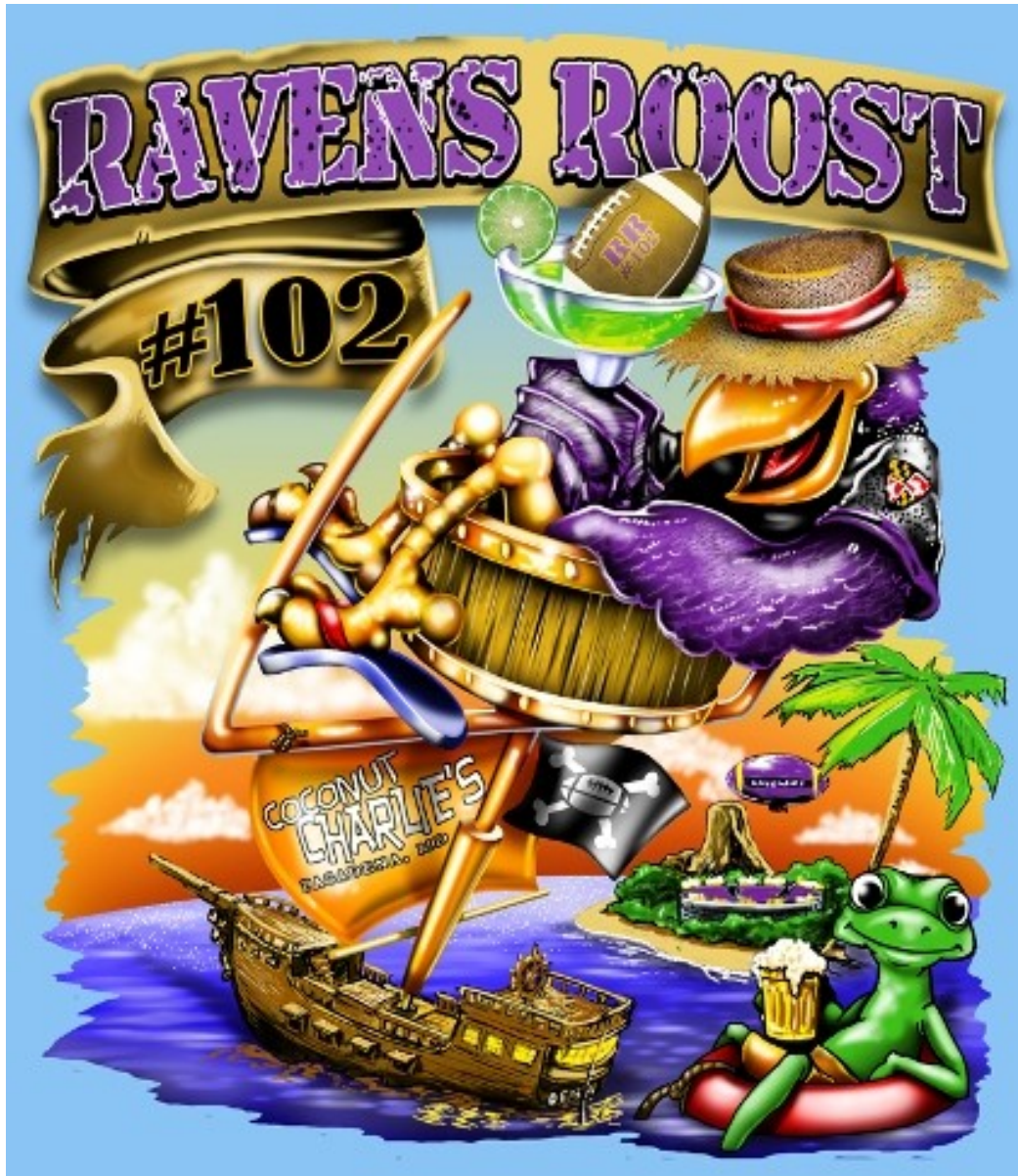


**BY – LAWS**  
of  
**RAVENS ROOST #102, INC.**

**FORT SMALLWOOD, MD**



NOTE: Throughout these By-Laws any reference to gender is to be interpreted and meaning both genders. This organization and all of its functions shows no bias to gender.

*Revised April 1, 2009*

**RAVENS ROOST #102, INC.  
BY-LAWS**

**ARTICLE I                    NAME**

The name of this organization shall be Ravens Roost #102, Fort Smallwood, MD.

**ARTICLE II                    MEETING PLACE AND OFFICE**

The principal meeting place of the Roost shall be designated by majority vote of members present at such meeting to decide meeting place. The Executive office shall be the President's home and/or office.

**ARTICLE III                    PURPOSE AND OBJECTIVES**

The purpose and objectives of this organization shall be to organize and maintain a NON-PROFIT Corporation exclusively for pleasure, recreation and other similar non-profitable purposes. This organization is dedicated to the pleasure of the members, to unite in the bonds of fellowship through discussion of the great game of professional football and to use its best efforts to promote football excursions during football season. This Roost shall also become involved in its community by contributing cash contributions and support help to local charities and needy community members. This Roost shall not engage in any political activities whatsoever.

**ARTICLE IV                    GOVERNMENT OF THE ROOST**

1. The Roost is governed by the Officers, Board of Directors, and by the members assembled at the meeting of the Roost.
2. This Roost shall abide by conditions of membership of the Council of Baltimore Ravens Roosts.
3. Robert's Rules of Order, revised on all points not covered by these By-Laws, shall govern the Roost.

**ARTICLE V                    FUNDS**

1. No appropriation of the funds of this Roost shall be made except for the benefit and welfare of the Roost.
2. The funds of the Roost shall be deposited in a bonafide bank.
3. Two officers will sign all checks. The President and/or Treasurer shall sign all checks.
4. The Vice President will also have the authority to sign checks if a second officer is needed.
5. Under normal conditions all requests for allocation of Roost funds shall be first submitted to the Board of Directors for review. If a request for Roost funds is time sensitive then the request may be brought to the general membership in a form of a motion under New Business. The Board of Directors shall take such recommendation for expenditures of the Roosts' funds into consideration and review. After consideration and review, the Board will present its findings to the floor, if favorable or unfavorable. The membership shall vote to either accept or reject recommendations.

**ARTICLE VI            OFFICERS**

**1. ELECTED POSITIONS**

The Elected Positions shall be as follows:

OFFICERS	TERM
President	1 year
Vice-President	1 year
Secretary	1 year
Treasurer	1 year
Sergeant at Arms	1 year

**BOARD OF DIRECTORS**

Chairman of the Board	1 year
Director #1	1 year
Director #2	1 year
Director #3	1 year
Director #4	1 year

**2. PRESIDENT**

- A. The President shall preside at all meetings to enforce order and strict observance of the Rules and By-Laws of the Organization, appoint the committee chairman as listed in ARTICLE X.
- B. The President shall automatically become a member of the Board of Directors for a term of one (1) year after his term of office ends.
- C. The President shall appoint a Chairman for all committees.
- D. The President is an ex-officio a member of all committees except the nominating committee, to perform such duties as custom and parliamentary procedure requires and attends the Council Meetings or sends a designated representative with authority to vote.
- E. The President shall sign checks and orders upon the Treasurer, authorized by the vote of the Roost. He shall declare all members suspended whom the Membership Chairman reports in arrears.
- F. If for any reason the President is dropped, resigns, or is expelled or impeached from office, the Vice-President will serve as the President for the remainder of the term and a new Vice-President shall be elected. In the absence of the President, the Vice-President will assume the duties of the President.
- G. The president shall have the power to spend up to one hundred dollars (\$100.00) in Roost welfare without the permission of the Board of Directors or members. The President will partner with the Treasurer in such instances.
- H. In case of emergency, the President shall have the power address situations that require action immediately to prevent further trouble, without the meeting of the Board of Directors, if the case so warrants.
- I. In the event of death or resignation of any elected officer an appointee of the President shall fill the vacant office for the unexpired term of office.

### 3. VICE PRESIDENT

- A. The Vice-President shall assist the President in the discharge of his own duties and in the absence of the President preside and perform the duties of the President. In case of death, resignation or removal from office, the Vice-President shall automatically become the President for the remainder of the term.

### 4. SECRETARY

- A. The Recording Secretary shall record the proceedings of all meetings of the Roost; to notify officers, committees and delegates of their election, if they were absent from the meeting and furnish each committee with material referred to them. Prior to each meeting, prepare an outline of business, listing in order items that are to be brought up at the meetings, if the presiding officer so desires; call the meeting to order in the absence of the President and preside over the election of a temporary presiding officer.
- B. In the absence of the Vice-President the Recording Secretary will follow proper procedure thereof.
- C. It shall be the duty of the Secretary to send all official notices and correspondence when required to do so by the President, Board of Directors or as voted on by the membership.
- D. It is his responsibility to receive all official mail of the Roost and to maintain the Post Office Box.

### 5. TREASURER:

- A. It shall be the duty of the Treasurer to receive all monies accruing from all sources.
- B. He shall pay all bills against the Roost when duly authorized. All outstanding bills will be paid by check, countersigned by the President and/or Vice-President. He shall pay no bills or claims unless endorsed by the Board of Directors and or vouchers countersigned by the President, and in his absence, the Vice-President.
- C. He shall keep an accurate account of all monies received and paid out, and keep the accounts so balanced that any time the Roost requires, he can give a full and accurate statement of its condition.
- D. All financial records are the responsibility of the Treasurer and are to be in his possession at all times. All books shall be kept on a Fiscal Year basis.
- E. The Treasurer shall submit a Financial Statement in Triplicate at each Regular Meeting. Copies of the Statement are to be distributed to the President, the Chairman of the Auditing Committee, and the Treasurer's file.
- F. The Treasurer shall be responsible for the preparation of the following forms at the end of his tenure in office on an annual basis. All forms will be made in triplicate for the files.
  - Closing entries in the General Journal
  - Balance Sheet showing Financial Condition
  - Opening Balances for the upcoming new year
  - All State and Federal Tax forms and reports as required by law
- G. The Treasurer shall be responsible for maintaining all archived financial records as required by both Federal and State Laws. The Treasurer shall deliver all books, files and other property belonging to the Roost in his possession to his successor, in office, or to whom the Roost may appoint or designate.

- H. The Treasurer shall be responsible for depositing all funds on hand as soon as possible. He shall issue a receipt to any officer, committeeman or member turning in monies due or owed to the Roost.

#### 6. SERGEANT AT ARMS

- A. It shall be the duty of the Sergeant at Arms to inform all members in the meeting area that the meeting will be called to order within five (5) minutes of call to order.
- B. He will help maintain order.
- C. At the Call to Order at any meeting, the Sergeant at Arms will lead the members in the Pledge of Allegiance to the U.S. Flag.
- D. When the President calls for a hand vote, he will count raised hands and report such counts to the Chair. On all ballot votes, he shall pass out ballots to members and collect them, returning them to the Chair for count.
- E. The Sergeant at Arms is responsible for selling the 50-50 raffle tickets at all Roost meetings. He shall collect the money, have the winning ticket selected, award the prize, and turn over remaining money to the treasurer.
- F. The Sergeant at Arms may appoint members to assist him as necessary to carry out the duties of this office.

#### 7. BOARD OF DIRECTORS

- A. The Roost shall have a Board of Directors consisting of five (5) elected members. The past President shall automatically serve one (1) year on the Board of Directors after leaving office. Thus the Board of Directors will number no less than five (5) Board members.
- B. If the President is elected to a second term of office, an additional member shall be nominated and elected from the body for a one-year term. Thus keeping the Board of Directors at five (5) members.
- C. No bills of the Roost shall be paid without the approval of the Board of Directors in excess of One Hundred Dollars (\$100.00). All materials and/or properties to be purchased, held, sold or disbursed over \$100.00, the Board of Directors shall vote on said issue.
- D. The Chairman at the first meeting shall give notice of all meetings, regular or special.
- E. The Chairman of the Board is not allowed to vote on any issue except in case of a tie.
- F. The Board shall act on all proposals for membership recommending or rejecting candidates according to true, unbiased and conscientious motives.
- G. If a member of the board fails to attend fifty percent of the regularly scheduled meetings within a twelve-month period without sufficient reason acceptable to the Board, the Chairman of the Board shall declare his place vacant.
- H. In case of death or resignation of any member of the Board, the vacant office shall be filled by an election of the membership at the next regular meeting of the Roost.
- I. The Board of Directors shall have their own copy of the By-Laws of the Roost, and are required to keep them up to date at all times. The Chairman of the Board can therefore answer any question arising in Rules and Regulations of the Roost intelligently and accurately.

## ARTICLE VII                    NOMINATIONS AND ELECTIONS

1. At the regularly scheduled meeting in November a committee on nominations consisting of three (3) members shall be chosen. One (1) member shall be nominated and elected from the floor and shall be Chairman of said committee. The Chairman shall then appoint one (1) additional member.
2. It shall be the duty of this committee to recruit and accept nominations of qualified members in good standing to run for elected positions.
3. Any member in good standing will be eligible as candidate for office, provided he be a member of the Roost for at least for (4) months prior to nominations and have their dues paid to date.
4. The list of candidates will be read at the December meeting. Nominations also may be made from floor at this time. After said meeting the nomination shall then be closed for now and thereafter.
5. A member at no time during the elections will be eligible to run for more than one (1) office.
6. The committee will prepare a written ballot for voting.
7. All elected officers will be elected by a secret written ballot at the regular meeting of the Roost in January and will be installed at the Roost's regularly scheduled meeting in February. The President abstains from voting on all elected positions except to break a deadlock.
8. The Chairman of the Nominating Committee and the other two members will validate and count all ballots. The committee's decision is final. A simple majority vote shall constitute an election. Ballots will be handed over to Recording Secretary for archive records.
9. Should any nominee(s) running for elected office run unopposed, their name must appear on the ballot. The Chairman of the Nominations Committee will declare them elected by casting a single vote for them.
10. There are no absentee ballots or voting allowed.
11. A transition meeting will be held within 3 weeks following the election. All outgoing officers and board members will meet with all incoming officers and board members. This meeting shall take place even if the same elected officers and board members are returning to office. The purpose of the meeting is to organize and set goals for the governing body to achieve in the coming year of office.

## ARTICLE VIII                    OATH OF OFFICE

1. The Past President will administer the Oath of Office to the newly elected Officers at the first regular scheduled meeting after the elections.
2. THE OATH:

I, (**State Name**) do solemnly swear or affirm that I will faithfully execute the office of (**State Office**), of Ravens Roost # 102 Inc., and will to the best of my ability preserve, protect and see that the provisions of the By-Laws of Ravens Roost # 102 are enforced, respected and all decisions of the Board of Directors are strictly adhered to.

## ARTICLE IX                    CHARGES

1. Any officer may be removed from office for inattention to his duties if the officer to which he was legally elected or appointed or for conduct unbecoming his standing in the Roost by a 2/3rd vote of the Roost members. Any officer against whom charges have been preferred shall have a fair and impartial trial in accordance with the By-Laws Rules and Regulations of the Roost. He may, however, officiate until the charges have been sustained unless ordered by the membership.

2. An officer impelled by unselfish and justifiable motive has the privilege of resigning, but such resignation must invariably be made in writing to the Board.
3. Should an officer be absent himself for three (3) consecutive meetings without sufficient cause acceptable to the Roost, and then the office occupied by said officer shall be declared vacant by the President. A successor shall be named to service the remainder of the term shall be elected in accordance with the provisions of ARTICLE VI, Sec 2I.
4. Charges against any officer of the Roost must be made in writing and without debate referred to a committee for investigation. This Committee shall be picked by the President out of the membership and shall consist of a Chairman and two (2) committeemen. (If the President is being charged then the Vice-President and so on down the line of officers until a legal officer is found to pick said Committee). This committee shall have no elected officers or board members on it. The committee, after a thorough investigation, shall report their findings to the President at the next regularly scheduled meeting following completion of the Committees' investigation with a synopsis of testimony taken. Their findings, whether guilty or not guilty, and should action as deemed justified by the facts contained therein.
5. After said hearing and/or hearings a member and/or officer, has the privilege and right (within sixty (60) days) to request a new hearing, this time by his fellow members. A letter to this effect must be presented to the President or legal officer of the Roost, who conducted this hearing and/or hearings, within the said period for a rehearing. If a member and/or officer does not take up this option, the verdict will be considered just and closed. If a member does decide to take his option, he has the right to either defend himself or have fellow member to act as his attorney in his behalf.
6. When the member and/or officer's attorney accepts said option and wins his case, all privileges and rights so suspended shall be reinstated from the date of said suspension and member and/or officer will again be reinstated without prejudice and be once again a member in good standing.
7. All members will take a written vote then present and accounted for at said meetings. Two-thirds (2/3) majorities vote of the then present and accounted for members is necessary for acquittal of all charges.

## ARTICLE X COMMITTEES

1. Committees are small groups of members with special duties.
2. The President shall appoint all committee Chairman with the exception of the Nominating Committee (see ARTICLE VII, Section1).
3. Standing Committees shall be as follows:

Membership	Auditing	Charity/Entertainment
Website/Newsletter	By-Laws	Nominating (during elections)

Committees may be created and/or changed when deemed necessary by the Officers and the Board of Directors.

#### 4. BY-LAWS COMMITTEE

It shall be the duty of the Constitution and By-Laws Committee to take into consideration any required changes in the By-Laws as brought forth from the membership. They shall see that all prospective change be handled in accordance with ARTICLE XX of the By-Laws. They shall see that all changes or amendments to the By-Laws are properly entered in the By-Laws book and that all members be notified of any such changes or amendments. The Chairman of this committee will also serve as Parliamentarian.

The Parliamentarian's duty is to advise the presiding officer on points of parliamentary procedure. Any question or challenges to Robert's Rules of Order will be interpreted and the Parliamentarian will have final say.

#### 5. WEBSITE/NEWSLETTER

The Roost website and newsletter, being important communication factors of the Roost, shall be available for use by all officers, all committees, committee chairmen and all members. The Website/Newsletter Chairman will help develop our Roost website, updating that information as deemed necessary and when appropriate. An online newsletter will be included on the website. The Chairman will furnish the membership with a deadline on the next update of the online newsletter and should make every effort to have the updated version available one (1) week in advance of each meeting. The Chairman shall make sure he has the President's message, the Recording Secretary's minutes, Entertainment Chairman's report plus any other committee or member who has anything pertaining to or of interest to the membership. The Chairman may appoint members to assist him as necessary to carry out the duties of this committee. Creating, maintaining, and improving our Roost website will be an ongoing process and ALL members are encouraged to offer their own suggestions and expertise towards it's improvement.

#### 6. CHARITY/ENTERTAINMENT COMMITTEE

- A. It shall be the duty of the CHARITY/Entertainment Committee to set up projects, fundraisers, parties and affairs to support and benefit the membership, the Roost and our charity partners. This Committee shall be responsible for setting up dates, costs, locations and arrangements for all social affairs, but not commit itself to any obligation unless first submitted and approved by the President and Board of Directors.
- B. The Entertainment Chairman shall keep the membership informed of progress on all affairs. He shall be responsible for all monies accrued in each affair and see that the monies are turned over to the treasurer upon completion of each affair. Final figures of each affair shall be presented to the Audit Committee for verification and then presented to the Board of Directors for record.

#### 7. AUDITING COMMITTEE

- A. The auditor shall be Chairman of a committee of which he will pick or appoint one additional member in good standing to act as committeemen for the auditing of the Roost' books. This will be done on a semi-annual basis.
- B. The auditor will render a report thereof on the findings by his committee. These reports shall be made in triplicate, a copy to the President, a copy to the Treasurer and a copy to the Auditors file.
- C. The Auditing Committee shall audit the books and records of the Charity/Entertainment Chairman after each Roost sponsored affair to assure that all records are correct and receipts are in order.

## 8. MEMBERSHIP COMMITTEE

- A. The Membership Chairman shall select one additional member in good standing to assist him in the Membership Committee. Thus making a Committee of two (2) members whom will be known as the Investigating Committee whose purpose would be to screen all prospective members.
- B. The Membership Committee Chairman has an open invitation to attend all Board Meetings to bring back reports on all prospective members. Upon information received by the Membership Committee, the Board shall cast a vote as to favorable or unfavorable to accept the prospective member. The Board's favorable recommendation on the prospective member will then be presented to the membership for final vote to accept or reject such member. Should the Board vote unfavorable, then the Membership Chairman will notify prospective member of such decision and return the application fee.
- C. The membership committee shall notify all members two (2) months in advance that their dues are due and payable. Dues must be paid within thirty (30) days after the due date or membership in the Roost will be forfeited. The Membership Chairman shall report all the names of those who should be dropped from the membership roster in case and/or delinquency of a member's dues. He will turn all monies so collected over to the Treasurer along with the member's name.

## ARTICLE XI MEMBERSHIP

### 1. Membership in this organization shall be of three (3) classes: Active, Honorary, and Lifetime

#### A. Active Membership

An active membership is one that is given to dues-paying members that are elected to the roost as members. Active membership allows member to full voting rights, run for office and to attend all roost functions.

#### B. Honorary Membership

The title of Honorary Member may be conferred upon any person who has rendered distinguished service in the field in which the organization is interested. They are nominated and elected by the majority vote of the members present at any meeting. Honorary members are non-dues paying members, but shall have the privileges of the Roost, except those of voting and holding office, and shall not be required to take part in the program of the Roost, unless they volunteer to do so. Honorary members may attend meetings, but have no voice in the proceedings unless invited to speak by the President.

#### C. Lifetime Membership

Shall be awarded to any member who has demonstrated outstanding loyalty and dedication to the Roost. This member will be proposed for Lifetime Membership to the Board of Directors. Upon approval of the Board of Directors, the Lifetime Membership will be voted on by the membership. A two-thirds majority of the members present at such meeting shall be required for approval. Lifetime Members will pay no dues but have full privileges of an active member.

2. All members will be issued a membership card. Members should carry this card with them at all times as they may be requested to produce it for entry into a Roost function.
3. An active member in good standing of Ravens Roost #102 must sponsor any person desiring to become a member of this Roost. Said member must request a membership application, which the applicant must complete and sign, stating that he will conform to the By-Laws of the Roost if elected to membership.
4. Perspective member will submit a completed application, along with a \$5 (five) application fee and prorated membership dues for the remainder of the year. Dues are prorated at a rate of \$2 per month (\$24 due with applications submitted in February, \$22-March, \$20-April, \$18-May, \$16-June, \$14-July, \$12-August, \$10-September, \$8-October, \$6-November, \$4-December and back to \$25 in January).
5. Membership in the Roost shall be limited to any person 21 years.
6. Applicant must attend a regular meeting as a guest and will be voted on at the end of that meeting. Applicant must be approved by 2/3rds of the voting members present.
7. The membership committee will notify said applicant as to his membership status. If applicant is accepted into the Roost, he will be notified to attend a regular meeting as soon as possible after notification to be introduced as a new member.
8. If membership is denied said applicant's paid application fee and pro-rated dues shall be refunded. Appearance is not necessary if acceptance is denied, refunds will be mailed.
9. The membership of this roost shall be unlimited in the number of active members.
10. No individual shall be eligible in the Roost if he is a dues paying member of any other Roost. The exception to this rule being a bonafide transfer from one Roost to another.
11. To accomplish a transfer one must first contact the Roost #102 membership committee to inform them of their intention to request a transfer. He/She must then submit a resignation and transfer request to their current Roost. When that resignation and transfer request is approved by their own Roost, that member must turn in a Roost #102 membership application form and yearly dues as prescribed under the membership and dues section of these By-Laws.
12. Any individual, who resigns from any Roost of his own volition and/or personal reasons, shall be eligible for membership in any other Roost upon proper application and subsequent approval for such membership.
13. If any member leaves and/or resigns in good standing for whatever reason, he shall be eligible to rejoin the roost. This member must complete a new application form, be approved by the Board of Directors and be voted on by the membership.
14. A suspended member is denied entrance to all functions of the Roost.
15. Any member attending any Council of Baltimore Ravens Roost function shall conduct himself in a manner that is becoming of a member of this Roost. Any act or acts committed by a member that break laws, (Local, State, and or Federal), or causes embarrassment to Roost 102 shall be suspended pending hearing on such matter.

## **ARTICLE XII MEMBERSHIP DUES**

1. Each member shall pay to the Membership Chairman the sum of twenty-five Dollars (\$25.00) per year no later than January 31st. The only exception to this rule being a prospective member who would be accepted into the Roost from the first day of February, where dues will be pro-rated. After the first day of February, dues shall be pro-rated at two dollars (\$2.00) per month for the remaining months of the fiscal year, as listed above in "Membership".
2. Members sixty (60) days in arrears shall be dropped from the membership roster. They shall also be ineligible to vote or have any voice from the floor until such time as dues are paid. After the first thirty (30) days in arrears, the delinquent member shall be notified by letter of dues owed. A change of address whereby the Roost was not notified will not be considered as an excuse.

## **ARTICLE XIII EXPULSION OF MEMBERS**

1. The Board of Directors shall have the power to investigate any matter that involves a member, which may be brought to its attention that conflicts with the objectives for which this Roost was formed.
2. The Board of Directors shall have the power to prefer charges against any member for conduct alleged to be detrimental to the Roost. Pending the final determination of any such charge, the Board of Directors may withhold the privileges of the member for a period not to exceed sixty (60) days, within which time charges must be placed before the membership for proper action.
3. The Board of Directors, after hearing or reviewing the charges, shall report its findings and turn same over to the President at the next meeting. Whereupon, the President shall take action upon said findings.

## **ARTICLE XIV RESIGNATION**

1. Any member and/or officer may resign for unselfish motives.
2. To leave the Roost, any member and/or officer must forward a letter of resignation to the Chairman of the Board of Directors.

## **ARTICLE XV MEETINGS**

1. Regular meetings of the Roost shall be held at 6:30 PM on the 2<sup>nd</sup> Monday of every month, holidays excepted. If the meeting falls on a holiday or home Ravens Game, it shall be rescheduled at the discretion of the President. Meeting dates may also change to coincide with Roost events during the NFL football season and Ravens away games.
2. Special meetings may be held at the call of either the President or the Board of Directors or by written petition presented to the President by ten (10) members of the Roost. Notification of special meetings shall be made at least seven (7) days prior to such a meeting.
3. Ten (10) members, of which two (2) must be officially elected Officers or Board of Directors members, must be present at any regular meeting, shall constitute a quorum.
4. For all members to be counted as present, they must be seated when the presiding officer at the fixed hour for the meeting, strikes the gavel and states "The Meeting will come to order" and again when he strikes the gavel and states "Meeting Adjourned" there will be no leaving in between the striking gavel, except emergencies.
5. All members must sign attendance register before meeting is called to order.

6. The conduct and procedure of all meetings shall be in accordance with Robert's Rules of Parliamentary Procedure, where not provided by the By-Laws adopted.
7. All voting in the Roost shall be majority vote of the then present and accounted for members. The President and Director of the Board abstain from voting on all issues brought before the floor except to break a deadlock. No business other than Roost business will be discussed during the meeting.
8. ORDER OF BUSINESS DURING REGULAR MEMBERSHIP MEETINGS
  - A. Meeting called to order by the presiding officer
  - B. Pledge of Allegiance led by Sargent at Arms
  - C. Roll Call of Officers
  - D. Review of previous meeting minutes by Recording Secretary (Corrections, if any, vote of acceptance).
  - E. Review of special meeting minutes by Recording Secretary (if any)
  - F. Report from Chairman of the Board of Directors (as needed)
  - G. Reports from Committee Chairmen (as needed)
  - H. Unfinished Business
  - I. New Business
  - J. 50-50 Drawing
  - K. Adjournment
9. ADJOURNMENT

A motion to adjourn must be seconded; it may not be debated or amended, and after it has been voted, it cannot be reconsidered.
10. UNFINISHED BUSINESS

Business left unfinished at a meeting must be disposed of as old business at the next succeeding meeting before any new business may be called for discussion.
11. THE MINUTES

The operation of the Roost is recorded in permanent form, in a minute book. The minutes are kept and signed by the Secretary and countersigned by the presiding Officer. After a meeting is called to order it is customary for the presiding officer to request the Secretary to read highlights from the minutes of the previous meeting, and if the minutes as read require amendment by deleting or adding thereto a proper motion to such effect is made and seconded. If no motion for amendment is made the minutes are approved as read by appropriate motion to that effect.
12. MOTIONS
  - A. Matters of interest to the organization, which requires approval by the membership, are brought before the Roost by motions. The motion may not be discussed or voted upon before another member seconds it. The member who made the motion has the privilege of withdrawing it any time before it is put to a vote. The motion to withdraw need not be seconded, unless objection is made, in which event a motion to withdraw must be made, seconded, and carried by majority vote of the members present.
  - B. If the motion is not withdrawn the presiding officer restates the motion and discussion ensues. If there is no discussion the matter is put to a vote. While the motion is pending no other unrelated business may be introduced. However, certain motions may be made with reference to the main motion.

## **ARTICLE XVI            INTERPRETATION OF BY-LAWS**

It shall be the duty of the Board of Directors assembled at the meeting to interpret and declare the meaning of any paragraph or article or section in these By-Laws of a question so raised regarding its purpose or meaning. Their decision in this matter shall be final.

## **ARTICLE XVII WELFARE OF THE ROOST**

1. If any time the Roost holds an affair, a member will be allotted a certain amount of tickets according to the amount of tickets on hand to cover expenses of the affair. Any member holding tickets over his allotted amount unsold must return these tickets one (1) meeting prior to the affair. Tickets of the allotted amount not sold will be acceptable at the door, but member will be responsible for said tickets. Any member holding tickets after an affair will be responsible for those tickets still in his possession or listed in his name as unsold and money for outstanding tickets must be turned in no later than one (1) meeting after affairs. A member failing to do so must appear before the Board of Directors and show just cause why he should not be dropped from the Roost.
2. A member who breaks a by-law or commits a misdemeanor during the participation in any Roost or Non-Roost activity (where the Roost is invited), whether in the Clubhouse or at a paid or free affair sponsored by the Roost may be temporarily suspended by the Board. A report of said suspension shall be available and reported to all members on the floor of the following meeting after said suspension.
3. Any member put on probation shall be classified as a suspended member until said probation is either revoked or completed.
4. All trophies and awards, won under the sponsorship of the Roost, shall become property of the Roost and displayed in the Roost Clubhouse.

## **ARTICLE XVIII EXPENSES**

The President of the Roost (or his authorized representative) shall be reimbursed for expenses incurred in attending Council of Ravens Roost Meetings at the rate of Fifty five and one half (55.5) cents per mile (IRS 2009 National rate) and any toll charges that may be incurred. Any other member(s) who required to attend a Council Meeting for official Roost business shall also be reimbursed for mileage incurred. These expenses shall be paid by the Roost upon receipt of written statement submitted by the above parties.

## **ARTICLE XIX AMENDING THE BY-LAWS**

1. Requests for amendments to these By-Laws shall be submitted in written form and presented to the Chairman of the By-Laws Committee. A form is attached to these By-Laws for this purpose.
2. The Chairman of the By-Laws Committee will call a meeting of the By-Laws Committee to discuss proposed amendment(s). The committee will check to see if the proposed amendment(s) conflict with existing By-Laws and if not, whether or not it has merit.
3. If it has no merit or needs to be edited, the Committee will notify said presenter of amendment and/or amendments to this effect thereafter it will be presented to the Board of Directors for their approval or disapproval, whichever the case may be.
4. The Board of Directors will review proposed amendment and approve or disapprove. If the Board approves or disapproves it will make its opinion public at the next regularly scheduled meeting.

5. For approval or disapproval, a proposed amendment and/or amendments must be read before the membership for a period of two (2) meetings. This is to give all the members sufficient time to become acquainted with said proposed amendment and/or amendments. The proposed amendment will be published in the newsletter one month prior to being voted on. It will then require the two-thirds (2/3)-majority vote by the membership present at such meeting that vote is to be taken for the passage of said proposed amendment and/or amendments.
6. Changes to the By-Laws may be presented to the committee at any time.
7. The only exception to this rule being the dissolution of the Roost as set forth in ARTICLE XX of the By-Laws.

## **ARTICLE XX            DISSOLUTION**

1. This Roost shall exist as long as one- (1) dues paying member remains who is willing to uphold these By-Laws.
2. Upon the final member retiring, this Roost shall cease to exist.
3. The Charter shall be returned to the State of Maryland and revoked.
4. All monies in the Treasury and all furniture movable and immovable property belonging to the Roost shall be donated to some local charitable organization as voted on by the remaining members.
5. The Roost shall notify The Council of Baltimore Ravens Roost of its intent to disband in writing, stating such intent and stating who will receive all remaining assets of this Roost
6. This provision shall never be altered or erased by any amendment to these By-Laws.

**PROPOSAL FOR BY-LAW CHANGE – RAVENS ROOST #102**

Submitted by: \_\_\_\_\_

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

Received By: \_\_\_\_\_

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

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Current Wording: (List Article and Section)

=====

Proposed Change:

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Sent to Board of Directors: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Approved: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1<sup>st</sup> Reading \_\_\_\_ / \_\_\_\_ / \_\_\_\_

2nd Reading \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Membership Vote \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Votes For \_\_\_\_\_ Votes Against \_\_\_\_\_

# RAVENS ROOST #102 – FORT SMALLWOOD

## APPLICATION FOR MEMBERSHIP

NAME OF APPLICANT : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY : \_\_\_\_\_ STATE : \_\_\_\_\_ ZIPCODE : \_\_\_\_\_

HOME PHONE : \_\_\_\_\_ CELL PHONE : \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARRIED \_\_\_\_\_ SINGLE \_\_\_\_\_ DATE OF BIRTH : \_\_\_\_\_

EMPLOYED BY : \_\_\_\_\_

SPONSORING MEMBER : \_\_\_\_\_

HAVE YOU EVER BELONGED TO THIS OR ANY OTHER ROOST? \_\_\_\_\_ IF YES, WHAT ROOST #? \_\_\_\_\_

**NOTE: IF YOU CURRENTLY BELONG TO ANOTHER RAVENS ROOST, YOU MUST RESIGN FROM YOUR PRESENT ROOST FIRST BEFORE APPLYING FOR MEMBERSHIP IN ROOST #102!!!!!!**

DO YOU HAVE SEASON TICKETS? \_\_\_\_\_ IF SO, WHERE? \_\_\_\_\_

WHY DO WANT TO JOIN THIS RAVENS ROOST ? \_\_\_\_\_

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### **APPLICANT – PLEASE READ BEFORE SIGNING THIS APPLICATION**

THE OFFICERS, MEMBERS, AND ORGANIZATION OF THIS ROOST WILL HOLD ALL INFORMATION SUPPLIED ON THIS APPLICATION IN THE STRICTEST CONFIDENCE. BY AFFIXING MY SIGNATURE BELOW I ACKNOWLEDGE THAT I HAVE READ AND AGREE TO ABIDE BY AND UPHOLD ALL BY-LAWS AND REGULATIONS, PRESENT AND FUTURE, OF THIS RAVENS ROOST. IF MEMBERSHIP IS DENIED, FEES AND DUES PAID WITH APPLICATION WILL BE RETURNED. UPON LEAVING THE RAVENS ROOST, BY VIRTUE OF RESIGNATION OR BEING DROPPED FROM MEMBERSHIP, NO REFUND OF PAID DUES OR CLAIM ON CLUB PROPERTIES OR ASSETS SHALL BE MADE BY ME OR ANY MEMBER OR REPRESENTATIVE OF MY ESTATE.

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SPONSOR \_\_\_\_\_ (A CURRENT ROOST #102 MEMBER)

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### **FOR OFFICIAL USE ONLY**

DATE SUBMITTED TO BOARD: \_\_\_\_\_ PRORATED DUES INCLUDED W/APPLICATION: \_\_\_\_\_

MEMBERSHIP CHAIRMAN \_\_\_\_\_ DATE INTRODUCED \_\_\_\_\_

ACCEPTED \_\_\_\_\_ DENIED \_\_\_\_\_ DATE NOTIFIED BY MEMBERSHIP CHRM. \_\_\_\_\_

**SEND THIS FORM, ALONG WITH YOUR \$5 APPLICATION FEE AND PRO-RATED YEARLY DUES (SEE BELOW) TO: JENNIFER KING, 917 KOSCIUSZKO AVE, GLEN BURNIE, MD 21060.**

**PRORATED DUES: Feb-\$24, Mar-\$22, Apr-\$20, May-\$18, Jun-\$16, Jul-\$14, Aug-\$12, Sep-\$10, Oct-\$8, Nov-\$6, Dec-\$4, Jan-\$25 (FULL YEAR).**