

**CONSTITUTION AND BYLAWS  
OF THE  
SWISS CLUB OF CHICAGO**

*Organized in June 1956 and  
Incorporated in the State of Illinois on June 20, 1958  
as a not for profit organization.*

**ARTICLE I – NAME**

The name of this organization shall be Swiss Club of Chicago.

**ARTICLE II – PURPOSE**

The purpose of the club shall be to cultivate friendly Swiss-American relations, to maintain the Swiss heritage, to support the activities of other Swiss-American Organizations in Chicago, and to provide a forum for cultural exchange and social gatherings.

**ARTICLE III – MEMBERSHIP**

*Section 1.* Membership in the club shall be open to all Swiss citizens, their spouses, and others who demonstrate their interest in Switzerland, its heritage and culture.

*Section 2.* Application for membership shall be made to the Executive Board on the club's application form. Applicants shall be admitted upon approval by the Executive Board.

*Section 3.* Honorary membership may be given to members who have distinguished themselves by continuous outstanding service to the club. Honorary membership may be proposed by any member of the club, and shall be voted on at the annual meeting.

*Section 4.* Annual dues shall be for the calendar year. Dues received from new members admitted on or after October 1 shall be credited to the following calendar year. Dues shall be payable by March 31 of each year. The Executive Board shall notify member's delinquent by one month in their dues, and those members shall forfeit membership on June 30 if their dues remain unpaid. The amount of annual dues shall be determined from time to time at the annual meeting. Honorary members are exempt from paying annual dues.

**ARTICLE IV – OFFICERS, COMMITTEES**

*Section 1.* The club shall have an Executive Board consisting of four elected officers and not more than three appointed officers. The four elected officers shall be a President, a Vice President, a Secretary, and a Treasurer. The Executive Board shall be responsible for transacting the business of the club and carrying out the wishes of the majority of the members. Disbursements in the ordinary course of business and within the purpose and aims of the club may be made without membership approval, while extraordinary expenditures must be approved by the majority present at any general membership meeting.

*Section 2.* The club shall have an Audit Committee consisting of no less than two elected members. The Audit Committee shall be responsible for auditing the club's financial records at its discretion, but at least once per year, and for submitting an auditor's report at the annual meeting.

*Section 3.* The President, with the consent of the Executive Board, may appoint other officers and committees for the term of one year, as deemed necessary to support the elected officers in their tasks and responsibilities. Appointed Officers and Committees shall report to the Executive Board. Such appointments may include, but are not limited to, membership, entertainment, and election (nominating) committees/directors, as well as delegates to the United Swiss Societies of Chicago. The delegates shall attend the meetings of the United Swiss Societies, represent the interests of the club, and give a respective report to the Executive Board.

**ARTICLE V – DUTIES OF OFFICERS**

*Section 1.* The President shall

- a. Preside over all general membership and Executive Board meetings.
- b. Represent the club in dealings with other parties.
- c. Sign official documents for the club.
- d. Be responsible for periodical communications with the membership.

*Section 2.* The Vice President shall

- a. Assume the President's duties in his/her absence.

*Section 3.* The Secretary shall

- a. Keep minutes of all general membership and Executive Board meetings.
- b. Keep and maintain all official records of the club and its activities.
- c. Attend to all correspondence together with or for the President.
- d. Sign official documents together with or for the President.

*Section 4.* The Treasurer shall

- a. Maintain accurate records of all financial transactions and, upon request, make them available to the Executive Board and the Audit Committee.
- b. Prepare a financial report for the annual meeting.
- c. Sign all disbursements
- d. Maintain or delegate responsibility for a current membership list.

## **ARTICLE VI – ELECTIONS**

*Section 1.* The President, Vice President, Secretary, Treasurer and the Auditors shall be elected at the annual meeting by a majority of the members present.

*Section 2.* The Election Committee shall offer its recommendations and present a slate of candidates at the annual meeting. Other nominations may be made from the floor.

*Section 3.* Eligible for nomination are all members in good standing.

*Section 4.* Voting shall be done by a show of hands. Secret ballot voting may be requested if there is more than one candidate for an office.

*Section 5.* The term of office shall be for one year, from installation to the following annual meeting. Officers shall serve a maximum of four consecutive terms in the same position.

*Section 6.* If a vacancy arises during the year, the President, in consultation with the Executive Board, shall appoint a replacement.

## **ARTICLE VII- MEETINGS**

*Section 1.* The club shall hold general membership and social meetings throughout the year. Business conducted at any membership meetings, including special meetings, shall be binding regardless of the number of members present.

*Section 2.* The general membership meeting held in January or February of each year shall be known as the Annual Meeting. Notice of this annual meeting shall be given at least 21 days in advance. The agenda of the annual meeting shall include, but is not limited to:

- a. Reading of minutes
- b. President's report
- c. Treasurer's report
- d. Auditor's report
- e. Amendments to the Constitution
- f. Election of honorary members
- g. Election of new officers and discharge of outgoing officers
- h. Election of auditors
- i. Any other business that may rise

*Section 3.* Executive Board meetings shall be held at the call of the President. At least four officers shall be present to make a decision binding.

*Section 4.* Special meetings may be held at the call of the President, the Executive Board, or at the written request of at least 15 members. Notice of the meeting and its purpose shall be given at least ten days in advance.

## **ARTICLE VIII – AMENDMENTS**

Any member may propose amendments to the constitution and bylaws. Proposals must be submitted in writing to the Executive Board at least 45 days before the next annual meeting. The members shall be notified of the proposed amendments at least 21 days before the annual meeting. Amendments may only be voted on at the annual meeting. A two-thirds majority of the members present is required to pass any amendments.

## **ARTICLE IX – DISSOLUTION**

If this organization should dissolve, disband, or cease to exist for any reason and under any circumstance, then the club's assets shall be put in trust with the Consulate General of Switzerland in Chicago for a period of three years. If this club has not been reorganized and reconstituted within that period of time, all assets shall be donated in equal shares to the Swiss Benevolent Society of Chicago and the Swiss Center of Chicago.

*The foregoing Constitution and Bylaws have been ratified and approved by the members of the Swiss Club of Chicago at its annual meeting held on January 25, 1992, at the American Legion Hall, 6140 West Dempster, Morton Grove, Illinois, 60053.*

*They supersede the previous constitutions ratified on June 8, 1956, and February 24, 1961, respectively.*