



1 need for assistance and to cooperate with all authorities and agencies in the  
2 prevention of juvenile delinquency.

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4  
5 **ARTICLE III**

6  
7 **FISCAL ADMINISTRATIVE YEAR**

8  
9 The administrative fiscal year of the UNICO-Memphis, CHAPTER OF UNICO  
10 NATIONAL, shall be from July 1 of any one year up to and including June 30 of the succeeding  
11 year.

12  
13  
14 **ARTICLE IV**

15  
16 **MEMBERSHIP**

17  
18 Section 1. Qualifications

19  
20 Any person possessing the following qualifications may be elected to active membership  
21 of this Chapter.

- 22  
23 a. That they be an American citizen at least 18 years of age at the time of initiation.  
24  
25 b. That they be of Italian origin or married to an individual of Italian origin.  
26  
27 c. That they be of good moral character.  
28

29 Section 2. Duration of Membership

30  
31 Membership in the Chapter shall endure for life unless terminated pursuant to provisions  
32 contained in Article V.

33  
34 Section 3. Membership Classes

- 35  
36 a. Life  
37  
38 b. Honorary Membership – Any adult person who has distinguished himself/herself  
39 by some outstanding, unusual service who does not otherwise meet the  
40 qualifications for regular membership may be considered eligible for honorary  
41 membership. The individual shall be exempt from admission fees and dues and  
42 shall have no vote. The individual shall be permitted to enjoy all the benefits of  
43 the Chapter.  
44  
45

1 Section 4. Application  
2

- 3 a. Application for membership in this Chapter shall be submitted in writing on the  
4 official form provided for that purpose by the Chapter, which form shall conform  
5 with the application form provided by UNICO NATIONAL.  
6  
7 b. Such application must be accompanied by an initiation fee, as specified in Article  
8 XVI.  
9

10 Section 5. Method of Recommending New Members  
11

- 12 a. A member desirous of bringing into membership a person, who, in the member's  
13 estimation, has the necessary qualifications for membership in this Chapter, shall  
14 submit the name, address, and all qualification background to the chairman of the  
15 Membership Committee or Secretary of this Chapter, on the official application  
16 form.  
17  
18 b. After screening and investigation by the Membership Committee, or any other  
19 committee created for that purpose, the application shall be referred to the Board  
20 of Directors with the recommendations of the Membership Committee.  
21  
22 c. If the action of the Board of Directors be favorable, announcement of the  
23 application shall be made at the next regular meeting at which time application  
24 will be acted upon by the membership.  
25  
26 d. If the action of the Board of Directors is unfavorable, the application shall in any  
27 event be acted upon by the membership.  
28

29 Section 6. Method of Election of New Members  
30

- 31 a. The Membership Committee shall submit a report on the application, stating that  
32 it had screened the applicant, received favorable action by the Committee and by  
33 the Board of Directors, and that it was ready for balloting by the members.  
34  
35 b. The vote of the membership on the application shall be by secret ballot and a two-  
36 thirds (2/3) vote of those members present will be required for approval of the  
37 application. A closed ballot may be dispensed with upon motion duly made,  
38 seconded, and unanimously carried.  
39  
40 c. An individual rejected to membership may be not proposed again for a period of  
41 one (1) year from the date of said rejection.  
42  
43 d. Within ninety (90) days after a candidate's acceptance for active membership in  
44 this chapter, the individual shall present himself/herself for initiation at any  
45 regular or special meeting. The initiation fee as set forth in Article XVI of the  
46 Constitution shall be presented at this time.  
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**ARTICLE V**

**DURATION OF MEMBERSHIP**

Section 1. Period

- a. Membership shall endure for life except when terminated as herein provided.
- b. Life membership shall endure for life.
- c. Honorary membership shall endure for life, except that the governing body (Chapter Officers and Board of Director), for good and sufficient reason, may at any time cancel the membership provided that each member of the Chapter shall have been served in writing with a notice of such action, at least thirty (30) days in advance of the proposed termination.

Section 2. Termination of Membership

a. Misconduct

The membership of any member who fails to conduct himself/herself or his/her business in accordance with the principles and ethics of UNICO or the civil laws shall be terminated by the chapter at a special meeting called for that purpose. A member, subject to termination, shall be notified by service of such notice either personally served upon him/her or such notice shall be sent to him/her by registered mail, return receipt, at his/her last known address at least fifteen (15) days prior to the meeting. A member subject to termination proceedings shall be given every opportunity to present a full and complete defense and may be represented by counsel. Termination action may be taken during the course of any regular meeting called for that specific purpose. After all the evidence is placed before the membership, the vote on the member's expulsion shall be by closed ballot and shall be carried upon a two-thirds (2/3) vote of the members present.

b. Non-Payment of Dues

Any member who fails to pay their regular dues within six (6) months from the due date shall be automatically dropped from the membership roll. Any member who is in arrears for five (5) months in the payment of dues shall be notified by the Financial Secretary to make an adjustment at the next regular meeting, or be cancelled from the roll.

c. Resignation

The resignation of any member shall be in writing, addressed to the President or Recording Secretary, and shall be accepted by the Chapter.

1 Section 3. Forfeiture or Rights

2  
3 Any member whose connection with this Chapter shall be severed by resignation, death,  
4 expulsion, or otherwise shall forfeit all interests in any funds or other property belonging to the  
5 Chapter.

6  
7 Section 4. Reinstatement

8  
9 Any former member seeking reinstatement to membership who has been dropped for  
10 non-payment of dues or for absence at meetings or has resigned shall be regarded as a new  
11 applicant excepting that all arrearages of dues, not more than one year, shall be paid before re-  
12 admission to membership.

13  
14  
15 **ARTICLE VI**

16  
17 **MEETINGS**

18  
19 Section 1. Regular General Meetings

20  
21 This Chapter shall hold regular meetings on the third Tuesday of each month, unless  
22 otherwise designated. Any change of such monthly meeting date shall require a minimum of  
23 seven (7) days notice to each member by regular mail.

24  
25 Section 2. Special Meetings

- 26  
27 a. A special meeting may be called by the President for cause.  
28  
29 b. A special meeting may be called by a written request signed by at least seven (7)  
30 members in good standing and directed to the President or Secretary.  
31  
32 c. Written notice at least seven (7) days prior to the date of the proposed special  
33 meeting must be sent to all members, stating the purposes of the said meeting.  
34

35 Section 3. Board of Directors Meetings

- 36  
37 a. The Board of Directors shall hold regular meetings at least one week prior to the  
38 regular meeting unless otherwise designated.  
39  
40 b. Special meetings of the Board of Directors may be called by the President for  
41 cause, or at the written request of three (3) members of the Board at least three (3)  
42 days prior to the day of the proposed meeting, stating the purposes of the said  
43 meeting.  
44

1 Section 4. Annual Meetings

2  
3 The Annual Meeting shall take place at the regular monthly meeting in May of each year,  
4 unless otherwise designated.  
5

6  
7 **ARTICLE VII**

8  
9 **OFFICERS AND DIRECTORS**

10  
11 Section 1. Officers

12  
13 The elected officers of this Chapter shall consist of a President, Vice President, Secretary,  
14 Treasurer, General Counsel, Sergeant at Arms, and any other officers deemed necessary from  
15 time to time.  
16

17 Section 2. Board of Directors

18  
19 The Board of Directors of this Chapter shall consist of all elected officers of this Chapter  
20 – nine (9) additional members to be elected from the general membership at the annual election  
21 of officers.  
22

23 Section 3. Qualifications

- 24  
25 a. Each officer of this Chapter shall be an active member in good standing. In the  
26 case of delegates and alternates, no member shall be appointed delegate or  
27 alternate who has not attended six (6) of the preceding year's regular meetings,  
28 and has no more than two (2) unexcused absences. By attendance is meant actual  
29 presence and therefore unexcused absences shall count against their attendance  
30 record for the purposes of determining eligibility to serve in this capacity.  
31  
32 b. A candidate for President or Vice President, in order to qualify for such office,  
33 must have been a member of this Chapter for at least two (2) years prior to the  
34 time of taking such office. (This Section would not apply to a newly chartered  
35 chapter.)  
36  
37 c. An individual who is elected President may run for a second term. On the third  
38 term, if he/she is challenged, he/she cannot run. If the individual is not  
39 challenged, he/she may continue to serve as President.  
40

41 Section 4. Vacancy in Office

42  
43 In the event of a vacancy in the office of President, the Vice President shall immediately  
44 be elevated and fill the office for the unexpired term. In the event that the offices of President  
45 and Vice President become vacant simultaneously, the immediate past President shall within  
46 thirty (30) days call a special meeting at which time these offices shall be filled, using regular  
47 election procedure as stated in this Constitution. Any vacancy arising in any of the elective

1 offices, other than in the office of President, shall be filled in the regular manner prescribed for  
2 elections to office at the next regular meeting, after which the vacancy has been created.

3  
4 Section 5. Oath of Office

5  
6 I, (repeat name), sincerely believe in the principles and purpose of this organization, and I  
7 solemnly promise and swear on my honor to protect, defend, and uphold its Constitution and the  
8 Constitution of the United States of America. I further promise to swear to discharge faithfully  
9 the duties of the office to which I have been elected to the best of my ability, So Help Me God.

10  
11 Section 6. Nominations and Election of Officers

- 12  
13 a. The President of this Chapter shall appoint a Nominating Committee, consisting  
14 of at least three (3) members, two (2) of which shall be past Presidents, at the  
15 regular meeting two (2) months prior to the Annual Meeting in May.  
16  
17 b. The Nominating Committee shall meet and submit a slate of candidates for each  
18 office at the regular meeting in April immediately preceding the Annual Meeting  
19 in May, at which time nominations for the respective offices may also be made  
20 from the floor.  
21  
22 c. The Secretary shall advise the members in writing of the names of members  
23 nominated for each office at least seven (7) days before the Annual Meeting in  
24 May.  
25  
26 d. Elections shall take place at the Annual Meeting in May. Such elections shall be  
27 by secret ballot where there is a contest and a simple majority is necessary for  
28 election. In the case of an uncontested office the Secretary via a motion may cast  
29 a single vote electing the individual(s) running for same.  
30  
31 e. The officers shall take office on July 1 following election and shall hold office for  
32 one year or until their successor is elected.  
33

34 Section 7. Installation of Officers

- 35  
36 a. The installation of the officers of this Chapter shall take place at the next regular  
37 June meeting of each year.  
38  
39 b. The Installation Committee shall use the ritual as prescribed for such purposes of  
40 UNICO NATIONAL.  
41

1  
2 **ARTICLE VIII**

3  
4 **DUTIES AND RESPONSIBILITIES**

5  
6 Section 1. Duties of Officers

- 7  
8 a. *President.* It shall be the duty of the President to preside at all meetings of the  
9 Chapter, to appoint members of Standing Committees, to create such other  
10 committees and appoint members thereof as he/she or the members deem  
11 advisable, to perform such other duties as ordinarily pertain to this office, and to  
12 attend all District, Regional, and National Meetings.  
13  
14 b. *Vice President.* It shall be the duty of the Vice President to perform the duties of  
15 the President in his/her absence and assist the President in the performance of  
16 his/her duties.  
17  
18 c. *Secretary.* The Secretary shall be the active managing officer of the Chapter,  
19 under the supervision of the President and control of the governing body. The  
20 Secretary shall sign all documents, keep accurate records of members' attendance  
21 at meetings, and make a yearly report of activities on the occasion of the  
22 installation meeting. He/She shall also make out all reports and fill out all forms  
23 of whatsoever nature required by UNICO NATIONAL. The Secretary shall mail  
24 out all notices for the Chapter and Board of Directors meetings. He/She shall  
25 reply to all communications received by the Chapter, after receiving specific  
26 instructions from the membership.  
27  
28 d. *Treasurer.* The Treasurer shall receive all monies, keep an account of same, and  
29 make deposits within ten (10) days after receipt thereof. The Treasurer shall send  
30 statements to all members for dues and registered letters for delinquent dues. The  
31 Treasurer shall deposit all said monies in the bank approved by the Board of  
32 Directors. The Treasurer shall place any and all other valuable documents in a  
33 safety deposit box held in the name of the Chapter.  
34  
35 e. *General Counsel.* It shall be the duty of the legal counsel to be the advisor of this  
36 Chapter on all legal matters which are submitted to said counsel for  
37 determination.  
38  
39 f. *Sergeant At Arms.* The Sergeant At Arms shall have custody of the paraphernalia  
40 of the Chapter, delivering the President's gavel, UNICO banner, membership  
41 identification buttons, and any other such items to all meetings. The sergeant At  
42 Arms shall also assist in maintaining order and decorum at meetings when  
43 requested by the Presiding Officer.  
44  
45 g. *Chapter Delegates.* The Chapter Delegates shall represent the Chapter at all  
46 District and Regional meetings and at the annual convention of UNICO  
47 NATIONAL. Chapter Delegates shall be selected from the Board of Directors. If



1 there is not enough Board members that qualify, or unable to attend, the President  
2 shall open up the unfilled position(s) to members in good standing.  
3

- 4 h. *Chapter Alternate Delegates.* The Chapter Alternate Delegates shall attend all  
5 District and Regional meetings and the annual convention of UNICO  
6 NATIONAL, serving as representatives of the Chapter in the absence of the  
7 national Delegates. Chapter Alternate Delegates shall be selected from the Board  
8 of Directors. If there is not enough Board members that qualify, or unable to  
9 attend, the President shall open up the unfilled position(s) to members in good  
10 standing.

11  
12 Section 2. Duties of the Board of Directors  
13

- 14 a. The Board of Directors shall have the power to direct the policies and programs of  
15 the Chapter and give tentative decisions on all the business of the Chapter.  
16
- 17 b. The President shall serve as chairman of the Board of Directors.  
18
- 19 c. The Recording Secretary shall act as Secretary of the Board of Directors.  
20
- 21 d. The Board of Directors shall examine the books of the Treasurer and Financial  
22 Secretary annually, at its May meeting, or any time when ordered to do so upon  
23 motion duly made, seconded, and passed by the membership. The Board of  
24 Directors shall submit a written, signed yearly report on the occasion of the  
25 annual meeting, or when the newly elected officers are installed.  
26
- 27 e. The Board of Directors shall discuss and make recommendations on any matters  
28 referred to it by the members at regular meetings.  
29
- 30 f. The Board of Directors shall keep a complete record of its actions, and minutes of  
31 its meetings shall be read at the next regular meeting of the Chapter. The minutes  
32 shall be voted upon for approval or disapproval, and any action not approved by  
33 the members may be held up for further discussion and action by the members or  
34 referred back to the Board of Directors for further consideration, or dropped as the  
35 majority of the member's desire. The minutes of the Board of Directors shall  
36 become a part of the minutes of the chapter meeting when read and acted upon,  
37 with notations of actions disapproved.  
38
- 39 g. Any member has the right to attend any meeting of the Board of Directors and  
40 shall have the power of expressing himself/herself, but shall have no right to vote.  
41  
42

43 **ARTICLE IX**

44 **CHAPTER PROPERTY AND RECORDS**  
45  
46

- 1 a. All officers charged with the custody of Chapter property, paraphernalia, and  
2 records must discharge reasonable care in the keeping of same.  
3  
4 b. All officers in whose custody are Chapter property, paraphernalia, and records  
5 shall turn them over to their successors at the termination of their office.  
6  
7

8 **ARTICLE X**

9  
10 **PROCEDURE AND ORDER OF BUSINESS**

11  
12 Section 1. Quorums

- 13  
14 a. At regular or special meetings of the Chapter, a quorum shall consist of at least  
15 fifteen (15) % of the members in good standing.  
16  
17 b. At regular or special meetings of the Board of Directors, a quorum shall consist of  
18 at least seven (7) of the Board members in good standing.  
19

20 Section 2. Order of Business

21  
22 a. Regular Meetings

- 23  
24 1. Call to Order  
25 2. Salute to the Flag  
26 3. UNICO Prayer  
27 4. Roll Call of Officers  
28 5. Induction of New Members  
29 6. Reading of the Minutes of the Previous Sessions  
30 7. Reading of the Board of Directors Meeting Minutes  
31 8. Report of Treasurer  
32 9. Report to Committees  
33 10. Old Business  
34 11. Balloting on New Membership  
35 12. New Business  
36 13. Good and Welfare  
37 14. Adjournment  
38

39  
40 b. Special Meetings

41  
42 The order of business for a special meeting shall be limited to the discussion of  
43 the business for which the meeting has been called. Other matters may be  
44 discussed upon a vote of the majority.  
45

- 1  
2 c. Board of Directors Meetings  
3  
4 1. Roll Call of Officers and Members  
5 2. Reading of Minutes  
6 3. Bills and Communications  
7 4. Reports of Committees  
8 5. Membership Applications and Balloting  
9 6. Old Business  
10 7. New Business  
11 8. Good and Welfare  
12 9. Adjournment  
13

14  
15 **ARTICLE XI**

16  
17 **COMPENSATION**

18  
19 Section 1. Officers

- 20  
21 a. All officers shall serve without compensation or remuneration.  
22

23 Section 2. President, Delegates and Alternates

- 24  
25 a. The President, delegates, and alternates attending UNICO NATIONAL meetings  
26 including district meetings, regional meetings, the National Mid Year meeting and  
27 the UNICO National annual convention may be compensated at the discretion of  
28 the Chapter.  
29  
30 b. All other representatives or members of this Chapter attending any national or  
31 local function or meeting shall serve without compensation.  
32  
33

34 **ARTICLE XII**

35  
36 **METHOD OF VOTING**

37  
38 Section 1. The regular business of this Chapter shall ordinarily be voted upon by either a show  
39 of the hands or viva-voce (voice) method.  
40

41 Section 2. Acceptance or rejection of a candidate for membership shall at all times be voted  
42 upon by employment of the closed ballot, unless the closed ballot is dispensed with as per Article  
43 IV, Section 6 of the By-Laws.  
44

45 Section 3. Election of officers of whatsoever type shall follow the procedure set for the in  
46 Article VII Section 6.  
47

1 Section 4. Upon request of at least twenty percent (20%) of the members present, a closed ballot  
2 shall be employed in voting on any prejudicial motion.

3  
4 Section 5. The President may, at his discretion, order a closed ballot vote upon any matter that is  
5 up for final consideration.

6  
7 Section 6.

8  
9 a. Upon request of the Board of Directors, the President may, in the case of  
10 emergency, direct the Recording Secretary to poll the general membership by  
11 mail on any question or questions brought to his/her attention, and upon which  
12 immediate action is deemed essential to the welfare of the Chapter. This shall be  
13 clearly and concisely put on the communication and provision made for the return  
14 of the assigned ballot. All votes to be counted when this method is employed  
15 shall be in the hands of the Secretary within four (4) days after receipt of same.

16  
17 b. In an emergency and upon request of the Chapter President, the Secretary may be  
18 ordered to poll the members of the Board of Directors on any question within  
19 their power to act finally, or in order to authorize a special poll of the general  
20 membership as set forth in Section 6a. of this Article.

21  
22  
23 **ARTICLE XIII**

24  
25 **STANDING COMMITTEES**

26  
27 Section 1. Names

28  
29 The President his or her discretion, shall immediately after his/her installation appoint  
30 chairpersons for the following standing committees except as noted for the Scholarship and  
31 Italian American Award committees:

32  
33 a. Budget and Finance Committee

34  
35 The Treasurer and Secretary along with such other officers or members as the  
36 President may see fit to appoint shall serve as the Finance and Budget Committee.  
37 It shall be their duty, among other things, to set up and submit for adoption by the  
38 Chapter, an annual budget. They shall also serve as advisors and at all times be  
39 alert to the financial problems of the Chapter, and after careful study, make  
40 recommendations where such matters are involved.

41  
42 b. New Projects Committee

43  
44 It shall be the function of this Committee to devise, approve, and recommend  
45 methods of achieving the goals set forth by the Chapter.

46  
47 c. Membership Committee

1  
2 It shall be the function of this Committee to direct all membership drives. They  
3 shall investigate all candidates proposed for membership of any classification and  
4 recommend acceptance or refusal on the basis of their findings at any regular or  
5 special meeting. This Committee shall be charged with the determination of the  
6 qualifications of membership where any doubt exists, and they shall further meet  
7 and conduct proper investigation of any and all charges which may be placed  
8 against a member of whatsoever classification, and shall report their  
9 recommendation to the entire membership in all such cases.

10  
11 d. Civic Awards Committee

12  
13 This Committee shall have the right to propose the issuance of various awards,  
14 subject to the approval of the Board of Directors. They shall be allowed to avail  
15 themselves of any and all technical assistance from outside sources in determining  
16 winners of any awards.

17  
18 e. Publicity and Public Relations Committee

19  
20 This Committee shall be charged with the publicizing of all projects undertaken  
21 by the Chapter and shall at all times keep the welfare of the organization in the  
22 public eye. It shall furnish all necessary news items to the national Magazine  
23 Editor.

24  
25 f. Sickness and Distress Committee

26  
27 This Committee shall have the duties of providing regular visits to disabled  
28 members and will in addition be the instrumentality for any other form of  
29 assistance which may be required by a member in distress or his immediate  
30 family.

31  
32 g. Expansion Committee

33  
34 This Committee shall carry out the expansion of the local organization as well as  
35 recruiting other Chapters on a national level.

36  
37 h. Mental Health Committee

38  
39 This Committee shall carry out the National Mental Health program on a local as  
40 well as national level.

41  
42 i. Scholarship Committee

43  
44 To qualify for the Italian American Scholarship, the individual must be 25%  
45 Italian descent (one of grandparents). The President will appoint the Committee.

46  
47 a. The President will appoint one past President.

1           b.       The President will appoint two or three members at large.  
2

3           The Committee will appoint the Chairperson. A resume must be given to the  
4           Chairperson or a Committee member. By chance, if one of the applicants is  
5           related to anyone on the Committee, then the Committee will replace or reduce  
6           the number of people on the Committee. If the Committee is unable to select a  
7           winner, or if there is a result of two or more, then the applicants will be turned  
8           over to the Directors and Officers for the final decision.  
9

10          Award (money) will be decided by the Officers and Directors, taking into  
11          consideration the amount of money available.  
12

13         j.       Italian American of the Year  
14

15          Qualifications for an individual to be eligible for the Italian American award:  
16

- 17           a.       Must be 25% of Italian descent.  
18           b.       Must be American citizen.  
19           c.       Resume must be submitted to the President or anyone on the Committee.  
20           d.       Does not have to be a member of the Memphis Chapter to qualify.  
21           e.       The Committee must put a final date on all applicants.  
22

23          Committee selection for Italian American awards will proceed as follows:  
24

25           The Committee Chairperson shall appoint a committee consisting of one  
26           past President, one past Italian American recipient, and two or three members at  
27           large. No one can serve on this Committee if they are related to one of the  
28           applicants. In the event the Committee is unable to select someone, all  
29           applications (name) will be turned over to the Directors and Officers and they will  
30           select the person of the year.  
31

32          The award will be decided by Directors and Officers.  
33

#### 34         Section 2. Chairpersons 35

36           These chairpersons shall have the power to select their groups and shall announce the  
37           names of the Committee members at the meeting immediately following their appointment.  
38

#### 39         Section 3. Size 40

41           These Committees shall consist of up to five (5) members, including the Chairperson, of  
42           which three (3) shall constitute a quorum, providing the Chairperson is amongst them.  
43

#### 44         Section 4. Presidential Status 45

46           The President of this Chapter shall be an ex-officio member of all standing committees.  
47

1 Section 5. Meetings  
2

3 All standing committees shall meet at the discretion of the Chairperson, or when  
4 requested to do so by the President, the Board of Directors, or the membership.  
5

6 Section 6. Reports  
7

8 All standing committees must submit their reports in writing at the next regular meeting  
9 of the general membership, following their own committee meeting.  
10

11 **ARTICLE XIV**  
12

13 **SPECIAL COMMITTEES**  
14

15 Section 1. Appointment  
16

17 The President may and shall appoint any and all such committees or committee  
18 chairpersons as he/she shall deem necessary at any time.  
19  
20

21 Section 2. Reports  
22

23 A special committee shall submit its report in writing at the completion of the project to  
24 which it has been appointed.  
25

26 Section 3. Size  
27

28 Special committees shall consist of no less than three (3) members inclusive of the  
29 Chairperson, but aside from this limitation, they may comprise of as many as the President or  
30 Chairperson shall deem necessary.  
31

32 Section 4. Presidential Status  
33

34 The President shall be a member of all committees and shall exercise his/her vote in case  
35 of a tie.  
36

37 **ARTICLE XV**  
38

39 **FINANCES**  
40

41 Section 1. Budget  
42

43 a. The Finance and Budget Committee shall, at the first July meeting of the fiscal  
44 year, present to the Chapter a detailed budget, making appropriations for each of the items for  
45 which the Chapter must or may provide out of funds known to be in the possession of the  
46 Chapter or estimated to come into its possession during the ensuing fiscal year.  
47

1           b. Said budget, either in its original or amended form, must be adopted by the  
2 Chapter, and following its adoption, all expenditures of the Chapter during that fiscal year must  
3 be within the appropriations therein made. There shall be no variations thereof, except that funds  
4 may be transferred from one appropriation to another within the limits of the overall budget by a  
5 majority vote of the members present at a regular meeting, provided suggested transfer shall  
6 have been mentioned in the meeting notice.

7  
8           c. Said budget may include a dedicated contingency item to cover unforeseen  
9 emergencies of the Chapter. This item shall be considered, for practical purposes, to be outside  
10 of the regular budget, and appropriations from said item shall only be made after two-thirds (2/3)  
11 vote of the members present at any regular meeting.

12  
13           d. Any unexpended balances of appropriations contained within the budget for any  
14 one year shall be available for appropriation to the General Fund in the following fiscal year, in  
15 accordance with the budget adopted for that year.

16  
17 Section 2. Funds

18  
19           There shall be, legally established in the name of the Chapter, the following funds for the  
20 administration of which separate books, checking accounts, and signatures shall be established.

21  
22           a. *General Fund.* Monies appropriated under this fund shall be used for the  
23 operation of the Chapter and for certain other phases of its program as set forth in its annual  
24 budget. Receipts and disbursements to this fund shall be administered by the Treasurer.

25  
26           b. UNICO Memphis may establish one or more CD's for the purpose of achieving  
27 the financial goals of any special project. This CD cannot be used except in an extreme  
28 emergency or with the approval of a two-thirds (2/3) vote of the members at a general meeting.

29  
30 Section 3. Method of Payment

31  
32           All obligations incurred by the Chapter shall be paid for by check; same shall be signed  
33 by the Treasurer and counter-signed by the President or Vice President after approval by the  
34 membership.

35  
36 Section 4. Bond

37  
38           The Treasurer shall be bonded in an amount deemed sufficient by the Board of Directors.  
39 Expenses so incurred shall be met from Chapter funds.

40  
41 Section 5. Incurring Obligations

42  
43           No expense shall be incurred, no donation made, nor shall any obligation of any kind  
44 involving Chapter funds be entered into until same has been approved as set forth elsewhere in  
45 this Constitution.

46  
47 Section 6. Secretarial Expenses



1  
2 The President or Secretary shall be allowed, with the approval of the Board of Directors,  
3 to contract bills for sundry expenses, concurrent with the discharge of their duties, to the extent  
4 of one hundred (\$100.00).

5  
6 Section 7. Investment of Funds  
7

8 Funds of the Chapter may be invested in United States Government Bonds, banks, or  
9 other similar institutions, providing said bank or other institution carries Federal insurance. The  
10 Chapter's investment in any one bank or similar institution shall at all times be kept within the  
11 limit insured by that particular institution.  
12

13 Section 8. Incurring of Individual Expense  
14

15 Members of the Chapter, whether serving upon committees or in their private capacity as  
16 members, shall not incur any expense in the name of, or for account of, the Chapter without first  
17 obtaining approval as provided for under the provisions of this Constitution.  
18

19  
20 **ARTICLE XVI**

21  
22 **ADMISSION FEES AND DUES**  
23

24 Section 1. An initiation fee of one hundred dollars (\$100.00) shall be paid by any applicant for  
25 membership in this Chapter. The yearly dues will be eighty-five dollars (\$85.00).  
26

27 Section 2. The annual Chapter dues shall be set at a minimum of thirty dollars (\$30.00) above  
28 the National Dues. The Chapter dues may be fixed to a higher or lower amount than the preset  
29 thirty dollars (\$30.00) only if passed on a vote of two-thirds (2/3) of the members duly called at a  
30 special meeting for that purpose and shall be payable in advance at the beginning of each fiscal  
31 year, which shall be July 1.  
32

33 Section 3. The dues shall be forwarded to the National Treasurer's Office of UNICO  
34 NATIONAL accompanied by the membership information on existing members and any  
35 applications for new members.  
36

37 Section 4. Life members in this Chapter shall be exempt from payment of dues.  
38

39 Section 5. Honorary members shall be exempt from payment of dues.  
40

41 Section 6. Members of the Clergy who are members of the Chapter shall be exempt from the  
42 payment of dues.  
43

44 Section 7. Members in the active Military Service shall be exempt from payment of dues.  
45  
46

47 **ARTICLE XVII**

1  
2 **PARLIAMENTARY AUTHORITY**  
3

4 Robert's Rules of Order revised shall be the parliamentary authority and guide in the  
5 conducting of all Chapter business functions not covered in this Constitution.  
6

7  
8 **ARTICLE XVIII**

9  
10 **VOTING POWER**

11  
12 Section 1. Voting Privilege

13  
14 a. All members in good standing and all life members shall have full power of  
15 voting on all questions.  
16

17 Section 2. Method of Voting

18  
19 a. Voting on routine business shall be by a majority vote of those present.  
20

21 b. Voting on candidates for membership shall be by closed ballot and shall require a  
22 majority vote of those present.  
23

24 c. Voting on candidates for elective office shall be by closed ballot where there is a  
25 contest and election shall be by a majority vote of those present.  
26

27  
28 **ARTICLE XIX**

29  
30 **AVOIDANCE OF POLITICS**

31  
32 Section 1. This Chapter shall not endorse nor recommend any candidate for public office and  
33 shall not discuss at any meeting the merits or demerits of any candidate for public office.  
34

35 Section 2. The merits of any public question involving the social, economic, moral, or physical  
36 welfare of the people may be fairly and intelligently studied and discussed at a Chapter meeting  
37 for the enlightenment of its members, but this Chapter shall not take any action endorsing or  
38 condemning any measure which is to be submitted to the vote of the people.  
39

40 Section 3. The UNICO-Memphis Chapter of UNICO NATIONAL shall at no time officially  
41 (directly or indirectly) endorse or recommend any candidate for public office, or shall political  
42 candidates or partisan questions or a political nature be acted upon at any Chapter meetings.  
43

44 Section 4. The merits of any public question involving the social, economic, moral, and physical  
45 welfare of the community may be fairly and intelligently discussed before a Chapter meeting, but  
46 this Chapter shall not take any action endorsing or condemning any measure which will involve  
47 the organization in partisan politics.

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Section 5. A candidate for public office may appear at a gathering of the members of this Chapter before the meeting is officially opened by the President. In such instances, the members are honoring the office for which the candidate is competing, and said candidate shall be forewarned that he/she shall limit his/her remarks to the office that he/she is seeking. Said candidate shall be asked to excuse himself/herself from the meeting headquarters should his/her remarks contain any personal prejudices.

**ARTICLE XX**

**AMENDMENTS**

Amendments to this Constitution shall be made at any regular meeting by a two-thirds (2/3) vote of those present and qualified to vote, provided that the Amendment has been introduced in writing and read at the previous regular meeting and notice has been given in writing of the proposed Amendment to all members at least seven (7) days before the said meeting, and provided further that the said Amendment has been presented to the Board of Directors for discussion and recommendation.

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

1 **EXAPMLE OF BY-LAWS AMENDMENT FORM**

2  
3 **AMENDMENT TO ARTICLE VI, SECTION 1**

4  
5 **OF THE BY-LAWS OF**

6  
7 **UNICO-MEMPHIS,**

8  
9 **A CHAPTER OF UNICO NATIONAL**

10  
11  
12 WHEREAS, a resolution was introduced in writing and read at the preceding and the  
13 current regular meetings of the membership of UNICO-Memphis after notice of the same had  
14 been given in writing at least seven (7) days prior thereto, and

15  
16 WHEREAS, the said following resolution was presented, to wit:

17  
18 RESOLVED, that ARTICLE VI with reference to Section 1, Regular General Meetings,  
19 the following words to be deleted:

20  
21 “This Chapter shall hold regular meetings on the third Tuesday of each month, unless  
22 otherwise designated. Any change of such monthly meeting date shall require a  
23 minimum of five (5) days notice to each member by regular mail.”

24  
25 and replaced in Section 1 to read as follows, to-wit

26  
27 “This Chapter shall hold regular meetings once monthly unless, by majority vote of the  
28 officers, such officers deem it impractical to hold such meeting. However, in no event  
29 shall the officers of UNICO-Memphis be authorized to suspend meetings on consecutive  
30 months and in no event shall more than sixty (60) days elapse between meetings.  
31 Regular monthly meetings of UNICO-Memphis shall be held on times, dates, and places  
32 selected by a majority vote of the then current officers of UNICO-Memphis, and notice  
33 of the time, date, and place of such regular monthly meetings shall be given the  
34 membership by regular mail a minimum of five (5) days prior to such meeting dates.”

35  
36 After due deliberation and with a quorum of the membership being present, the above  
37 resolution was proposed, motion was made and seconded for a vote thereon, whereupon more  
38 than two-thirds (2/3) of the membership present adopted said Amendment.

39  
40 The Secretary was directed to copy the Section as it is amended into the Book of By-  
41 Laws, immediately following the Original By-Laws, and to properly certify same with the  
42 President by affixing their respective signature hereto.

43  
44 This XX<sup>th</sup> day of XXXXXX, XXXX.

45  
46  
47 \_\_\_\_\_  
President

\_\_\_\_\_  
Secretary