

## BYLAWS OF THE C.G. JUNG CLUB OF ORANGE COUNTY

Approved by Members August 20, 2020

### Preamble

The C.G. Jung Club of Orange County is organized exclusively for educational purposes under 501(c)(3) of the Internal Revenue Code. Specifically, the association promotes an interest in and understanding of Jungian Psychology through the presentation of events such as lectures, workshops and conferences open to members and the general public. The association also cultivates a collegial environment in which participants can experience personal development and growth.

### Bylaw 1. Principal Office

The principal office of the association for the transaction of its business shall be located in Orange County, California.

### Bylaw 2. The Governing Board

A. Composition The association shall be governed by a governing board, all members of which shall be members of the association. The governing board shall include the following officers: President, Vice President, Treasurer, Secretary and Past President. The governing board may also include other duly elected members responsible for the following functions: programs, event coordination, communications, website, library, media archives, membership, database, hospitality, and website. The governing board may also include one or more members-at-large. Other members of the association may also be asked to assist officers in administering the functions of the governing board.

B. Selection of Governing Board and Vacancies The position of Past President shall be held automatically by the person who was the immediate past President unless that person declines, in which case the position shall remain vacant. All other governing board members shall be elected by ballot of the members. A plurality of votes cast shall be required to elect. If a vacancy occurs in the office of President, it shall be filled by the Vice President. Any other vacancy shall be filled, until the next annual election, by vote of the remaining board members.

C. Nominations and Election of Officers By the last meeting of the calendar year, the governing board shall appoint a nominating committee of at least three persons with representation from the governing board and from the membership at large. The nominating committee shall have the responsibility of presenting at least one recommendation for each elective office to the governing board by March 30<sup>th</sup>. Any member may additionally submit written nominations to the governing board during the same period. The nominating committee shall verify the eligibility of all nominees. The ballot presenting all candidates for election shall be mailed to all members no less than three weeks prior to the annual meeting.

D. Term of Service The term of office of all board members shall be for one year and shall commence the first day of the fiscal year (July 1<sup>st</sup>) following the election. Due to the need to schedule programs many months in advance, the outgoing Program Officer shall select the programs and secure speakers for the upcoming period of September through December. The incoming Program Officer shall provide all other program functions.

In order to ensure continuity of functions, it is expected that governing board members who are relinquishing responsibility for any functions will provide mentoring to the governing board members assuming responsibility for those functions.

E. Formal Documents Contracts and formal documents shall be signed by two officers of the governing board.

### **Bylaw 3. Meetings of the Governing Board**

A. Regular Meetings The governing board shall meet regularly at least bi-monthly throughout the year and the meetings shall be open to all members of the association.

B. Special Meetings The President, or any four members of the governing board, may call a special meeting of the governing board upon forty-eight hours notice to all members of the governing board.

C. Quorum A majority of the members of the governing board shall constitute a quorum for the purpose of voting.

### **Bylaw 4. Officers**

A. Officers All board members shall be persons who evidence a commitment to and interest in Jungian psychology.

B. President The President shall provide leadership for and facilitate communication among the members of the governing board. The President shall preside at all meetings of the governing board and of the association.

C. Vice President In the absence or disability of the President, the Vice President shall perform all of the duties of the President.

D. Treasurer The Treasurer shall keep records of all dues, oversee payments of bills of the association and maintain all other financial records as required.

E. Secretary The Secretary shall keep a record of the proceedings of the meetings of the governing board and carry on correspondence pertaining to the association.

F. Past President The Past President provides guidance and continuity to the association by active participation in the governing board.

G. Program Officer The Program Officer shall oversee the planning and administration of programs which will benefit the members of the association in accordance with the purpose of the association. Proposed programs shall be presented to the governing board for review.

H. Event Coordinator The Event Coordinator shall act as liaison between the Program Officer and the administrators of the program venues.

I. Communications Officer The Communications Officer shall have responsibility for preparation, editing and distribution of the association newsletter.

J. Webmaster The Webmaster shall maintain the website of the association, keeping event information current.

K. Librarian The Librarian shall oversee the library of the association.

L. Media Archivist The Media Archivist shall record lectures, with the permission of the lecturer, and shall produce a master copy for archival purposes as well as a copy for the library.

M. Membership Officer The Membership Officer shall maintain a current list of members and shall oversee recruitment of new members.

N. Database Administrator The Database Administrator shall maintain a list of the names and current addresses of members and non-members who receive mailings from the association. The Database Administrator shall also produce mailing labels as necessary and shall provide data necessary for newsletter mailings.

O. Hospitality Officer(s) One or more Hospitality Officers shall organize the refreshments for various club functions as requested by the President or the Program Officer.

P. Members-at-Large The Members-at-Large shall attend and participate in all meetings of the governing board and shall discharge such duties as may be requested by the governing board.

### **Bylaw 5. Association Membership**

A. General Membership Anyone who desires to support the purpose of the association may become a member by: (1) completing a membership form approved by the governing board; (2) filing the membership form with the membership chair; (3) paying the annual dues.

B. Emeritus Membership The governing board may award a lifetime emeritus membership to a longstanding senior member with a record of extraordinary service to the governing board and the association. Emeritus members shall be eligible to vote and to hold office but shall be exempt from annual dues.

C. Honorary Membership The governing board may award honorary membership, of a specified duration, to a non-member who has made a significant contribution to the association. Honorary members shall be non-voting members, shall be exempt from annual dues, and shall not be eligible to hold an office.

### **Bylaw 6. Dues**

The amount of dues shall be determined by the governing board and dues shall be payable on September 1<sup>st</sup> of each year. The failure of a member to pay dues by September 1<sup>st</sup> shall terminate his or her membership. Any new member joining on or after May 1<sup>st</sup> will not owe further dues until September 1<sup>st</sup> of the following year.

### **Bylaw 7. Meetings of the Association**

A. Annual Meeting The annual meeting of the association for the election of members of the governing board and the transaction of the general business of the association shall be held at the final program of the fiscal year. Three weeks written notice of the date of the annual meeting shall be given to all members by the Secretary.

In the rare circumstances when the scheduled final program is cancelled, due, for example, to a last minute speaker cancellation, a pandemic, etc., the convening of an in-person annual meeting may be waived and the election of members of the governing board and the transaction of the general business of the association may be conducted virtually, e.g. by email.

B. Special Meetings Special meetings of the association may be called at any time by the President and must be called at any time by the President on the written request of a majority of the governing

board, or on the written request of not less than fifteen members of the association. Ten days notice of any special meeting must be given to the members, and the notice must state the object of the meeting.

C. Quorum The members present at any meeting of the association shall constitute a quorum for that meeting. No voting by proxy is permitted.

### **Bylaw 8. Amendments**

Proposals to amend the bylaws must first be approved by the governing board before being presented to the members of the association for a vote. The bylaws may then be amended by affirmative vote of a majority of the members present at an annual or special meeting, provided notice of such amendment(s) and the nature thereof shall have been given to the members at least one month prior to the meeting at which the amendment(s) are presented for consideration. Any duly adopted amendment(s) to the bylaws shall be binding on all members, including those who voted against them and members not present at the meeting.

### **Bylaw 9. Dissolution**

A. Procedure This association may be dissolved by the vote of a two thirds majority of the members of the governing board.

B. Asset Distribution Upon the winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.