

**THE INTER-SERVICE CLUB COUNCIL  
OF ARLINGTON, VIRGINIA  
By-laws**

**Foreword.** The Inter-Service Club Council of Arlington, Virginia is an association organized in 1940 for liaison between the various service clubs/organizations of Arlington. Its purpose in effect is to act as a clearinghouse for the exchange of ideas the furthering of the objectives of an amity of relations between its member clubs/organizations.

**By-laws**

**Article 1**

Name

The name of the organization shall be: **The Inter-service Club Council of Arlington, Virginia**

**Article II**

Objectives

The objectives of this Council shall be:

1. To promote friendship, good will and understanding among the member clubs/organizations.
2. To coordinate projects among the various service clubs/organizations so that a conflict of interest may be alleviated as such as possible.
3. To discuss community problems and to do their part to influence clubs/organizations toward making the community a better place in which to live.
4. To exchange ideas and strengthen the individual clubs membership and community awareness.

**Article III**

Membership and Membership Qualifications

**Section 1.** Membership in the Inter-Service Club Council shall be by clubs/organizations and shall be limited to service clubs/organizations in Arlington County. Service clubs/organizations may apply for membership in the Council by submitting a written request for membership to the President of the Council. The application should provide a brief description of the aims of the club/organization; services provided to the community in terms of time and money and identify regular fund raising programs. All applications for membership in the Inter-Service Club Council shall be presented at or before the regular meeting to the President. The delegation will be notified of the pending application at the meeting and will vote on its acceptance at the next regularly scheduled meeting.

A service club/organization shall be defined as: voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations. A service club is defined first by its service mission. Secondary membership benefits, such as social occasions, networking, and personal growth opportunities encourage involvement. A service organization is not necessarily exclusive of ideological motives, although organizations with such defined motives are more likely to identify themselves through their association. Much like the historical religious organizations formed the basis for many of societal institutions, such as hospitals, service organizations perform many essential services for their community and other worthy causes. In the United States, these organizations are commonly tax exempt, 501(c)(3) non-profit organizations.

The Council shall determine the eligibility for each applicant.

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A 2/3 affirmative vote will be required by the clubs/organization present and voting for the approval of an applicant's membership.

**Section 2.** Each member club/organization of the Inter-Service Club Council shall be represented by their President and/or a delegate selected by the club/organization. It is recommended that ~~at least one delegate will have been a former member of the Council and that, if possible,~~ the delegate be appointed for the term January through December. All clubs/organizations may have additional representatives attend the meetings, and may designate additional members to be associate delegates.

**Section 3.** All past presidents of the Council shall be considered as Honorary Delegates, entitled, upon request, to receive all correspondence and publications and attend meetings, but shall not be entitled to participate in any vote unless their member club has designated them as regular voting delegates.

Provisions will be made to permit affiliate membership whereby groups or individuals approved for membership will be placed on the mailing distribution list for newsletters and events, and are encouraged to attend meetings; however, these members will not be entitled to participate in any vote.

**Article IV**  
Meetings

**Section 1.** Meetings shall be held every month, except July, August and December, unless otherwise decided by a majority vote of the member clubs/organizations at any regularly constituted meeting. The meeting time and place is to be decided by vote of the member clubs/organizations. Special meetings may be called by the President or upon written request of the three member clubs/organizations. All special meetings will require five days notice sent by regular mail by the Secretary to all delegates of the member clubs/organizations. The meeting in October shall be designated at the Annual Meeting of the Council and at this meeting the officers of the Council shall be elected and the Council shall review the affairs of the current year. The Secretary shall send notice of such annual meeting to each delegate not less than five days prior to said meeting.

**Section 2.** A quorum to transact all business at any properly called meeting shall consist of 1/3 of the member clubs/organization of the Council.

**Section 3.** A majority of member clubs/organizations present at a meeting shall carry any measure, unless otherwise specified in the By-Laws, provided a quorum is present.

**Section 4.** Meetings will be conducted on the basis of Robert's Rules of Order, Newly Revised.

**Section 5.** In all matters requiring a vote including election of the officers of the Council, each member club/organization shall have one (1) vote only.

**Section 6.** A motion to refer any question to the member clubs/organizations is non-debatable and receives priority. By a majority vote of the member clubs/organizations, the question will be referred to the clubs/organization and the procedure referred to in Article II, Section 1 will be followed.

**Article V**  
Fiscal Year

The Fiscal year of the Council shall be the calendar year.

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### Article VI

#### Dues and Assessments

**Section 1.** The annual dues shall become due and payable during the first quarter of our fiscal year. The initial dues of new member clubs/organizations will be full dues if notified of acceptance by June 30 and half-dues if notified between June 30 and September 15. After September 15, the dues check will be credited towards the next year's dues.

### Article VII

#### Officers

**Section 1.** The officers of the Council shall consist of a President, Vice President, Secretary and Treasurer and shall serve for the fiscal year. The elected officers and the Council's Immediate Past President shall constitute the Executive Board of the Council.

**Section 2.** The President shall be the chief officer of the Council and shall preside at all meetings. The President shall appoint all Committee Chairmen.

The Vice-President shall act for the President in the absence of the President.

The Secretary shall keep adequate records of all official proceedings of the Council; keep a file of the By-Laws and all other documents and correspondence relative to the affairs of the Council, turning them over to the Archives Committee for the permanent file. The Secretary shall notify members of meetings and other pertinent matters.

The Treasurer shall collect all dues and be responsible for an accounting of all monies collected and disbursed. The Treasurer shall open a checking account with any bank in Arlington; provide necessary signature cards for said account. The Treasurer shall sign checks for Council expenditures. The Treasurer will report at every meeting the status of our accounts.

### Article VIII

#### Nominations and Elections of Officers

**Section 1.** The President shall appoint a nominating committee at the March meeting. This committee shall be composed of three persons, each from a different club/organization. This committee shall submit a slate of candidates for the offices of President, Vice-President, Secretary and Treasurer at the June meeting. At the Annual Meeting, nominations for all offices may be made from the floor.

**Section 2.** Elections will be held at the Annual Meeting. ~~The President and Vice President shall not succeed themselves in the office to which elected.~~ The nominating committee is encouraged to seek new nominees for the offices of President and Vice President. There is no limitation on the tenure of the office of Secretary and Treasurer.

**Section 3.** Newly elected officers shall be presented at the November Annual Luncheon meeting and assume the duties of their respective offices on January 1.

### Article IX

#### Committees

**Section 1.** The Standing Committees of the Council will be as follows: 1. November Luncheon 2. Signs Speaker 3. Archives 4. Nominating 5.Membership

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Section 2. The Vice-President of the Council shall serve as chairman of the November Luncheon Committee.

Article X  
Amendment or Repeal of By-Laws

By-Laws may be amended or repealed by a 2/3 vote of the member clubs/organizations present at any regular or special meeting provided a quorum is present and provided that notice describing the proposed change is sent to all delegates at least one month prior to voting.