

# CHAPTER BYLAWS

## INTERNATIONAL DUTCH OVEN SOCIETY

**NOTE:** The use of the term “IDOS” in these bylaws will be understood to refer to the International Dutch Oven Society and not to the Chapter.

### ARTICLE 1 – CHAPTER NAME, DEFINITION, PURPOSE, AND REGION

**Section 1 – Name.** This Chapter shall be known as the “\_\_\_\_\_ Chapter” of IDOS.

**Section 2 – Definition.** A Chapter is a small to medium-sized regionalized group of IDOS members in good standing (refer to Article 5 Section 1) who have organized themselves for the purpose of sharing the art of Dutch Oven cooking and the promotion of membership within IDOS and the Chapter. It is recommended that one of the main functions of a Chapter be the organization of local Dutch Oven Gatherings (call DOGs) within their region and with neighboring regions. Additionally, IDOS may call upon the Chapter to help in promotional activities in their surrounding regions.

**Section 3 – Purpose.** The purpose of this Chapter shall be to support the activities of IDOS through the recruitment of memberships and the promotion of IDOS events in your local region (see Article 1 Section 4). Additionally, the Chapter will supplement the activities of IDOS and provide mutual fellowship for members.

**Section 4 – Region.** The Chapter will cover the \_\_\_\_\_ area within the \_\_\_\_\_ state or province of \_\_\_\_\_ country.

### ARTICLE 2 – BOARD OF OFFICERS

**Section 1 – Board of Officers.** The Board of Officers shall consist of the officers (refer to Article 3) of the Chapter .

**Section 2 – Powers.** The board shall have the power to proceed in any manner, not in violation of these bylaws, as may, in their judgment, serve the interests of the Chapter. The decision of a majority of the Board of Officers on a question shall be binding until the next regular or special meeting of the Chapter, when a majority may approve, nullify, or amend such decision.

### ARTICLE 3 – OFFICERS

**Section 1 – Officers.** The elected officers of this Chapter shall be:

- Chapter Director
- Assistant Chapter Director
- Secretary

- Treasurer (Secretary and Treasurer may be one or two Officers)

Said officers shall hold office for one year from the date of election or until their successors are duly elected and qualified.

**Section 2 – Election.** The manner of the election of officers may be prescribed by the Board of Officers. All members of the Chapter in good standing (refer to Article 5 Section 1) shall be given proper notice and opportunity to vote. Elections must be held, and the results filed with IDOS, before IDOS’s Spring Election Meeting.

## **ARTICLE 4 – DUTIES OF OFFICERS**

**Section 1 – Director.** The Chapter Director shall preside at all meetings of the Chapter members and the Board of Officers. In the Chapter Director’s absence, the Assistant Director shall preside. If both Director and Assistant Director should be absent, the Board may appoint a temporary Director to officiate. The Chapter Director shall appoint all committee chairpersons, one of whom shall be a news correspondent to Chapter, Area, and IDOS publications. The Director shall have the power to decide all questions of equal division and have all powers and duties usually vested in the President of an organization.

**Section 2 – Assistant Director.** The Assistant Director shall serve in the absence of the Director, or as delegated by the Director.

**Section 3 – Secretary.** The Secretary shall handle all official correspondence of the Chapter and shall keep minutes of all meetings of the members and Board of Officers. The Secretary will file all Chapter membership meeting and Board meeting minutes with the IDOS Secretary. The Secretary will also file a complete listing of the Chapters membership in conjunction with the annual board election meeting minutes. The Secretary shall perform such other duties as may be prescribed and those that pertain to the office.

**Section 4 – Treasurer.** The Treasurer shall collect and disburse the funds of the Chapter as may be ordered by the officers. In addition, the Treasurer shall:

- render a financial report of the Chapter at the annual meeting of members and whenever the Director may require the same
- file a Financial Statement and Audit report of the Chapter’s books with IDOS following the Chapter’s annual meeting of members and board election
- give bond at the expense of the Chapter if required
- collect all dues payable by Chapter members and require the showing of a valid IDOS membership card at that time. This may include forwarding the annual IDOS membership dues and information to the IDOS Treasurer (further information in Article 5 Section 1 and 3).

## **ARTICLE 5 – MEMBERS**

**Section 1 – Membership.** Members in good standing with IDOS, and located or living in the Chapter’s defined Region (refer to Article 1 Section 3), may become members of this Chapter. (“Good Standing” means dues are paid to IDOS and membership has not been revoked by IDOS in the last six months.) IDOS dues may be collected by the Chapter and

forwarded to the IDOS Treasurer with the appropriate membership information (See Section 3 of this Article for more information). NOTE: Non-profit status of IDOS does allow for providing services and benefits for nonmembers of IDOS.

**Section 2 – Scope and Vote of Membership.** Upon receipt of a properly executed application and upon submission of a current IDOS membership card, new members shall be accepted or rejected by the membership of the Chapter. A membership is considered a family membership or a single membership, with one vote being allowed for each single membership, member, and associate member on each Chapter matter.

**Section 3 – Dues.** The Board of Officers from time to time at its discretion, with the membership approval, shall set the amount of dues payable to the Chapter Treasurer. All payments of dues shall be made to the Chapter Treasurer either in person or by mail. Pursuant to Section 1 in this Article, Chapters may collect IDOS membership fees, which would then be forwarded with the appropriate information to the IDOS treasurer. The Chapter may collect dues in one or all of the following ways.

- Chapter collects both IDOS & Chapter Dues: The Chapter would collect Chapter and IDOS fees. For IDOS members showing a valid IDOS membership card, the Chapter would only collect their Chapter dues (refer to penalties in Article X Section X). For any IDOS dues collected, the Chapter is required to forward those fees and the applicable IDOS membership application to the IDOS treasurer within two weeks.
- Chapter collects only Chapter Dues: The Chapter would collect Chapter fees for all IDOS members showing a valid IDOS membership card. For applicants not yet members in good standing with IDOS, the chapter may collect Chapter fees and shall provide the applicant with an IDOS membership application. The Chapter shall also notify the applicant that they have 60 days from Chapter membership application to become a member in good standing with IDOS and provide a valid IDOS membership card to the Chapter or the Chapter membership will be revoked and membership dues will be forfeited. (Note: Chapters following this option shall use the IDOS membership application that details this 60 day stipulation and a forfeiture clause which must be signed by the applicant.)

**Section 4 – Termination Of Membership.** The membership of any Chapter member may be terminated by two-thirds (2/3) majority vote of the Chapter membership for conduct not in the best interests of IDOS or other cause upon giving the member in question full opportunity to hear and to reply to the charges or give reasons for such action. Any member whose Chapter dues are more than sixty (60) days in arrears shall be dropped from the Chapter roll subsequent to advising the member of the intent. Any members who do not meet the good standing (refer to Section 1 within this Article) policy with regards to IDOS membership will have their Chapter membership terminated.

## **ARTICLE 6 – MEETING OF THE MEMBERS**

**Section 1 – Frequency.** Chapter members shall hold at least one meeting annually for the election of officers and the transaction of the business of the Chapter.

## **ARTICLE 7 – CHAPTER REQUIREMENTS BY IDOS**

**Section 1 – Restricted Use of IDOS Name.** Members of any Chapter shall not, individually or as a group, use the name of the IDOS in connection with a commercial or

charitable project, for profit or personal gain, without the written approval from IDOS except in the recruitment of Members or in the official representation of IDOS at local functions (official is meant to represent that the Chapter has received written notice or an IDOS board member has asked the Chapter to represent IDOS at that function).

**Section 2 – Conflicting Activities.** A Chapter shall not hold any activity in conflict with an event of IDOS.

**Section 3 – Announcing Events.** Announcements of Chapter activities must be sent to the IDOS Chapter Coordinator and may be sent to IDOS for publication for advertising.

**Section 4 – Officer and Member Information.** The names and addresses of all Chapter officers and members must be sent to the IDOS Secretary each year immediately following local elections.

**Section 5 – Non-Profit Status.** IDOS is a non-profit organization; the members thereof shall not be entitled to any individual or collective interest, participation, share, right and/or property right in and to the assets of the Chapter; but such assets shall be the individual property of the Chapter thereof, no dividends, pecuniary profits, stock dividends, or payments of like manner shall ever be declared or paid to the members of this Chapter thereof. Chapters are not permitted to enter into debt or establish any long-term liabilities without the written consent of the IDOS governing board. Any debt entered into without this approval becomes the personal liability of the Chapter's officers and will not be assumed or transferable to the Chapter or IDOS. All Chapter officers will agree to this by virtue of accepting any position under Article 3 or any other Chapter position created by amendment.

**Section 6 – Dissolution.** Upon dissolution of the Chapter, immediate notification should be given to the IDOS Secretary. Upon dissolution of the Chapter, all assets become the property of IDOS.

**Section 7 – Reporting to IDOS.** A copy of these Chapter bylaws, when adopted or amended (refer to Article 8), shall be sent to IDOS for its reference. Proposed changes to the bylaws may be sent to IDOS for review and opinion as may from time to time be appropriate.

## **ARTICLE 8 – AMENDMENTS OR ADDITIONS TO BYLAWS**

**Section 1 – No Conflict with IDOS Bylaws.** No amendments shall be made that nullify, alter, or conflict with any part of these bylaws as constituted herein or any part of the IDOS constitution or bylaws. IDOS, by a majority vote of the governing board, may amend, with notice to the Chapter, any bylaws herein.

**Section 2 – Vote by Members.** Other amendments may be made from time to time by a majority vote of the Chapter Members in good standing upon at least two weeks written notice to all Chapter members stating the proposed changes. All amendments, once passed by the Chapter Majority, must be forwarded to the IDOS secretary and receive approval from the IDOS governing board before the amendment is considered an addition to the Chapters bylaws.

## **ARTICLE 9 – PENALTIES FOR MISCONDUCT AND MISUSE OF FUNDS**

**Section 1 – Penalties for Misconduct.** Any Chapter member found grossly misrepresenting the Chapter will be dealt with under the Chapter Membership Termination (refer to Article 5 Section 4). Any member found grossly misrepresenting IDOS will be dealt with under similar processes by the IDOS governing board.

**Section 2 – Misuse of Funds.** Any Chapter Officer found misusing Chapter funds or not forwarding IDOS Memberships dues to IDOS, (refer to Article 5 Section 3) shall be considered for Membership Termination by the IDOS governing board and may have their membership revoked. Additionally, if the misconduct is considered fraud or embezzlement, legal action may be taken to the full extent possible.

**Signatory Section:**

By signing below the Officers agree to uphold and be bound by the terms and conditions of the Chapter Bylaws above.

**Chapter Director**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Assistant Chapter Director**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Chapter Secretary**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Chapter Treasurer (if applicable)**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Note: This section should also be completed, signed and forwarded to the IDOS secretary following the election of each new set of Chapter officers.)