
3. Board members shall not be personally held liable for any Club debts, liabilities, nor any other Club obligations.

**Section J: Appointments**

The President shall recruit and appoint chairpersons, with the concurrence of the Board, for special assignments as necessary. All appointments shall be announced during the subsequent general membership meeting and expire upon completion of their task.

**Section K: Responsibilities of the President**

1. Preside at all Club Board meetings and general membership meetings.
2. Oversee all affairs and activities of the Club.
3. Represent the Club at public functions of importance to the Club.
4. Select committee chairpersons, with Board approval.
5. Supervise all those in appointed and elected positions.
6. Act as ex-officio member of all committees
7. Oversees the Club Store
8. Oversees the organization of BINGO

**Section L: Responsibilities of the Vice President**

1. Assume the duties of the President in his/her absence.
2. Assist the President as necessary, and perform additional duties as assigned.
3. Serve as the Membership Committee chairperson.
4. Serve as program director.
5. At the President's request, represent the Club at public functions of importance to the Club.

**Section M: Responsibilities of the Secretary**

1. Record and submit the minutes of the monthly Board meeting electronically to the President not later than seven (7) days after that meeting.

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2. Record and submit electronically not later than seven (7) days after that meeting, the minutes of the monthly general meeting to the President and to the Web Administrator/Information Officer for publication on the website.
3. Maintain accurate records of all actions of the Club.
4. Maintain a record of the terms of office and tenures of Board members, and elected and appointed chairpersons.
5. Obtain and keep a copy of the current member roster.
6. Ensure that all minutes of Board meetings and general membership meetings are preserved in an organized and readable format.

**Section N: Responsibilities of the Treasurer**

1. Manage and maintain the financial integrity of the Club.
2. Maintain a checking account at a FDIC-insured financial institution located in Chino Valley.
3. Provide a quarterly financial report during each appropriate general membership meeting.
4. Concurrently serve as the Chairperson of the Club's Finance Committee.
5. The Club Treasurer shall not simultaneously serve as treasurer of any other Club committee or activity group, but will have general oversight of BINGO financial procedures.
6. Oversee in-meeting fundraising.
7. Request annual budgets from each group in the club to be presented at a Board Meeting for Board approval.

**Section O: Responsibilities of the Web Administrator/Information Officer**

1. Maintain an operational Club website.
2. Work with other officers and committee chairpersons to obtain current information for publication onto the website.
3. Publish a Club calendar on the website based upon the activities and dates provided electronically by officers, committee chairpersons, and activity group leaders.
4. Post information and other reports for the membership, as provided electronically by the Board.
5. Send out information via e-mails to the entire membership or subgroups thereof, as needed.
6. Post all appropriate updates, announcements, and minutes on the website within 48 hours of their receipt, whenever possible.
7. Produce a newsletter for distribution within the community.
8. Coordinate Club announcements with Champion Newspaper.
9. Oversee the Historical Committee

**Section P: Responsibilities of the Past President**

Be as an advisor to the President and mentor him/her during the first year in office, or as needed.

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**Section Q: Authorized Check Signators**

The President, the Vice President, and the Treasurer are the only authorized signators, however, the Bank may require certain officers to be on their signature card as well.

**ARTICLE V MEETINGS, FREQUENCY, AND SCHEDULING**

**Section A: First Annual Meeting of the Fiscal Year**

The first general membership meeting of the fiscal year occurs during July.

**Section B: Meeting Frequency**

A general membership meeting shall be held at least once each month unless there is a community emergency or disaster. A Board meeting shall be held at least once each calendar month whenever possible.

**Section C: Special General Membership Meetings**

The President, with the approval of the Board, may call a special general membership meeting, as needed. However, these events must be announced to all members in detail via email and posted on the Club's website at least seven (7) days prior to the start of the special general membership meeting. An effort will be made to notify members without email via a phone call/message.

**Section D: Special Board Meetings**

The President or any two Board members may call a special Board meeting. However, these events must be announced in detail to all Board members via email and phone call/message at least 48 hours prior to the start of the special Board meeting.

**Section E: Parliamentary Authority**

The Bylaws and Standing Rules shall govern Club matters. The latest edition of the Robert's Rules of Order, Newly Revised shall govern anything not covered by the referenced two documents.

**Section F: Emergencies/Disasters**

An emergency is any unplanned event that can cause deaths or significant injuries to members or the public; or that can shut down business, disrupt operations, cause physical or environmental damage, or threaten the clubs financial standing or public image. The City of Chino Hills staff may declare an emergency (such as a pandemic, earthquake, fire, flood, civil disturbance, etc.) and the Club shall abide by their procedures. If the Chino Hills Community

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Center is closed due to an emergency, steps will be taken by the Club to continue meeting virtually or at another designated location, if possible.

**ARTICLE VI QUORUMS, MAJORITY, AND ELECTIONS**

**Section A: General Membership Quorum**

The presence of twenty percent (20%) of the current total general membership, in addition to the presence of a simple majority (50% + one) of the Board members establishes a quorum during any general membership meeting.

**Section B: Board Quorum**

A simple majority (50% + one) of the Board members establishes a quorum during a Board meeting.

**Section C: Majority**

A simple majority (50% + one) of the established quorum carries a motion during official Club meetings.

**Section D: Elections**

All elections shall be by written, secret ballot. The only exception shall be if there is a need for a virtual meeting. In that case, virtual polling shall be incorporated which shall allow for anonymity where possible.

**ARTICLE VII COMMITTEES**

**Section A: Committee Creation**

Committees shall be created as needed to conduct the Club activities. The Board shall create and title committees as deemed appropriate.

**Section B: Appointing Committee Chairperson**

The President, with the approval of the Board, may appoint initial chairpersons when activating committees, and may delegate a Board member to oversee such committees as an additional responsibility.

**Section C: Standing Committees**

A standing committee is a permanent committee that continues from year to year.



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**Section D: Special Committees**

The President, with the approval of the Board, has the authority to appoint a special committee as needed. A special committee is created to fulfill a special task and ceases to exist when that task is complete.

**Article VIII ALLEGED MISCONDUCT**

**Section A: Alleged Misconduct Charges**

Members accused of alleged criminal activity or disruptive behavior during Club functions may be subject to expulsion by the general membership. Within thirty (30) days of an incident, any member may bring charges against another member for alleged misconduct, criminal activity or disruptive behavior, or actions perceived to not be in the best interest of the Club. Specific charges must be formally filed in writing, addressed to the Secretary and mailed/delivered together with a deposit of \$25.00. The deposit shall be refunded if charges are upheld. If charges are not substantiated, the deposit shall be forfeited to the Club treasury.

**Section B: Alleged Misconduct Procedures**

Within fifteen (15) days after the Secretary receives the charges of misconduct, the Board shall set a date when the charges shall be addressed and investigated. The Secretary shall mail written notice via return receipt mail to the charged member, informing him or her of the hearing date, time, and location. The accused has the right to appeal in writing. The Board shall appoint two unbiased, uninvolved members to meet with the accused, and then advise the Board of the investigation's outcome.

**Section C: Alleged Misconduct Resolution**

The Board shall recommend only reasonable justice. If the alleged charges are upheld at the hearing, the Board shall recommend appropriate action(s) that will be presented to the membership during the next general membership meeting. The Board may also recommend an appropriate consequence for the alleged misconduct, which may include financial reimbursement, specific restitution, dismissal, expulsion, or other reasonable options. The Board has no right to go beyond what is necessary for the Club's protection and public reputation.

**ARTICLE IX AMENDMENTS**

**Section A: Procedural Requirements**

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These Bylaws may be amended as necessary to best satisfy the Club's needs. Annually, the President shall form a Bylaws Review Committee. The Committee will solicit suggestions for any needed changes to the Club Bylaws, then compile them for presentation to the Board no later than one week prior to the next Board meeting.

**Section B: Reading Proposed Amendments**

The President must conduct two readings to the general membership of any proposed amendment(s). The first reading shall be made at least twenty-one (21) days prior to the second reading. After the second reading, the President shall call for discussion from the floor. If the requirements for a voting quorum are established, the amendment(s) may be voted upon.

**Section C: Voting for Amendments**

Before the President shall call for any vote on a proposed amendment, a voting quorum must be established immediately before the second reading. A simple majority vote (50% + one) is required to adopt a motion. If so carried, the motion shall become amended to the Bylaws immediately, unless specified otherwise in the Bylaws.

**ARTICLE X DISSOLUTION**

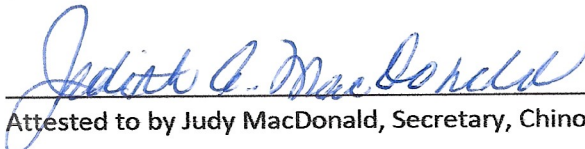
Upon the dissolution of the Club, after the settlement of all debts and liabilities, the Club's remaining assets shall be donated to other suitable non-profit group(s) within the City of Chino Hills, as determined by vote by the final membership.

**CERTIFICATION STATEMENT**

The Bylaws of the Chino Hills 55+ Club were originally adopted July 19, 2013, and subsequently amended on September 27, 2013, April 25, 2014, September 25, 2015, January 25, 2019, October 23, 2020, March 25, 2022, and May 26, 2023. The undersigned hereby certify that the Bylaws of the Chino Hills 55+ Club were amended on June 28, 2024 by majority vote of the general membership, becoming effective on June 28, 2024.

  
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Jane DeFrank, President, Chino Hills 55+ Club

Date 6/28/2024

  
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Attested to by Judy MacDonald, Secretary, Chino Hills 55+ Club

Date 06-28-2024