

**BYLAWS
OF
FRIENDSHIP FORCE OF CHEYENNE**

ARTICLE I. ORGANIZATION

Section 1. NAME OF ORGANIZATION

The name of the organization shall be Friendship Force of Cheyenne (sometimes referred to in this document as “the club”).

Section 2. PURPOSE OF ORGANIZATION

The purpose of Friendship Force of Cheyenne is to:

- A. Provide continuity of Friendship Force activities and of volunteer involvement on a local level.
- B. Provide dissemination of information to members and to interested persons in the community.
- C. Provide an instrument for raising funds to assist Exchanges.
- D. Recruit members and maintain an active membership file.
- E. Provide an orderly means of assembling and retaining pertinent records for use in establishing and assisting Exchange Committees.
- F. Provide an informed body for the selection of future Exchange Directors.
- G. Friendship Force of Cheyenne is a nonprofit organization under the auspices of Friendship Force International.

ARTICLE II. MEMBERSHIP

Section 1. MEMBERS

Any individual sixteen (16) years or older, willing to pay the required annual dues and abide by these bylaws, may become a member of Friendship Force of Cheyenne by completing an application form and paying the annual dues.

Section 2. ANNUAL DUES

The annual dues, in an amount as set forth and determined by the Board of Directors, are due and payable on December 1 for the next year.

Section 3. MEMBERS IN GOOD STANDING

A member in good standing is one who has paid annual dues and is thereby entitled to make motions and vote.

ARTICLE III. OFFICERS

Section 1. ELECTED OFFICERS

The elected officers of Friendship Force of Cheyenne shall be President, Vice-President, Secretary and Treasurer.

Section 2. NOMINATING COMMITTEE

A Nominating Committee shall be selected by the President or Board prior to each annual meeting and shall present a slate of officers at the annual meeting.

Section 3. ELECTION OF OFFICERS

The election of officers shall take place at the annual meeting and nominations may be made from the floor, provided the consent of the nominee has been secured. If a quorum is present, the affirmative vote of a majority of the members present and voting shall be required to elect the officers.

Section 4. TERM OF OFFICE

The term of office shall be January 1—December 31 and officers may succeed themselves.

Section 5. REMOVAL OF OFFICERS

An elected officer may be removed for cause by a majority of the membership.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. PRESIDENT. The President shall:

- A. Preside at all meetings of the club and the Board
- B. Be the official spokesman for the club.
- C. Sign withdrawal for the club funds as needed.
- D. Appoint the Chairpersons of all Standing Committees.
- E. Exercise all powers and perform all duties normally incident to such office.
- F. Be responsible for correspondence.
- G. Be responsible for issuing all official notices.
- H. Be responsible for keeping official records of the club.

Section 2. VICE-PRESIDENT. The Vice-President shall:

- A. Perform all duties and responsibilities of the President in the absence of the latter except for withdrawal of funds.
- B. Perform such other duties as the Board and President may authorize.
- C. Succeed the President when the Presidency is vacated during a term.

Section 3. SECRETARY. The Secretary shall:

- A. Record the minutes of each general meeting and each Board meeting.
- B. Send a copy of the minutes to the President promptly after each meeting.

- Section 4. TREASURER.** The Treasurer shall:
- A. Deposit all monies received by Friendship Force of Cheyenne.
 - B. Deposit funds in banks approved by the Board.
 - C. Keep the books of the accounts of the club.
 - D. Report at all Board meetings and make an accounting to the club as directed by the President.
 - E. Sign for withdrawal of the funds of the club.
 - F. Arrange for payment of accounts owed by the club.
 - G. Have the books ready for audit two months after the end of each calendar year.

- Section 5. ANNUAL REPORTS AND PROPERTY**
The President and Treasurer shall prepare an annual report at the end of the year. Any property pertaining to an office must be given to the incoming officers by January 1.

ARTICLE V. MEETINGS

- Section 1. ANNUAL MEETING**
An annual meeting of Friendship Force of Cheyenne shall be held each year at the November meeting. A written notice of time, place and purpose of this meeting must be sent to each member at least ten (10) days prior to the meeting. Elections are to be held at this meeting and the list of nominations pursuant to Article III of these Bylaws shall be made part of the meeting notice.
- Section 2. GENERAL MEETINGS**
There shall be at least four (4) general meetings a year, time and place to be determined by the Board.
- Section 3. SPECIAL MEETINGS**
A special meeting may be called by the President, any three (3) elected officers, or any fifteen (15) members, with at least one week's prior notice to all members. Business mentioned in the notice of the meeting must be conducted and any other business that may come before the meeting may be considered.
- Section 4. QUORUM**
A quorum shall be one-third of the membership.
- Section 5. DECISIONS OR ACTIONS OF THE CLUB**
If a quorum is present, decisions or actions taken or adopted by a majority of members present and voting shall constitute the action of Friendship Force of Cheyenne.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers of the club, the Standing Committee Chairpersons and others appointed by the President.

Section 2. VACANCIES

Vacancies caused by resignation, or otherwise, shall be filled by election by majority vote of the remaining members of the Board.

Section 3. BOARD MEETINGS

Board meetings shall be held at least four (4) times a year, as called by the President, with at least seven (7) days notice to its members. Board business may be conducted by telephone or email.

Section 4. ANNUAL AUDIT

The Board shall arrange for an annual audit/review of the Treasurer's books to be completed by three months after the end of the calendar year.

ARTICLE VII. COMMITTEES

Section 1. STANDING COMMITTEES

Standing Committees shall be Membership, Publicity, Hospitality, Program, Historian, and Newsletter. The Standing Committee Chairpersons shall be voting members of the Board. Additional Standing Committees may be created by a majority vote of all members of the Board.

Section 2. SPECIAL COMMITTEES

Special Committees may be appointed as deemed necessary by the President, the Board, or the Membership. They are automatically dismissed after the final report of the Committee Chairperson.

ARTICLE VIII. AMENDMENTS

If a quorum is present, these bylaws may be amended at any general or special meeting of Friendship Force of Cheyenne by a two-thirds vote of those present and voting, provided that notice of the amendments has been given at the previous meeting or sent to each member at least ten (10) days before the meeting.

ARTICLE IX. DISSOLUTION

In the event Friendship Force of Cheyenne disbands, after all liabilities and obligations have been met, the Board may vote to send any remaining funds to the treasurer of any other operating Friendship Force Club or to Friendship Force International.