

BYLAWS OF THE AMERICAN DRUZE SOCIETY

ARTICLE 1 PRINCIPAL OFFICE

The principal office of the Society shall be located in the United States of America, in a city designated by the board of Directors. The Society may have such other offices, either within or without the USA, as the Board may determine.

ARTICLE 2 MEMBERS

- 2.01 Membership in the Society shall be in accordance with Article III of the Constitution and these Bylaws.
- 2.02 **REGULAR MEMBERS.** Regular members are those members who are:
- A. Seventeen (17) years or older;
 - B. Followers of the Druze faith or of Druze descent, their spouses and children domiciled or residing in the United States or who are citizens of any other country in which there is located a chapter to which the Society has issued a then valid charter and are members of such chapter. *(Amended Feb 5, 1983; Sep 16, 1989)*
- 2.03 **ASSOCIATE MEMBERS.** Associate members are those who do not qualify for regular membership but who are interested in furthering the aims and purposes of the Society and have paid their dues.
- 2.04 **HONORARY MEMBERS.** Upon the unanimous vote of the Board, an honorary membership in the Society may be granted to any deserving person for outstanding contributions in furthering the aims and purposes of the Society or for outstanding service to the Society. Any such honorary member shall not be required to pay dues but shall not have the right to vote.
- 2.05 **VOTING.** Each regular member in good standing shall be entitled to one vote on each matter submitted to a vote of the members. No other class of membership shall vote.
- 2.06 **GOOD STANDING.** A member shall be in good standing with the Society if he qualifies for membership and has timely paid his dues.
- 2.07 **CUMULATIVE VOTING.** Cumulative voting shall not be allowed.
- 2.08 **TERMINATION.** The Board, by an affirmative vote of two-third of all the members of the Board, may suspend or)or expel a member for cause after opportunity to have an appropriate hearing and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any member who becomes ineligible for membership, or suspend or expel any member who becomes ineligible for membership, or suspend or expel any member who shall be in default in the payment of his dues for more than one (1) year.

2.09 **REINSTATEMENT.** The board may, upon written application by a former member and upon a two-thirds affirmative vote, reinstate such former member upon such terms as the Board may deem proper.

2.10 **TRANSFER.** Membership in the Society is not transferable or assignable to another person.

ARTICLE 3 MEETING OF MEMBERS

3.01 BUSINESS MEETING. The annual business meeting shall be held at 9:30 o'clock a.m. of the second or third day before the last day of the annual convention for the purpose of transaction of business and for the nomination of candidates to the offices of the Society (directors, president-elect and vice-president).

3.02 The slate of candidates for office recommended by the Nominations and Elections Committee shall be placed in nomination in accordance with Article 3.01. Any regular member of the Society in good standing may place in nomination, from the floor, the candidate of their choice for any office at that time.

3.03 **ELECTION.** An annual election shall be held for the purpose of electing appropriate directors, president-elect and vice-president. Candidates for the offices of president-elect, vice-president and directors shall be elected by majority vote of those regular members in good standing in accordance with Article 3, 4 and 8.07 of these Bylaws.

3.04 **SPECIAL MEETINGS.** Special meetings of the members may be called by the President, the Board, or not less than one-tenth of the regular members in good standing at such time and place as the President or the Board may designate

3.05 **NOTICE.** Written or printed notice stating the place, day, and hour of any meeting of members shall be delivered, either personally, by mail or by the Society newsletter, to each member entitled to vote at such meeting, not less than fifteen (15) nor more than fifty (50) days before the date of such meeting, by or at the direction of the President, or the officers or persons calling the meeting. In case of a special meeting or when required by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed or by the Society Newsletter, the notice shall be deemed delivered when deposited in the mail.

3.06 **PETITIONS.** Petitions of candidates for the offices to be vacated in the next fiscal year shall be accepted after the last business meeting at the Annual Convention and no later than the following December 31ST.

3.07 **FILING.** Any member in good standing seeking National Office with the Society shall file with the Executive Director of the Society (or President, if none) a petition, receipt of which shall be acknowledged, stating the office he/she is seeking and bearing signatures and addresses of a minimum of (10) regular members of the Society in good standing with copies of any petition postmarked by December 31ST to mailed expeditiously by the Executive Director (or President, if none) to each member of the Nomination and Election Committee.

No written petition shall be accepted after December 31st of the Current Fiscal Year. However, nominations from the floor will be accepted according to Article 3.02 of these Bylaws. (3.07 amended Sept 21, 1990)

3.08 **VERIFICATION OF QUALIFICATIONS.** The Nominations and the Elections Committee will, before the Annual Convention, verify and certify the qualifications and fitness of all candidates who have petitioned for nomination to their desired office in accordance with Article IV (3) of the Constitution of the ADS and Article 2, 3, 4 and 8.07 of these Bylaws.

3.09 **NOTIFICATION OF MEMBERSHIP.** Notification of eligible candidates' intention to seek election will be timely made in the Society's News Magazine and/or by special election mailing from the office of the Executive Director (or President, if none) after certification.

3.10 **CLOSURE OF VOTING ROLLS.** The roll of those regular members in good standing eligible to vote will be closed at 5 p.m. on April 30th at which time a comprehensive list of eligible voters shall be compiled for ballot verification.

3.11 **ELECTIONS.** Annual National shall be held in May of each year on a day selected by the Nominations and Elections Committee and voting shall be by secret ballot mailed to each eligible voter and under such terms and conditions established by said Committee. Candidates shall be elected by majority vote of those regular members in good standing and voting by secret ballot returned by mail in accordance with these Bylaws.

3.12 **METHOD OF VOTING.** Voting shall be accomplished by voting for all offices on a single identified ballot returned by mail as directed by the Nominations and Elections Committee. (Entire article amended August 19, 1983; Sep 16, 1989).

ARTICLE 4 BOARD OF DIRECTORS

4.01 **GENERAL.** The composition, qualifications and powers of the Board shall be in accordance with these Bylaws.

4.02 **COMPOSITION AND NUMBER.** The Board shall be constituted of eleven (11) members:

- A. The then current President and Vice-President of the Society;
- B. The immediate Past-President of the Society or the then current President-Elect of the Society;
- C. The then current Director of the Council of President; and Seven (7) regular members of the Society who are qualified in accordance with Article IV (3) of the Constitution and with these Bylaws.
- E. At a given time, there shall be not more than two (2) Directors on the National Board from the same Chapter or State. In the event the chapter membership exceeds 200, a third Director may be elected from the same Chapter. In no case, a chapter shall, at any given time, have more than three (3) Directors on the National Board.
- F. Chapter Presidents cannot serve concurrently on the National Board. Exception director Council President. (4.02E and 4.02F added Sept 21, 1990)

4.03 **TENURE.** The terms of the members of the Board shall be determined as follows:

- A. The terms of the President and Vice-President shall be two (2) years each. The President shall not be eligible to serve two (2) consecutive terms but will, after one Presidential term, serve as a full voting member of the Board in the capacity of immediate Past-President of the Society for a term of one (1) year. The term of the President-Elect shall be one (1) year as a full voting member of the Board, after which he shall be installed as President and serve the term of President.
- B. The term of Director of the Council of Presidents shall be two (2) years.
- C. The seven (7) Directorships shall be called "Director, Place 1", "Director, Place 2," etc. respectively, through and including "Director, Place 7";
- D. The tenure of each Director elected to fill the vacancy created by term expiration shall be three (3) years. (4.03 amended Sept 16, 1983)

4.04 **QUALIFICATIONS AND DUTIES.** To qualify to serve on the BOD, each candidate shall:

- A. Be a regular member of the ADS in good standing for at least the last three (3) consecutive years and a citizen or a Permanent resident of the United States.
- B. Be a person having integrity and good moral character.
- C. Have served the Society to the best his/her ability in good faith as an active participant at the local, chapter or National level.
- D. Have, or pledge to learn before his/her first Board meeting, a working knowledge of Parliamentary rules.
- E. Be proficient in the English Language.
- F. Understand and pledge to support the ADS stated goals and purposes while he /she serves on the Board.
- G. Keep overseas and American politics out of the ADS at the Chapter and National level.
- H. Have a basic knowledge of the various functions of a non-profit organization (Constitution, Bylaws, finances, budget and tax structure).
- I. Be willing, as directed by the president, to assist local chapters in planning their yearly activities and be liaison between the local chapter and National Board as well as attending a minimum of 2 functions at chapter level annually.
- J. Actively participate in the financial planning of the ADS (e.g. Fund raising, budget planning...etc.) and submit proposals for fund raising at the meeting following the Annual Convention. (4.04 added Sept 16, 1989)

4.05 **REGULAR MEETINGS.** Three regular meetings of the Board shall be held, without other than this Bylaw, as follows:

- A. Immediately after the installation of new officers, and at the same place of the Annual Convention, and shall be attended by all newly elected members of the Board as well as all the members whose terms have not expired.

B. On the day before opening day of the Annual Convention at a time and place designated by the President. The agenda of such meeting shall include the following:

- 1- Reading and approval of minutes of the last meeting and reading of the minutes of all meetings since the last Annual Convention.
- 2- Review and approval or disapproval of annual report from the National Treasurer, Executive Director, (if any), Editor of the Newsletter, and each chairperson of all special and /or standing Committees.
- 3- Personal presentation by the Convention Chairperson of all convention events, activities, and any problems existing or anticipated.
- 4- Assignment and review of duties for each member of the Board for registration day, all business and election meetings, reception line at the banquet, seating and any other duties during the Convention.
- 5- Set time and place of any special meetings during the convention.
- 6- Acceptance of the recommendations and slate of candidates for National Office from the Nomination and Election and approval or disapproval of each such nominee in accordance with Article 8.07 of the Bylaws. (4.05 amended Sept 16, 1989)

C. The day after the last day of the Annual Convention at a time and place designated by the President.

4.06 **SPECIAL MEETINGS.** Special meetings of the Board may be called by the President or any three Directors and be held at such place and time, as the person (s) calling such meeting shall fix.

4.07 **NOTICE.** Notice for any special meeting of the Board shall be given to all Board members at least five days previously thereto by written notice mailed or by telegram and shall be deemed delivered when postmarked or when received by the telegraph company. Any Board member may waive notice of any meeting and attendance at any meeting shall constitute a waiver except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

4.08 **QUORUM.** A majority of the Board shall constitute a quorum for the transaction of business at any Board meeting. If less than a majority are present, a majority of the members of the Board that are present may adjourn the meeting from time to time (not to exceed three (3) days) without further notice until a quorum is present.

4.09 **VACANCIES.** In the event any member of the Board (including President, president-elect, Vice President and Director of the Council of President) is absent from two or more consecutive Board meetings, the position held by such absentee member may be declared vacant by the remaining Board members unless good and sufficient cause be shown in writing. Being absent from any or

all Board meeting held immediately prior to, during or immediately after the Society's Annual Convention shall be considered missing only one meeting.

4.09A **Notice to Attend.** Two weeks prior to an announced scheduled meeting with the Board, all Board members shall confirm to attend to the executive Director or President of the Society. That shall be verbal or in writing. Non-attendance, in case of emergency, requires written explanation of causes for review by Board of Directors. *(4.09 added April 13 1991)*

4.09 B **VACANCIES.** In the event any member of the Board (including President, President-Elect, Vice-President and Director of the Council of President) is absent from two or more consecutive Board meetings, the position held by such absentee member may be declared vacant by the remaining Board members unless good and sufficient cause be shown in writing. Being absent from any or all Board meeting held immediately prior to, during or immediately after the Society's Annual Convention shall be considered missing only one meeting.

- A. In the event the office of President is vacated for any reason, the President-Elected (or the Vice-President, if none) shall assume the duties of President (and, if the Vice-President, be eligible for another term as President) and the Board shall elect one of their members as Vice-President if the Vice-President assumes the Presidency, who shall serve the remainder of the un-expired term(s).
- B. In the event the Director of the council of Presidents misses two or more consecutive Board meetings without showing good and sufficient cause in writing, the remaining Board may declare such position vacated and appoint a new Director of Council from the remaining members of the Council.
- C. Any other vacancy occurring on the Board and any directorship(s) to be filled by reason of an increase in the number of Directors shall be filled by appointment by the President with approval by the Board. The Director so appointed shall serve for the un-expired term of his predecessor. *(4.09 amended Sept 16, 1989).*

4.10 **REMOVAL.** The President, President-Elect, Vice-President and/or any member of the Board may be impeached, removed from office (and a qualified regular member of the Society in good standing elected in his place by the membership at the next annual Election) if two-thirds of the remaining Board members or two-thirds of the Society's members in good standing vote that such President, President-Elect, Vice-President and/or Board member is guilty of misappropriating Society funds, substantial dereliction of duties and/or committing any act which would bring discredit or disgrace to the Society or any of its chapters. Such impeachment, removal and election shall be conducted according to the procedures and rules established by the remaining members of the Board. *(4.10 amended Sept 16, 1989)*

4.11 **COMPENSATION.** Directors as such shall not receive any stated salaries for their services but, by resolution of the Board, a fixed sum and /or expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board. Nothing herein shall be construed to prevent any Director from serving in any other capacity and receiving compensation therefore.

4.12 **CONSENT.** Any action required to, or which may be taken at a Board meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all the Directors.

4.13 **MEETING BY TELEPHONE.** Any special meeting of the Board may be convened and conducted by means of long distance conference telephone if notice is given in accordance with Article 4.07 of these Bylaws and a quorum attained.

ARTICLE 5 OFFICERS

5.01 **OFFICERS.** The officers of the Society shall be a President, a President-Elect or Immediate Past-President, a Vice-President, Treasurer, a Secretary, a Convention Chairperson, and Editor of the Society Publications and such other officers as may be elected or appointed in accordance with this Article. The President, with approval by the Board, may appoint such other officers and assistant officers as he shall deem desirable, such officers to have authority and perform the duties prescribed by the Board. Any two or more offices may be held by the same person, except the offices of President and Treasurer.

5.02 **ELECTION AND TENURE.** The President, President-Elect, Vice-President and Directors shall be elected by the regular members in accordance with Article 4, and the other officers shall be appointed by the President as soon after the Annual meeting as possible. Each officer shall hold office for his or her proscribed term and until his successor shall have been duly elected or appointed and taken the oath of the office. (5.02 amended Sept 16, 1989)

5.03 **VACANCIES.** A vacancy in any office, other than President, President-Elect and Vice-President because of the death, disqualification, resignation or otherwise, may be filled by the President with approval of the Board for the unexpired portion of the term. (5.03 amended Sept 16, 1989)

5.04 **PRESIDENT.** The president shall be the principal executive officer of the Society and shall supervise, direct and execute all the business and affairs of the Society. He shall preside at all the meetings of the members and of the Board. The President shall have the privilege of discussing all matters brought before the Society or the Board and shall have the same voting rights as any other member. The President shall have the power to veto any Board decision and the Board may overturn any veto by the President by not less than a two-third-majority vote of the full body of the Board. The President shall exercise his discretion as to the number of times which any item shall appear on any given agenda and shall have the right to authorize the addition of items to any previously prepared agenda. He shall, in general, perform all duties incident to the office of President. (5.04 amended Sept 16, 1989)

5.05 **VICE-PRESIDENT.** The Vice-President shall perform such duties as may be assigned to him by the President of the Board and shall, in the absence of the President or in the event of his inability or refusal to act, perform the duties of the President.

5.06 **TREASURER.** The Treasurer shall have oversight of, and be responsible for, all funds and securities of the Society and shall, in general, perform all the duties incident to the office of Treasurer and such other duties as may be assigned to him by the President or the Board who may require him to post bond for faithful discharge of duties. (5.06 amended Sept 16, 1989)

5.07 **SECRETARY.** The Secretary shall keep the minutes of the meetings of the members and the Board of Directors, given all notice in accordance with the provisions of these Bylaws, keep a register of the post-office address of every member and, in general perform all the duties incident to the office of Secretary and such other duties as may be assigned to him by the President of the Board.

5.08 **OATH OF OFFICE.** The President shall, after the election of the officers and Directors, administer to his successor and to the newly elected officers and Directors the following "Oath of Office":

" I (Name), do hereby solemnly swear that I will faithfully execute the office of Name of Office and will, to the best of my ability, preserve, protect and defend the honor, dignity and the Constitution of the American Druze Society."

ARTICLE 6 DUES

6.01 **Annual dues.** The Board will determine the amount of annual dues payable to the National Office of the Society by members of each class. Each member will be in good standing for one year from the day the dues are paid to the National Office, setting an anniversary date for each member. (6.01 amended Sep. 21, 1990, and Nov. 11, 1995)

6.02 **REGULAR MEMBERS.** The dues for the following types of regular members will be:

A. Individual (over seventeen (17) years old not a student)	\$50.00
B. Student member (over seventeen (17) years old)	\$40.00
C. Husband and Wife	\$90.00
D. Sustaining member	\$125.00
E. Charter member	\$225.00
F. Life time member, one time only	\$1,000.00
G. Life time members, Husband and Wife	\$1,500.00

6.03 **PAID AT CONVENTION.** Individual and Husband & Wife dues paid at the Annual Convention shall be \$ 55.00 and \$105.00 respectively, unless proof of payment is presented at registration.

6.04 **ASSOCIATE MEMBERS.** The dues of the following types of associate members will be:

A. Associate (not a Druze)	\$35.00
B. Contributor	\$50.00
C. Benefactor	\$100.00

(Article 6 amended Nov 19, 1983 and Sept 20, 1988)

ARTICLE 7 ANNUAL CONVENTION

7.01 The general National Business Conference shall be held once a year and shall be known as the Annual Convention.

7.02 Times and places of the Annual convention shall be selected by the Board based on a feasibility study report and a written request by the Chapter of Druze community, if any. (7.02 amended Sept 16, 1989)

7.03 The Annual Membership Business Meeting and installation of officers shall take place at the Annual Convention. (7.03 amended Sept 16, 1989)

7.04 The President of the Society shall appoint annually a qualified and experienced person to serve as the Convention Chairperson who shall serve as directed by the Board. (7.04 amended Sept 16, 1989 and Sept. 21, 1990)

7.05 The Convention Coordinator and Convention Committee will be selected primarily from the Druze community or chapter, if any, where the convention is to be held with under the supervision of and in coordination with the Convention Chairperson. The Board will submit its recommendations regarding all activities and program to the Committee which shall review same and present its finalized written proposed budget and plans for the Convention by December 1st to the Chairperson who in turn will present same for approve to the National Board at its next meeting after December 1st at which time the Board shall approve or amend the Committee's proposals and the Committee shall thereafter implement such final plans, program, and budget. Any deviation from said final plans, program, banquet and budget must be approved in writing by the president. The Board will plan, select and control the banquet program, banquet speakers, and master of ceremonies. Any guests to the convention or banquet shall be invited by the President of the Society who will consider recommendations by the committee, Board and Society members. (7.05 added Sept 16, 1989)

ARTICLE 8 COMMITTEES

8.01 There shall be permanent standing committees as follows:

- A. Committee on Religious Affairs (CORA)
- B. Information Committee
- C. Youth of the American Druze Society (YADS)
- D. Fund Raising Committee
- E. Nomination and Elections Committee
- F. Council of Elders
- G. Committee on Research and Development
- H. Committee of Education and Fine Arts
- I. Women Auxiliary Committee
- J. Membership Committee

(8.01 amended Sept 16, 1989; Sept 21, 1990; and Nov 11, 1995)

8.02 **CHAIRPERSONS.** The President, with the approval of the Board, shall appoint the Chairperson of each of the standing committees who shall recommend to the Board for its approval the members he wishes to serve on his committee. Each committee shall have and exercise the authority of the Board in

the management of the activities of that committee within the limits established by the Board. (8.02 amended Sept 16, 1989)

8.03 **FUNCTIONAL STATEMENTS.** Functional statements for each standing committee shall be written and approval by the Board, explaining each committee's purposes and limitations and such functional statement shall be written and approval before any vote taken to create any new standing committee. (8.03 amended Sept 16, 1989)

8.04 **OTHER COMMITTEES.** The National President shall appoint such other chairpersons to manage such other committees, as he deems necessary to effectively achieve the purposes of his office and the management of the affairs of the Society. These chairpersons shall perform their duties at the direction of the President and their committees shall be dissolved upon completion of their specific tasks.

8.05 **CHAIRPERSON TENURE.** All committee Chairperson shall serve a two (2) years term which terminates with the expiration of the term of the President appointing them. Any Chairperson may continue to serve in that position if requested by the new President who shall, immediately after taking office, appoint qualified Chairpersons of all permanent committees who are regular members in good standing. All Chairpersons must submit two written reports annually as well as a yearly report at the Annual Convention. In the event any committee has a year of no substantial activity, its Chairperson may be replaced by the President with the approval of the Board. (8.05 added Sept 16, 1989)

8.06 **COUNCIL OF ELDERS (COE).** The COE shall be composed of a minimum of seven (7) regular members of the Society and in good standing. COE members shall be appointed by the Board of Directors from members whose commitment, devotion and contribution to the welfare and advancement of the Society and its and goals have been well demonstrated throughout past years regardless of age. The duties of the COE are:

- (1) To provide guidance and advice to the Board to achieve the religious, cultural and financial goals of the Society;
- (2) To propose ways and means to raise funds;
- (3) To assist the Board in the overall management of the Society's activities in an advisory capacity. (8.05 added Sept 16, 1989)

ARTICLE 9 CHAPTERS

9.01 **STARTING A CHAPTER.** A group of not less than twenty (20) persons eligible for regular membership desiring to associate with and act a Chapter of the Society and, in that capacity, to aid the Society in accomplishing the purposes of the Society as stated in its National Constitution and Bylaws, may become a Chapter in accordance with the rules and regulations contained in the Society's Chapter Manual. (9.01 amended Sept 16, 1989 and Nov 11, 1995)

9.02 **POLICIES.** Every chapter shall agree to act in conformity with such rules, regulations and policies as the Society may from time to time prescribe.

9.03 **CHAPTER HANDBOOK.** The Chapter Handbook of the American Druze Society, as amended, is hereby incorporated by reference and shall have the same force and effect as if set out in these Bylaws word for word.

9.04 Chapters must maintain a minimum of twenty (20) paid members in order to remain a Chapter in good standing. (9.04 added Sept 21, 1990; amended Nov 11, 1995)

ARTICLE 10 COUNCIL OF PRESIDENTS

10.01 **COMPOSITION.** The President of each chapter of the Society and the elected chairperson of each ADS branch shall be a member of the Council of Presidents. The council of presidents shall consist of four (4) conference Presidents representing four (4) main regional areas in the in the United States: North East Conference, Southern Conference, Central Conference and Pacific Conference. (10.01 amended Nov 11, 1995)

10.02 **DIRECTOR.** The members of the Council shall elect from their number a person to serve as Director who shall be the principal spokesman for the Council. He shall preside at all meetings of the Council and will prepare, in advance, the agenda of the meeting.

10.03 **QUALIFICATIONS.** Each member of the Council of the President shall be a regular member of the society in good standing and an American citizen or permanent resident of the United States.

10.04 **TENURE.** The term of the Director of the Council and the terms of all other members of the Council shall be two (2) years. (10.04 amended Sept 16, 1989)

10.05 **DIRECTOR ON BOARD.** The qualified and duly elected Director of the Council of the Presidents shall be voting member of the Board of Directors of the Society.

10.06 **BOARD ADVISORS.** All members of the Council shall be Advisors to the Board of Directors of the Society and may attend and participate in Board meeting but shall not, with the exception of the Director of the Council, be allowed to vote. (10.07 deleted Sept 16, 1989)

ARTICLE 11 BOOKS AND RECORDS

11.01 The Society and each of its Chapters shall keep complete and uniform books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees, and shall keep, at its principal office, a record giving the names and addresses of the members entitle to vote. All books and records may be inspected by a member for any proper purpose at any reasonable time.

ARTICLE 12 FISCAL YEAR

12.01 The fiscal year of the Society shall begin on January 1st and end on December 31st in each year. (12.01 amended Sept 16, 1989)

ARTICLE 13 FINANCIAL AND ACCOUNTING PROCEDURES (Amended Sept 21, 1991)

13.01 **CONTRACTS.** The President of the Society, any other officer or agent, authorized by the Board, may enter into any contract or execute instruments in the name of and in behalf of the society in the normal course of business; at all other times Board authority shall be required, such authority being general or confined to specific circumstances.

13.02 **CHECKS & DRAFTS.** All checks and drafts or orders for the payment of money, notes or other indebtedness shall be signed by the person or persons authorized and directed by the Board. No amount in excess of \$2,000 may be expended without prior Board approval. (13.02 amended Sept 16, 1989)

13.03 **DEPOSITS.** All funds of the Society shall be deposited from time to time to the credit of the Society in such banks, trust companies, or other depositories as the Board may select.

13.04 The Board may accept on behalf of the Society any contribution, gift, bequest or devise for the general purposes or for any specific purpose of the Society.

13.05 All chapters, committees and other constituents of the Society shall open an account in the name of the Chapter, Committee or the Constituent with a prefix ADS (13.05 added Sept 21, 1990)

13.06 The officers of the chapters, committees or constituents shall be under obligation personally by virtue of their office to submit documentation pertaining to the deposits and expenditures acceptable to the National Treasurer in keeping with accounting practice. However, National Treasurer shall provide a uniform system for setting up accounts books. (13.06 added Sept 21, 1990)

13.07 The officers of the chapters, committees or constituents shall submit consolidated quarterly and yearly reports within fifteen (15) days of the end of the quarter or the year. (13.07 added Sept 21, 1990)

13.08 Any deviation and /or neglect in spirit and letter of the foregoing provision pertaining to the accounts shall constitute the basis of disciplinary action by the Board of Directors of the Society. (13.08 added Sept 21, 1990)

13.09 The President and the National Treasurer shall make everything possible to keep the society's financial system in order including bookkeeping, reporting to IRS and shall initiate legal action as and when necessary in the interest of keeping proper accounts and protecting the property of the Society. Such action shall be reported to the Board of the Society. (13.09 added Sept 21, 1990)

13.10 All immovable and movable properties purchased by the chapters, committees and constituents shall be in the name of ADS. (13.10 added Sept 21, 1990)

13.11 Disbursement of the restricted funds shall be made only upon approval of the National Board. (13.11 added Sept 21, 1990)

ARTICLE 14 SEAL

14.01 The Board shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the word "Corporate Seal of the American Society" a five-pointed star representing the five Principles (H'dood) of the Druze faith, and the year 1946.

ARTICLE 15 AMENDMENTS TO BYLAWS

15.01 These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a vote of no less than 75% of the Board present at any regular or special meeting, if at least ten (10) days' written notice is given of such intention to alter, amend, or repeal these Bylaws or to adopt new Bylaws at such meeting. (15.01 amended Sept 16, 1989)

ORIGINALLY AMENDED AND ADOPTED ON THE 26TH DAY OF MAY 1979

Item No. 7 Amendment to the ADS Bylaws

The following amendments placed for approval.

Amendment No 1

Article 8.01 to be amended as follows:

8.01. There shall be permanent standing committees as follows:

- A. Committee on Religious Affairs (CORA)
- B. Information Committee *(1)
- C. Youth of the American Druze Society (YADS)
- D. Fund Raising Committee
- E. Nomination and Elections Committee
- F. Council of Elders
- G. Committee on Research and Development *(2)
- H. Committee of Education and Fine Arts*(3)
- I. Women Auxiliary Committee
- J. Membership Committee

(1) *Information Committee* to be added and Scholarship Loan Fund and Publications Committee to be deleted.

(2) Committee on Research and Education to be changed to *Committee on Research and Development*.

(3) Archives, Fine Arts, Arabic Language and Culture to be changed to *Committee of Education and Fine Arts*.

Amendment No 2

Article 9.01 to be amended as follows:

9.01. **Starting a Chapter.** A group of not less than twenty (20) * persons eligible for regular membership desiring to associate with and act as a chapter of the Society and, in the capacity, to aid the Society in accomplishing the purposes of the society as stated in its National Constitution and Bylaws, may become a chapter in accordance with the rules and regulations contained in the Society's Chapter Manual.

*To change 25 to 20

Amendment No 3

Article 9.04 to be amended as follows:

9.04. Chapters must maintain a minimum twenty (20)* paid members in order to remain a Chapter in good standing.

*To change 25 to 20

Amendment No 4

Article 10:01 "Council of President" to be amended as follows:

10.01 The President of each chapter of the Society and the elected chairperson of each ADS branch shall be a member of the Council of Presidents. The council of presidents shall consist of four (4) conference Presidents representing four (4) main regional areas in the in the United States: North East Conference, Southern Conference, Central Conference and Pacific Conference.

Amendment No. 5

Article 6.01 reads as follows:

6.01 Annual Dues. The Board will determine the amount of annual dues payable to the National Office of the Society by members of each class. Dues shall be payable between January and March each year directly to the National Office.

Article 6.01 to be amended as follows:

6.01: Annual Dues. The Board will determine the amount of annual dues payable to the National Office of the Society by members of each class. Each member will be in good standing for one year from the day the dues are paid to the National Office, setting an anniversary date for each member.

Item # 8 Proposed Amendments of Chapter Manual

Amendment No. 1

Article 3.03 to be amended as follows:

3.03 **Election.** An annual election shall be held at the place and time to be notified by the Chapter Board in consultation with the National President. Candidates for the offices of President, Vice-president, Secretary, Treasurer and directors shall be elected by majority both of those regular members in good standing thirty (30) days before the elections present and voting and/or by a single identified ballot returned by mail in accordance with article 4.02 4.03 of these Bylaws. The voting shall be in secret ballot.

Amendment No. 2

Article 4.04 to be amended as follows:

4.04 **Qualification.** Chapter President and Vice-President should have been regular members of the society in good standing for not less than one year prior to standing for election for the office. Chapter Board members shall be members in good standing thirty (30) days prior to the election.

Amendment No. 3

To add the following under section A. Principal functions of the Chapter/Branch

1. Except with extreme inability, the chapter must hold at least eight (8) religious meetings or seminars every year in association with the National Office.
2. The chapter will work with the Committee of Education and Fine Arts establish an Arabic School for the community.
3. It is the responsibility of the chapter to furnish the National Office with the mailing list and other relevant information of the Druze community in their jurisdiction.

Amendment No. 4

David gave notice in previous meeting to add article 14 to Chapter Bylaws:

I. Chapters that fail to report 25 or more paid members in good standing to the National Society Executive offices by March 1, of any calendar year shall be contacted:

14.01. First by the Director of Council of Presidents or ADS Executive Director.

14.2 Second by the National President /Executive Director.

14.3. If no response, third contact shall be by letter to all eligible members of the involved chapter explaining the ramification of non-compliance with membership requirements for chapter eligibility.

Chapter will be dissolved if minimum, recorded paid membership of 25 is not achieved by April 31 of the calendar year.