

# AMBUCS™

Standard District Bylaws

## District \_\_\_\_\_ Bylaws

### ARTICLE I

#### NAME, PURPOSE, TERRITORY

##### SECTION 1. NAME

This organization shall be known as District \_\_\_\_\_ of the \_\_\_\_\_ Region of National AMBUCS™.

##### SECTION 2. PURPOSE

The purpose of this District organization shall be: (1) to cooperate with National AMBUCS in the attainment of its purposes as set forth in the National AMBUCS, Inc. Bylaws; (2) to foster cooperation, inter-club relations, fellowship, and growth between chapters of the District; and (3) to promote friendship, cooperative efforts, and unity of purpose between the chapters of the District and those of other districts.

##### SECTION 3. TERRITORY

The boundaries of this District are as established by the National Board of Directors and may be changed from time to time as expedient.

### ARTICLE II MEMBERSHIP

##### SECTION 1. COMPOSITION

Every chapter in the District, in good standing in the District and in National AMBUCS, shall be a member of the District.

No chapter shall be considered in good standing when 60 days in arrears in payment of District per capita member contribution, unless an extension of time for payment shall be granted by the District Governor or the District Board.

Should a Chapter in the District be in default in payment of its member contributions to National AMBUCS, the District Board, upon notification of said default by the AMBUCS Resource Center, shall declare such delinquent Chapter not in good standing with the District.

### ARTICLE III DISTRICT BOARD

##### SECTION 1. COMPOSITION

The District Board shall be the governing body of the District and shall consist of the District Governor, Immediate Past District Governor, District Secretary-

Treasurer, and Chapter Presidents. This body shall constitute the District Board.

##### SECTION 2. MEETINGS

The District Board shall meet at least four (4) times a year. It may meet at other times at the call of the District Governor. A special meeting may also be called on the written request of at least one-half (1/2) the members of the District Board. Notice of said special meeting stating the time and place thereof shall be delivered to each member of the District Board not less than five (5) days before the date of the special meeting, either personally or by mail, or in any manner reasonable calculated to be received by members of the District Board.

##### SECTION 3. PRESIDING OFFICER

The District Governor shall preside at all meetings of the District Board. Should the District Governor be absent, members of the District Board who are present shall select a presiding officer.

##### SECTION 4. RULES OF ORDER

Robert's Rules of Order shall be the parliamentary rules governing procedure at District Board Meetings.

##### SECTION 5. MEETING DATES

The District Board shall meet at least four (4) times a year: July/August to lay plans for the year, September/October at the Regional Convention, January/ February to review District progress, and April at the Regional Spring Training Conference.

##### SECTION 6. REPORTS

It shall be the duty of the District Governor, with assistance from the District Secretary-Treasurer, to see that a report is made of all meetings of the District Board. Such reports are to be forwarded to each of the Chapters in the District, the National President, the National Executive Director, and the Regional Director. These reports are due within 15 days of the meeting.

### ARTICLE IV ELECTIONS AND VOTING

##### SECTION 1. TIMING

The District Governor shall be elected by secret ballot at the January/February District Board Meeting. The District Secretary-Treasurer is appointed by the newly elected District Governor, hereafter called the District Governor-Elect. This appointment must be made within thirty (30) days after the District Board Meeting.

**SECTION 2. NOMINATING COMMITTEE**

The presiding District Governor shall appoint a Nominating Committee of at least three (3) delegates, each from a different chapter, at the District Board Meeting held at the Regional Convention. The Nominating Committee will submit the names of one or more nominees for District Governor at the January/ February District Board Meeting. Nominations may also be made from the floor of the meeting after the Nominating Committee's Report.

**SECTION 3. PREREQUISITES**

Any active member in good standing of a Chapter within the District, who has held the position of Chapter President for a full term, shall be eligible for the office of District Governor. The Nominating Committee shall not make nominations unless the consent of any nominee has been obtained and the nominee is present at the meeting.

**SECTION 4. VOTING REQUIREMENTS**

A District Chapter in good standing shall be entitled to one vote for every ten (10) members or fraction thereof, according to the latest Blue Chip Report issued by National AMBUCS.

The Chapter President shall be designated as the chairperson of the Chapter delegation. If the Chapter President is absent, the Chapter shall designate an alternate as chairperson. Only the chairperson of the delegation needs be present to vote all votes entitled to a Chapter.

**SECTION 5. REELECTION**

The District Governor shall not be allowed to serve successive terms, unless specific approval for such succession is granted by the National Board of Directors. District Secretary-Treasurers may serve multiple terms.

## **ARTICLE V DISTRICT OFFICERS**

**SECTION 1. TERM OF OFFICE**

The term of office for the District Governor shall begin June 1, following the election, and end May 31 of the following year or until a successor has been duly elected and qualified. The term of office for the District Secretary-Treasurer shall begin June 1, after appointment, and end May 31 of the following year.

**SECTION 2. COMPENSATION**

All District officers shall serve without compensation. Any expense incurred by the District officers in performing their duties may be paid out of the District treasury in accordance with the District Bylaws and the budget of the District. This may include mileage, office supplies, telephone expenses, and travel expenses to the National Convention, Regional Convention, Regional Executive Committee Meetings, District Board Meetings, and the Regional Spring Training Conference. Such

expenses must be budgeted for and approved by the District Board. All expenses must be claimed on a signed and itemized expense report, with receipts as appropriate.

**SECTION 3. REMOVAL FROM OFFICE**

Elected and appointed District officers may be removed from office only for good cause, and then only by a three-fourths (3/4) vote of the District Board and approval of the Regional Director or National President or at the direction of the Regional Director or National President.

**SECTION 4. VACANCIES**

The District Board shall fill a vacancy in the position of District Governor for the balance of the term. The person selected to fill the vacancy shall meet all requirements for the office. The District Governor may appoint a person to fill the position of District Secretary-Treasurer should that position become vacant.

**SECTION 5. DUTIES OF DISTRICT GOVERNOR**

The District Governor shall be the chief administrative officer of the district, and shall be responsible for the health and welfare of the chapters within that jurisdiction. The District Governor is under the supervision of, and shall report to, the Regional Director.

The District Governor shall:

- 1) Promote the programs of National AMBUCS as provided by the National Board of Directors.
- 2) Promote inter-club activities to build up a spirit of good feeling and friendship between the chapters in the District.
- 3) Visit each chapter in the District at least four times each year. One visit shall be as speaker at a chapter meeting in the first quarter. A second visit shall be to a chapter board meeting. The remaining visits may include chapter meetings, social events, installations, projects, etc. The visits should occur more often if the condition of the chapter warrants it, or if by being present it will aid the welfare of a chapter.
- 4) Monitor chapter reports, following up with any chapter President who does not send in a Club Operation Scorecard at the end of the quarter.
- 5) Regularly report on District chapters' progress, condition, and welfare to the Regional Director.
- 6) Administer the District Awards Program.
- 7) Attend four (4) quarterly meetings of the Regional Executive Committee as called by the Regional Director.
- 8) Determine the date, time, place, and agenda for all District Board Meetings and provide to the District Secretary-Treasurer for distribution of the notice.
- 9) Preside at all District Board Meetings
- 10) Prepare and distribute a quarterly newsletter to the elected officers and bulletin editor of each chapter, Regional Director, National President, AMBUCS Resource Center, and other District Governors within the Region.

- 11) Install the new officers at each chapter's annual installation event. The District Governor-Elect may be called upon to assist as needed.
- 12) Appoint the District Secretary-Treasurer and other individuals and committees as needed for District operation.
- 13) Prepare, with the assistance of the District Secretary-Treasurer, a District Budget for approval at the July/August District Board Meeting.
- 14) Attend the National and Regional Conventions as well as the Regional Spring Training Conference.
- 15) Assist the host chapters of the Regional Convention and the Regional Spring Training Conference in every manner possible.
- 16) If requested, assist the Regional Director in training any club officer who does not attend the Regional Spring Training Conference.
- 17) Promote and participate in new club building activities in the District.
- 18) Coordinate the agenda for and attend all charterings in the District and participate in the program as requested.
- 19) Assist the Regional Director in training officers of newly chartered chapters.
- 20) Preside over the dissolution of any chapter in the District as set forth in the National AMBUCS, Inc. Bylaws and the District Officer's Monthly Planner updated and published annually by National AMBUCS.
- 21) Perform other such duties as outlined in the District Officer's Monthly Planner.

#### SECTION 6. DUTIES OF DISTRICT GOVERNOR-ELECT

Immediately following election at the January/February District Board Meeting, the individual elected to serve as District Governor in the succeeding year (June 1 - May 31) shall be designated as District Governor-Elect until the term of office begins on June 1. The District Governor-Elect will be sworn in at the Regional Spring Training Conference and again at the National Convention.

The District Governor-Elect shall:

- 1) Attend the District Governor Training session and the Regional Spring Training Conference.
- 2) Appoint a District Secretary-Treasurer within 30 days of election.
- 3) Perform such duties as directed by the District Governor, Regional Director, and National Board of Directors.

#### SECTION 7. DUTIES OF DISTRICT SECRETARY-TREASURER

The District Secretary-Treasurer shall perform such duties as directed by the District Governor and District Board. The District Secretary-Treasurer is a member of the Regional Executive Committee.

The District Secretary-Treasurer shall:

- 1) Provide chapter presidents with written notice of the date, time, place, and agenda of District Board Meetings not less than two (2) weeks prior to the meeting date.
- 2) Keep an accurate record of all District Board Meetings, including minutes and attendance records.
- 3) Prepare and present a written financial report on the status of the District at each District Board Meeting.
- 4) Assist the District Governor in preparing and distributing all reports of District Board Meetings within fifteen (15) days of the meeting.
- 5) Assist the District Governor in the preparation of a District Budget to be presented at the July/August District Board Meeting.
- 6) Receive from District Chapters all monies paid into the District and deposit them in such depository as may be directed by the District Board.
- 7) Disburse funds only on a signed itemized expense report in accordance with the District Budget as approved by the District Board. Any expense item not covered by the approved District Budget, or which exceeds the District Budget, shall be approved by the District Board before payment.
- 8) Keep true and accurate records of receipts and disbursements with records available for inspection by the District Governor and the District Board.
- 9) Attend four (4) Regional Executive Committee meetings with the District Governor.
- 10) Provide bond for the faithful discharge of duties and with such securities as are required by the District Board. The cost of such bond is to be paid for by the District. The requirement for a bond may be waived by the District Board for those districts where appropriate.
- 11) Turn over to successor all remaining funds of the District and all books, papers, computer files, etc., pertaining to the District upon expiration of the term of office (May 31).

### ARTICLE VI DISTRICT AWARDS

#### SECTION 1. DISTRICT AWARDS

At the July/August District Board Meeting, the District Governor shall appoint a District Awards Committee and shall set up procedures for judging the awards.

Criteria used in judging must agree with the criteria set up by National AMBUCS as documented annually in the Club Committee Guidelines, Awards Committee.

Award plaques or other recognition are to be purchased in accordance with National AMBUCS, Inc. Bylaws, with District funds, and presented at the Regional Convention.

Within fifteen (15) days after the closing date of the Regional Convention, the District Governor will forward a report of all District award winners, along with the

winning entries (except scrapbooks) for judging at the National level. Winning scrapbooks are to be hand-carried to the next National Convention for judging.

**ARTICLE VII  
FUNDING**

**SECTION 1. DISTRICT MEMBER CONTRIBUTIONS**

An annual per capita member contribution of \$\_\_\_\_\_ shall be paid by each Chapter Treasurer to the District Secretary-Treasurer. Member contributions will be billed quarterly by the District Secretary-Treasurer, according to the membership of the Chapter as listed in the Blue Chip Report from National AMBUCS, at the end of each quarter. Member contributions shall be declared delinquent by the District Governor if not paid within sixty (60) days after billed.

**SECTION 2. REGIONAL EXPENSES**

Out of District funds a minimum of 3% of the National member contributions per Chapter member shall be paid per year to the Regional Director. This amount is to be set by the Regional Executive Committee each year at the July/August meeting. Each District Governor shall include the amount to be paid to the Director in the District Budget for the year and shall collect the same from the chapters within the District. Such payments shall be payable quarterly, and adjusted to reflect the membership within the District on the last day of May, August, November, and February as reported in the Blue Chip Report from National AMBUCS.

**SECTION 3. REGIONAL CONVENTION**

To provide and assure funds for the Chapter hosting the Regional Convention, each Chapter in the District may be assessed a special fee, known as the Regional Convention Assessment. This assessment is voted upon by the Regional Executive Committee and is billed to the District by the Regional Director. A Chapter will not be considered in good standing nor allowed to vote at the Regional Convention if the Chapter's Regional Convention Assessment, as billed, has not been paid by the date of the convention.

**SECTION 4. FISCAL YEAR**

The fiscal year of the District shall be from June 1 to May 31 of the year following. The transition of funds to the newly appointed District Secretary-Treasurer shall take place no later than June 1.

**ARTICLE VIII  
AMENDMENTS**

**SECTION 1.** These District Bylaws may be amended at any District Board Meeting, provided that two-thirds (2/3) of the available votes are cast in support of the amendment

A District Chapter in good standing shall be entitled to one vote for every ten (10) members or fraction thereof, according to the latest Blue Chip Report issued by National AMBUCS.

The Chapter President shall be designated as the chairperson of the Chapter delegation. If the Chapter President is absent, the Chapter shall designate an alternate as chairperson. Only the chairperson of the delegation needs be present to vote all votes entitled to a Chapter.

**SECTION 2.** No District shall have the power to change any of the provisions of these District Bylaws affecting Name, Purpose, Membership, Officers, Elections, or makeup of the District Board without the consent of the National Board of Directors.

**ARTICLE IX  
EFFECTIVE DATE**

These District \_\_\_\_ Bylaws, National Association of AMBUCS, Inc. shall become effective when adopted at a regularly scheduled District Board Meeting and approved by the Executive Director of National AMBUCS.

By action of the District Board, the foregoing are adopted as the Bylaws of the District. In adopting the said bylaws, the District agrees to abide by the Bylaws hereof and the National AMBUCS, Inc. Bylaws.

**OFFICIAL RECORD OF ADOPTION OF  
DISTRICT BYLAWS, DISTRICT \_\_\_\_\_**

Date of Adoption \_\_\_\_\_

District Governor \_\_\_\_\_

District Secretary-Treasurer \_\_\_\_\_

**RATIFICATION** Approval Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of National Executive Director

By action of the District Board, the foregoing are adopted as the Bylaws of the District. In adopting the said Bylaws, the District agrees to abide by the Bylaws hereof and the National AMBUCS, Inc. Bylaws.

OFFICIAL RECORD OF ADOPTION OF DISTRICT BYLAWS, DISTRICT \_\_\_\_\_

Date of Adoption:

Signature of District Governor:

Signature of District Secretary-Treasurer:

RATIFICATION

Approval Date:

Signature of National Executive Director: