

# SOKOL SPIRIT CONSTITUTION and BY-LAWS

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# **SOKOL SPIRIT CONSTITUTION and BY-LAWS**

*Most recent revision at the 6/5/2024 Annual Membership Meeting*

## **Article 1. IDENTITY OF THE CORPORATION**

### **A. NAME AND LOCATION**

The name of this membership is **Sokol Spirit**. Sokol Spirit building is located at 3907-09 South Prairie Avenue, Brookfield, Illinois 60513, Cook County.

### **B. CORPORATION HISTORY**

Sokol Spirit is a not-for-profit 501-C-3 (Federal Designation) fraternal/community-based organization incorporated/chartered in the State of Illinois. The present building/gymnasium at 3907-09 is zoned residential and was erected in October 1929 by a group of members first known as American Cecho-Slovak Club of Brookfield. They had received Illinois Articles of Incorporation in 1925. A new article was drawn up in 1948 under the name American Czechoslovak Falcons of Brookfield which was changed to Brookfield Sokol Educational Institute in 1949. During 2004, Brookfield Sokol Educational Institute merged with Sokol Berwyn-Slavsky, Berwyn, Illinois.

**1.) Pre-History:** Sokol Slavsky was the result of a merger in 1890 of two Sokol units-Sokol Fuegner and Sokol Linka, both of Chicago. Sokol Slavsky, together with its Women's Division, was born and in just seven years (1897) and became one of the founding members of a new Sokol Union: District Fuegner-Tyrs. In 1923, Sokol Jonas merged with Slavsky and by 1925, Slavsky opened the doors to a new building on Cermak Road, (22<sup>nd</sup> Street), Cicero, Illinois. Sokol Hawthorne merged with Sokol Slavsky in 1930 and its Sokolice, Women's Division, of Berwyn merged into a single unit in 1944. Sokol and Sokolice Slavsky became one unit in 1964, but during the depression the large building was lost. The members continued to meet at various locations.

a.) Sokol Berwyn and its Women's Division were founded in 1911. They dedicated their new hall in 1912 and in 1924, dedicated a new building at 6445 W. 27<sup>th</sup> Place, Berwyn, Illinois; and,

b.) In 1995, Sokol Slavsky merged with Sokol Berwyn and utilized the 27<sup>th</sup> Place for classes and membership meetings.

**2.) Current History:** In 2005, Sokol Brookfield dba Brookfield Sokol Educational Institute and Sokol Berwyn-Slavsky merged. The building at 27<sup>th</sup> Place in Berwyn was sold and the new corporation known as Sokol Spirit resides at the 3907-09 S. Prairie Avenue, Brookfield, Illinois 60513. This merger was recorded with the Illinois Secretary of State's office in January 2007. All of these former organizations were listed as not-for-profit organizations, incorporated in the State of Illinois as fraternal/community organizations primarily teaching gymnastics, Czech language and offering various fitness educational classes. The work is with/for various community organizations as well as maintaining connections with the Czech community and affiliation with the American Sokol Organization.

## **Article 2. PURPOSE/OBJECTIVES**

### **A. RESPONSIBILITY**

Sokol Spirit member(s) responsibility is to provide for training in good citizenship comparable to the spirit of the Constitution of the United States of America; Promote the preservation of the traditions of democracy; and Provide training and means for individuals to enhance their physical and moral well-being.

### **B. AFFILIATIONS**

**1.) Sokol:** Cooperate and work with the American Sokol Organization nationwide and the Central District Organization of the American Sokol Organization, both located in Brookfield, Illinois; Cooperate and work with the Ceska Obec Sokolska (COS) and other Sokol organizations worldwide in all their social and athletic activities; Cooperate and work with the World Sokol Federation; and Cooperate and work with Sokols around the world to provide for the physical and moral training of all members in accordance with the Sokol principles of Miroslav Tyrs, Doctor of Philosophy and Founder of the Sokol movement. The word "Sokol" means "Falcon" in the Czech language; and,

**2.) Exercise/Fitness:** Cooperate and work with other professional organizations which have similar common physical and moral training interests deemed by expanded programming.

### **C. HERITAGE**

Sokol Spirit shall cooperate and work for the common interest and improvement of the Americans of Czech and Slovak descent in the United States of America and to safeguard their good name; Maintain in succeeding generations an interest in Czech and Slovak cultural life in the United States of America; Support the learning of the Czech language and culture; and Provide leadership and delegates to Czech and Slovak Organizations from amongst members.

### **D. COMMUNITY**

Sokol Spirit shall cooperate and work with Not-for-Profit Organizations within the community; Cooperate and work with local schools and Institutions; and cooperate and work with the Village of Brookfield, its government, business, and private enterprises, through membership in the local Chamber of Commerce.

### **E. PURPOSE/OBJECTIVE DIRECTION**

- 1.) Conduct American Sokol Organization training, educational and strategic programs according to the Tyrs system;
- 2.) Conduct gymnastic and physical training programs, other sports activities, educational and cultural courses for instructors and members;
- 3.) Conduct and participate in exhibitions, competitions, etc.;
- 4.) Conduct cultural and social programs and activities for members and the general public;
- 5.) Organize children into groups and arrange educational meetings;
- 6.) Issue an official Sokol Spirit publication for the dissemination of programming, articles, etc. either via hard print or by website and e-mail announcements;
- 7.) Encourage public relations and marketing activities;
- 8.) Maintain contacts and direct cooperation with other democratic, national and international gymnastic and other sport, fraternal and cultural organizations;
- 9.) Employ all legal means and maintain facilities which shall contribute to the aims of Sokol Spirit; and,
- 10.) Participate in community activities and provide service to the community in a charitable and/or educational manner.

## **Article 3. MEMBERSHIP**

### **A. TYPES/ACCEPTANCE**

- 1.) **Regular Membership** An applicant completes the proper form(s) submits the required donations which shall be returned to the applicant if rejected. A vote of acceptance or rejection is in absence of the applicant. The vote of acceptance must be by the majority of those members present at a Sokol Spirit Regular Monthly Membership meeting. There is no obligation to give reason for non-acceptance. The applicant shall be given copies of the Sokol Spirit Constitution and its By-Laws and if needed the Standard Operating Procedures; and copies of these items from other affiliates if Sokol Spirit is a member in good standing. An accepted applicant shall be introduced to the membership at a regular meeting by the president and shall make a membership pledge to abide by the By-Laws of Sokol Spirit and any of the affiliates (i.e. American Sokol Organization; Central District of the American Sokol, etc.). Proper registration shall occur and permission to publish address, etc. received. A rejected applicant shall have the right to re-apply for membership after six (6) months. A regular member is a voting member. An applicant must be 17 years or older.
- 2.) **Associate Membership** An applicant (i.e. usually a parent/guardian of a gym participant), completes the proper form(s) and submits the required donations which shall be returned to the applicant if rejected. A vote of acceptance or rejection is in the absence of the applicant. The vote of acceptance must be by the majority of those members present a Sokol Spirit Regular Monthly Membership meeting. There is no obligation to give reason for non-acceptance. Proper registration shall occur and permission to publish address, etc. received. A rejected applicant shall have the right to re-apply for membership after six (6) months. An associate member is a non-voting member. After six (6) months the associate member can be considered for full regular membership. An applicant must be 17 years or older.
- 3.) **Youth Membership** An applicant completes the proper form(s) and is sponsored by the Women's or Men's Physical Director or Instructor of the Board of Instructors and submits the required donations. The applicant is 17

years or younger who may be enrolled in Sokol Spirit classes and is in good standing. Proper registration shall occur and permission to publish address, etc. received. A youth member is a non-voting member. After reaching 6<sup>th</sup> grade school level and participating in "Junior" level gymnastic classes, may become a voting member of the Junior Board, subject to those by-law rules.

**4.) Honorary Member** has been conferred life membership by virtue of position, good work, or action, with the need to pay donations. Such membership may be conferred by action of other organizations. If the honor is conferred by the Sokol Spirit, such award would define the rights and privileges of the honor including voting rights, donations, extent of the number of years of the honor, i.e. life, and any other privileges. The reason for the honor is published and placed into the organization minutes.

**5.) Termination** of member is done for failure to pay donations, and assessments.

**6.) Expulsion** of a member requires a two-thirds (2/3rds) vote at a Sokol Spirit Regular Monthly Membership or Annual Meeting. Expulsion is the alternative when the member has violated the Sokol Spirit Code of Conduct, illegal activity, becomes a felon, and willfully false, libelous or malicious statements about Sokol Spirit members or any affiliations. The former member will receive written notice within thirty (30) days of the vote and has sixty (60) days to direct an appeal to the president.

## **B. PRIVILEGES**

All adult active members, in good standing, are eligible to hold office, receive all publications, special letters, etc. and vote at meetings of the members. No individual shall be qualified to serve on the Executive Board or any of its standing committees as chair/lead unless an active member of Sokol Spirit.

## **Article 4. ADMINISTRATION**

The activities of Sokol Spirit membership shall be administered by Sokol Spirit Annual Meeting; The Regular Membership Meetings; The Executive Board and its standing committees, delegates to affiliate organizations, special committees and appointed committees; and Specially called Meetings. The fiscal year will restart each January 1<sup>st</sup>. The corporation shall be governed by Federal, State and Local Laws for not-for-profits.

### **A. THE ANNUAL MEETING**

**1.)** Sokol Spirit shall hold Annual Membership Meeting on the 1st Wednesday in June each year. If the meeting date is changed for any reason, all members in good standing shall receive notification of the new meeting date and time by first class mail and/or by electronic means, not less than fifteen (15) days prior to the meeting.

**2.)** The **Annual Meeting shall be the highest administrative body of Sokol Spirit** and shall pass upon all matters. All elected officers must attend the Annual Meeting of the Membership and submit written reports of their activities.

**3.)** The **Annual Meeting shall determine the aims of all activities** of the membership for the ensuing fiscal year. The Annual meeting day is in June usually the 1<sup>st</sup> Wednesday with officers and committees committed through June of the next Annual meeting. The Fiscal, Financial year will be January 1<sup>st</sup>-December 31<sup>st</sup> of each year.

**4.)** Additional rights and duties of the Annual Meeting shall be:

**a.)** To **approve the budget** for the following administrative year;

**b.)** To **elect the following Executive Board Directors** of Sokol Spirit: President, 1<sup>st</sup> Vice-president, 2<sup>nd</sup> Vice-President, Treasurer, Secretary, Financial Secretary, Information Technology (IT) Director, Membership Director, Public Relations/Marketing Director, Educational Director, By-Laws Director and ratify the selection by the B.O.I. Women's Physical Director, Men's Physical Director, and Building Management Director;

**c.)** To further **elect the following standing committee members for Sokol Spirit**: Auditing-three (3); Budget/Finance-five (5); Nominating-four (4).

**d.)** To further **endorse following delegate(s) of Sokol Spirit**; Bohemian National Cemetery –four (4); Central District of American Sokol-number based on one/fifty members (1/50); T. G. Masaryk Czech School and Building Corporation-three (3); and Bohemian Home/Tabor Hills-seven (7) paying any donations/dues associated with being a Sokol Spirit delegate to these organizations;

e.) To further **endorse the representative(s) to following organizations of Sokol Spirit**: local Chamber of Commerce representative or other similar memberships as the membership deems necessary for the transaction of business; and

f.) To further **endorse special and/or appointed committees** whose tenure are usually less than a year such as for the annual Sokol Spirit Exhibition or American Sokol Conventions.

g.) To review and approve the reports of the activities of directors, committees and departments;

h.) To bestow **Honorary Membership** upon members. Voting is done by ballot and the motion must receive at least a majority of those voting;

i.) To pass on **changes in the Sokol Spirit Constitution and Bylaws** by means of a two-thirds (2/3 rds) majority vote of those present;

j.) To decide in case of doubt what shall be the **official interpretation** of articles of the Sokol Spirit Constitution and Bylaws and regulations of the Corporation; and

k.) To **establish the requirement of a quorum** for Sokol Spirit monthly and special meetings which shall be the vote of the majority attending.

5.) An **absentee ballot** maybe permitted at an Annual Meeting or Specially-Called Meeting. A request for absentee balloting must be approved at a regular membership meeting prior to the Annual Meeting or Specially-Called Meeting notice. This notice shall include the absentee ballot. The absentee ballot is mailed to Sokol Spirit, not carried in by another member and is postmarked in enough time to be received by mail prior to the Annual Meeting or Specially-Called Meeting. The Financial Secretary verifies the eligibility of the absentee ballot member before the votes are counted.

**NOTE:** All directors of the membership must be citizens of the United States of America, unless prior written approval is received from the Sokol Spirit Executive Board. The tenure of office of all officers and members of all standing and other delegates/committees shall be for the current administrative year unless otherwise specified.

### **B. REGULAR MEMBERSHIP MEETINGS**

1.) Regular meetings will be held once a month. All officers and all committee representatives shall be required to attend these meetings and submit regular reports of activities for approval.

2.) The monthly membership meeting shall:

a.) Administer all matters of Sokol Spirit except those which come under the jurisdiction of the Annual Meeting; carry out all directives of the Annual Meeting of the Corporation or guidelines of affiliates;

b.) Guide the duties of officers and applicable committee members;

c.) Approve the reports and carry out the recommendation of officers and committees or return them for revision;

d.) Administer the funds of the Corporation and approve disbursements for purposes authorized by the Constitution and Bylaws and the Annual Meeting; motions for disbursement of funds shall be passed by a majority of those voting;

e.) Elect alternates to fill vacancies of the Sokol Spirit Executive Board and its committees, delegates and representatives; and

f.) To pass on changes in the Sokol Spirit Standard Operating Procedures (S.O.P.), Forms, Regulations, etc. by means of a majority vote of those present.

### **C. SPECIALLY-CALLED MEETINGS**

A specially-called membership meeting shall be called by the President with the approval of the Executive Board at any time to meet an emergency. All members in good standing shall be notified by first class mail, postmarked or by electronic means for those members who have indicated a preference to receive messages in this manner, not less than fifteen (15) days prior to the specially-called meeting and shall consider only such matters for which it was called. To pass on changes in the Sokol Spirit Constitution and Bylaws, Standard Operating Procedures, Forms and regulations must have a two-thirds (2/3 rds) majority vote of those present.

## **D.VOTING PROCEDURES**

A voice vote may be taken, and where there is a clear decision by the membership, the President declares the choice. When any vote is undecided, a hand vote is taken and the secretary with assistance by the First (1<sup>st</sup>) Vice President tallies and the result is announced by the President. If important, the secretary's minutes may reflect the number of the voted decision. In the case of an absentee ballot, the financial secretary verifies the balloting Sokol Spirit membership before the count is recorded. In the case of an absentee ballot vote on a motion, the President first declares the voting results of those members attending.

## **Article 5. EXECUTIVE BOARD**

The Executive Board Directors shall consist of President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Treasurer, Secretary, Financial Secretary, IT Director, Membership, Public Relations/Marketing Director, Educational Director, Women's and Men's Physical Directors; Building Management Director, and By-Laws Director. All actions and decisions of the Executive Board shall be subject to approval at the next Membership Meeting. Regular Membership Meetings of the Executive Board shall be held once a month. All Executive Board officers, Standing Committee Chairs, and any Appointed Committee Chairs shall attend these meetings and submit reports of activities.

### **A. GENERAL DUTIES OF THE EXECUTIVE BOARD**

- 1.) Reviewing and commenting** on all reports submitted at the Sokol Spirit Regular Monthly Membership Meeting to assure all constructive comments are aired before passing or rejecting a report or motion;
- 2.) Assure that all decisions are recorded**, including any votes, tabled, and financial transactions (i.e. transfers, changes in financial signatories, changes in banks or investments, all gifts or income from wills and trusts, etc.);
- 3.) Conduct elections to fill vacancies** in the Executive Board and work through the Nominating Committee process including the smooth transitioning of any change in officers;
- 4.) Create a written report for the June Annual Meeting** which reviews actions, problems, accomplishments of the office held when compared to the description of the duties of the office; and
- 5.) Update** as needed the Sokol Spirit **Constitution and By-Laws** through proposal with readings and **Standard Operating Procedure**. The final vote on the Constitution and By-Laws is taken during the June Annual Meeting and is presented by the By-Laws Director.

### **B. EXECUTIVE BOARD RESPONSIBILITIES**

#### **1.) PRESIDENT**

- a.)** The President of Sokol Spirit presides and oversees all meetings of the Executive Board; Signs official papers; Becomes a signatory on all bank and investment accounts; make extraordinary decisions and arrangements in an emergency in accordance with this Sokol Spirit Constitution/By-Laws, and Standard Operating Procedures including expenditures up to \$1,000; establish the priorities of the Sokol Spirit Strategic Plan Committee or other committees as deemed necessary; and Direct the Nominating Committee as needed; and Represent Sokol Spirit in public;
- b.)** The President does not have a vote in any meeting, when presiding unless to break a tie;
- c.)** The **Nominating Committee** is appointed by the April Regular Membership Meeting and should consist of one (1) person from the executive board, a past president, and two (2) more from the voting membership-at-large. The slate is presented at the Annual Meeting by a chair amongst the four (4) members. The committee also has the power during the year, to recommend members to vacancies when they occur for consideration at a Membership Meeting for vote. The ballot outline to be utilized is S.O.P. Form#I-A.6.11; and,
- d.)** The **Strategic Plan Committee** with the President as ex-officio member works with implementing opportunities from the strategic plan of various organization affiliates. Additional members shall be appointed to assist in this implementation and/or establishing a response from Sokol Spirit and the establishment of its own strategic plan.

#### **2.) FIRST (1<sup>st</sup>) VICE PRESIDENT**

- a.)** The First (1<sup>st</sup>) Vice President **shall assist the President**, when requested by the President, and shall perform the duties of the President in the absence of the president;
- b.) All Sokol Spirit Social Events will be chaired** by the First (1<sup>st</sup>) Vice President with appropriate appointed committees and an annual calendar maintained which coordinates with the leasing of the building and the Building

Management Director, Income Development Plans, Fund-Raising Events, Strategic Plan Programming, Regular gym activities, and PR/Marketing calendars. A simple financial summary with receipts and evaluation report must be submitted for review at the next Regular Membership Meeting to the Treasurer;

c.) The **“MASTER CALENDAR”** will reside with the First (1<sup>st</sup>) Vice President and shared with members and published; and,

d.) The responsibility of **overseeing the Volunteer Management of Sokol Spirit and Central District functions**

### **3.) SECOND (2<sup>nd</sup>) VICE PRESIDENT**

a.) The Second (2<sup>nd</sup>) Vice President **shall assist the First (1<sup>st</sup>) Vice President**, when requested by the First (1<sup>st</sup>) Vice President, and shall perform the duties of the First (1<sup>st</sup>) Vice President when absent. Further the 2<sup>nd</sup> Vice President shall direct and keep a calendar of ALL Sokol Spirit Fund-Raising Events;

b.) **All Sokol Spirit Income Development will be chaired** by the Second (2<sup>nd</sup>) Vice President and the following committees: Gaming Management Committee; Falcon Key Club; Memorial and any other appointed Income Development committees. A simple financial summary with receipts and evaluation report must be submitted for review at the next Regular Membership Meeting to the Treasurer;

c.) The **Falcon Key Club Committee** with the Second (2<sup>nd</sup>) Vice President an ex-officio member is responsible for the solicitation of membership, friends, and other business during the year and certain giving levels which is published in the Sokol Spirit Exhibition Program Booklet or elsewhere as appropriate. These funds are turned over to treasurer for use in the general operations fund unless a special financial giving theme has been established. Receipts and evaluation report must be submitted for review at the next Regular Membership Meeting to the Treasurer;

d.) The **Memorial Committee** with the Second (2<sup>nd</sup>) Vice President an ex-officio member receives (gifts, pledges or wills), records, and transfers all money to the treasurer. Further they send a receipt/acknowledgement to the appropriate person(s). The record is then utilized for the filing of taxes and submitted annually to the Audit Committee. The committee members will record gifts given to other not-for-profits or businesses for tax purposes and for publishing in the Sokol Spirit Exhibition Program Booklet or elsewhere as appropriate. Receipts and evaluation report must be submitted for review at the next Regular Membership Meeting to the Treasurer; and,

e.) The **Grant Committee** with the Second (2<sup>nd</sup>) Vice President as ex-officio member responsible for the exploration and writing of suggested grants and maintenance of the financial budget of a grant and the reporting structure keeping deadlines in mind; working with the board director administrating the grant, lending assistance where needed; giving a final report to the membership; becoming a member of the DONORS FORUM (a Chicago-based resource for networking and education, information and knowledge, and leadership and advocacy on behalf of philanthropy and nonprofits in Illinois. As a membership association of grantmakers, nonprofits, and advisors, Donors Forum serves its constituents by promoting an effective and informed philanthropic and nonprofit sector.)

### **4.) TREASURER**

a.) The Treasurer **takes charge of all cash flow, promissory notes and assets of Sokol Spirit; makes payment on vouchers** which have receipts for all transactions; **arrange payments** of all checks; **prepares a full cash flow picture of all accounts** for the Executive Board meeting and appoints a Comptroller to assist as necessary; submit to the auditing committee all receipts, vouchers, bank statements from January thru to the end of the next January, thirteen (13) regular reports and one (1) annual meeting; deposit cash in a recognized financial institution whose assets are federally guaranteed or may invest up to 40% of the ALL assets of Sokol Spirit in other accounts, such as Mutual Funds, Money Markets, Brokerage Accounts, which meet minimum quality ratings of AA or above and which is recommended by the Executive Board. The Treasurer is the administrator of the payroll and related taxes;

b.) The Treasurer's **deposits/withdrawals are controlled by the signatures of at least one of three (3) Directors** listed on each account;

c.) The Treasurer **prepares a hard copy of a budget** for presentation at each annual meeting showing changes in line items from year to year; and presents to the Annual Meeting the yearly audited report; and a hard copy report on all cash assets; and,

d.) The **Budget and Finance Committee:**

- 1.) Is composed of at least five (5) members including the chairman. Members of the committee shall be elected to a three (3) year term in such a manner that at least one (1) member will be elected to the committee at each Sokol Spirit Annual Meeting;
- 2.) Annually, they shall elect a chairman from among themselves and appoint if needed a committee member as comptroller who will work with the treasurer;
- 3.) They will meet at least quarterly;
- 4.) The Sokol Spirit investment portfolio will be known as the Reserve Fund and have the following restrictions:
  - (a) The Principal Balance can only be transferred for use pending a three-quarter majority vote at a Specially-Called Membership Meeting or at the Annual Meeting; and,
  - (b) Dividends and gains may be used pending a simple majority vote at a monthly membership meeting.
- 5.) This committee is responsible for record-keeping and reporting on the Sokol Spirit Foundation and/or investments and are the trustees who report on its health. Any large transfers require the majority vote at a monthly membership meeting and must be recorded by the secretary in detail within the minutes of the meeting for audit purposes; and,
- 6.) The committee will prepare an annual fiscal year budget at the end of each calendar year. This should be presented for approval at the December (or January) monthly membership meeting each year;
- 7.) The treasurer is an ex-officio member of the committee.

### **5.) SECRETARY**

- a.) The Secretary **keeps all minutes of the Executive Board** which must include all Cash Flow Information from the Treasurer; Presents all correspondence and responds if action is required; All voted decisions and results including tabled items; All internal transfers of cash, bank and signatory changes; and submit copies hard or electronic of all minutes from January thru to the end of the next January, thirteen (13) regular reports and one (1) annual meeting and all written annual reports, taken to the audit committee;
- b.) The Secretary **assists in the vote count of any motion** where there is a question about the determination of answer. The vote count may be listed in the minutes upon request;
- c.) The secretary then **follows through with any votes on the correspondence** including renewals for delegates, newspapers, etc. creating a correspondence file for reference;
- d.) After the Annual Meeting **creates a Sokol Spirit Bank and Investment Account Resolution** letter showing individually which signatories after election have signatory rights and gets all required signatures/vita information for any yearly corrections and presents this to the outgoing president for signature; and,
- e.) The **Sunshine person** is kept abreast of any sudden illness amongst members sending a Sokol Spirit communication and letting the President and Newsletter Editor know if appropriate.

### **6.) FINANCIAL SECRETARY**

The Financial **Secretary takes charge of all membership payments or special assessments; reports on all membership categories** on a regular basis to the Executive Board; records and accepts all membership transfers, resignations and reinstatements. All activities of the Financial Secretary are subject to the approval at the next Regular Membership Meeting.

### **7.) INFORMATION TECHNOLOGY (IT) DIRECTOR**

- a.) The IT Director **takes charge of all electronic Sokol Spirit media** including WIFI building access; the website [www.sokolspirit.org](http://www.sokolspirit.org) and all of its content and billing to retain name, security, licensing costs, calendar, e-mails ([info@sokolspirit.org](mailto:info@sokolspirit.org), [manager@sokolspirit.org](mailto:manager@sokolspirit.org), [activities@sokolspirit.org](mailto:activities@sokolspirit.org), etc.) and power; special e-board postings with partners (i.e. Schools or other not-for-profits; Specialized advertising (i.e. groupon coupon promotions or the like); the use of the building computer to retain historical archives (i.e. newsletters, etc.) and reports as necessary on activities presenting all bills for payment at a Regular Membership Meeting;
- b.) The IT Director is **chair of the IT Committee** which is composed of a chair, and additional members as deemed necessary who continually evaluate and propose updates to Sokol Spirit's IT system. This includes any need or use of security cameras or like items; and,
- c.) **All "information" is to be kept in the Sokol Spirit computer/printer as back-up system.** The committee recommends changes, updates and expenses through the approval at the next Regular Membership Meeting. All

information coming in on [info@sokolspirit.org](mailto:info@sokolspirit.org) goes to the designated computer e-mail of the PR/Marketing Committee chair. All information coming in on [activities@sokolspirit.org](mailto:activities@sokolspirit.org) goes to the Program Director and/or Board of Instructor Directors.

### **8.) MEMBERSHIP DIRECTOR**

- a.) The Membership Director **assists in sponsorship of all new members including installation; works on membership retention; writes grants associated with new, retention**, etc. of the members; and conducts reports as necessary for any affiliations to not-for-profit organizations presenting all bills for payment at a regular membership meeting; maintains information on service anniversaries; and conducts the yearly celebration dinner to honor those member anniversaries; and,
- b.) The Membership Director is chair of a Membership Committee, with additional members as deemed necessary. All activities of the Membership Committee are subject to the approval at the next Regular Membership Meeting

### **9.) PUBLIC RELATIONS/MARKETING DIRECTOR**

- a.) The Public Relations/Marketing Director **coordinates and supports comprehensive public relations and marketing plans and programs** for Sokol Spirit. The Public Relations/Marketing Director is an ex-officio member of the Public Relations/Marketing and Newsletter Committees;
- b.) **Profile of the job** includes coordinating design, placement, and evaluation of all public relations and marketing materials. Coordinate compilation and distribution of both internal and external communication materials;
- c.) **Responsibilities of the committee include** Posters/Promotional Flyers (Corporation events and external posters/flyers); Internal Bulletin Board Liaison, updating and posting appropriate materials; Publicity chair handling press releases and calendar publicity (i.e. First (1<sup>st</sup>) Vice-President); Graphic Design including logos/designs, external signs, posters, special advertisements, and advertising brochures; External Sponsorships and Ads such as community events and sponsorships; Photography and Photo Archives, keeping track of photo records and taking/assigning photographer for events; Educational materials with assistance of Educational Director develop brochures and leaflets regarding education; Program Registration Promotion for registration to outside entities monitoring promotion feedback; and Maintenance of a Sokol Spirit Market Plan (if separate from the Strategic Plan);
- d.) The **Newsletter Committee** is chaired by the Editor with the PR/Marketing Director an ex-officio member and is responsible for at least quarterly producing and publishing a Membership Newsletter. Additional members include any assistants and those individuals involved with circulation and mail out utilizing the Brookfield Bulk Mail Indicia where appropriate. It is the responsibility of this committee to maintain the Bulk Mail indicia funds at the Brookfield Post Office;
- e.) The **Webmaster reports to the PR/Marketing Director** for direction, but whose main job is to monitor, improve, and update the performance of the existing Web Site [www.sokolspirit.org](http://www.sokolspirit.org). The Webmaster may do web design and/or partner with other websites to increase the visibility of Sokol Spirit. This may include adding products like forms for program registration on site and/or program/event payment(s) clearly securing instruments/programs on behalf of Sokol Spirit; and,
- f.) All **activities of this committee are subject to the approval** of the next Regular Membership Meeting.

### **10.) EDUCATIONAL DIRECTOR**

- a.) The Educational Director coordinates and **supports the Fitness objective of Sokol Spirit** and is an **ex-officio member of the Education, Language, and Historical Committees**;
- b.) The Educational Committee is **responsible for the Sokol education** of the adult members, juniors and children of Sokol Spirit. The committee is composed of the Educational Director of the Sokol Spirit, the first and second physical assistants, a historian and a secretary, a member of the Board of Instructors, and other assistants as may be needed. The Educational Director or an appointed representative represents the Educational Committee on the Board of Instructors (B.O.I.);
- c.) The **Languages Committee** with the Educational Director as ex-officio member is responsible for the maintenance of the Czech Language School or any other language schools (i.e. English as a Second Language) business set-up. This includes hiring/covering/substitute teaching; scheduling; teacher content/syllabus and book procurement; recording

teacher remunerations; and other activities such as publicity as necessary to maintain a healthy program. Record maintenance after the finish of a class year needs to be turned over to the Sokol Spirit Important Paper Files. All activities of the Languages Committee are subject to the approval at the next membership meeting;

**d.) The Historical Committee** is responsible for maintaining all historical archived records physical, electronic, or inventoried including the appropriate use of Czech, Slovak, and Sokol Spirit flags; and,

**f.) All activities of these committees are subject to the approval** of the next membership meeting.

### **11.) BOARD OF INSTRUCTORS (B.O.I.)**

**a.) The Sokol Spirit Board of Instructors is composed** of Sokol Spirit members as follows:

**(1.) Men:** Men's Physical Director; Assistant Directors; Instructors; and Other necessary staff;

**(2.) Women:** Women's Physical Director; Assistant Directors; Instructors; and Other necessary staff; and,

**(3.)** A duly authorized representative of the Sokol Spirit Junior Board, Youth Ambassador, Educational Committee and Central District of the American Sokol Organization Board of Instructors representative(s);

**b.)** All members of the Board of Instructors are **involved in physical education program of Sokol Spirit**. Annually, the Men's and Women's Physical Directors shall be nominated by the respective outgoing Boards of Instructors for ratification at Sokol Spirit's Annual Meeting. Following the election of the Directors at the annual meeting, all other members of the Board of Instructors shall be recommended by either the Director(s) or the Board of Instructors for approval at the next Regular Membership Meeting of the Sokol Spirit;

**c.)** All members of the Board of Instructors **determine ALL physical education programs available/developed**. The committee may need to **employ a program chair** the contract of which would be competitively offered. The program chair reports opportunities to offer programming, which needs approvals for set-up, space, sub-contracts, insurance, marketing, etc. The chair coordinates the Program Development Committee. Program participants covered by insurance shall be placed in the Important Paper File for liability insurance reasons with listings of all participants especially those under the age of 21. All activities are subject to the approval at the next Regular Membership Meeting.

**d.)** Duties include membership on the Board of Instructors is **rescinded for those who without reasonable explanation:** Fail to attend the class or squad entrusted to them three (3) times in a month; Fail to attend an instructors' class three (3) times in a month; Neglect to attend the meeting of the Board of Instructors three (3) times; and Neglect to attend or participate in public gymnastic exhibitions, contests, or other applicable enterprises of Sokol Spirit; and,

**e.) The Sokol Spirit Junior Board** is made up of 7<sup>th</sup> grade through High School age (11-17 years old) students, participating in Sokol gymnastic activities comprise the group membership. They maintain a set of Standing Rules. They elect yearly amongst themselves a boy and a girl as co-chairs; secretary, and treasurer. They maintain their own financial records from fund-raising and social activities, yearly assessing/prorating participation vs. fundraising to equally distribute to individual students money toward activities such as American Sokol National Camp or Instructors School. All activities must be approved by the Board of Instructors Committee to which they report. The bank accounts are audited including separate reconciliation of all fund--raising activities.

### **12.) BUILDING MANAGEMENT DIRECTOR**

**a.)** At least **eleven (11) Sokol Spirit members shall make up the Sokol Spirit Building Management Committee**. They shall be elected in alternate years to a two (2) year term in such a manner that at least four (4) members will be elected to the Committee at each Annual Meeting. Further there will be three (3) members-at-large serving a one (1) year term and elected to the Committee at each Annual Meeting;

**b.)** Annually, they shall **elect a Director (prior to the annual meeting), and Secretary** from among themselves and other applicable committees at least once annually;

**c.)** The members will **propose the Director to the nominating committee** for annual meeting approval;

**d.)** This committee shall **present a report** at each monthly meeting of the Membership. Any decision where the contract is for more than \$5,000 on property must come before the monthly membership meeting for approval. This committee decides the lease cost, reviews and renews all insurances (except the physical program liability insurance which is the B.O. I. or Program Director' responsibility), renews and updates the annual State of Illinois incorporation,

etc. and is responsible for the Sokol Spirit Important Paper Files. The Building Management Committee obtains the Officers and Executives Liability Insurance for officers and applicable committee members and maintains all Sokol Spirit Executive Board Conflict of Interest S.O.P. Form #I B 6.11;

- e.) This committee **employs/dismisses any Building Custodian** living on/off premise, reviews weekly/monthly activities and determines reimbursement. The Building Custodian gets direction from one member of the committee;
- f.) The **files shall include proper information** on warrantees, service contracts, building inventories, etc. and be maintained for reference purposes. This includes a current listing of all contractors utilized, utilities and Brookfield Village services for reference by the Executive Board, BOD members, etc. for emergencies. The files also include copies of all leases, deposit letters, etc. for up to seven (7) years;
- g.) The committee is **responsible for license(s) renewal** with the State of Illinois and the Village of Brookfield;
- h.) The committee decides the **administration, financing, and submits the record audit and approval of large expenditures (over \$5,000) at a regular membership meeting;** and,
- i.) This committee is **responsible for any forms dealing with fraud or statements provided to contractors regarding fraud.** If needed, the committee would **employ a lawyer or seek legal advice** when and if needed to defend Sokol Spirit.

### **13.) BY-LAWS DIRECTOR**

- a.) The By-Laws Director examines all proposed Sokol Spirit By-Laws changes and posts for review on Sokol Spirit website at least fifteen (15) days prior to the Annual Meeting.
- b.) Any **changes to the By-Laws** needs to be approval at Sokol Spirit Annual Meeting by two-thirds (2/3rds) of those voting. After acceptance, the director publishes this for distribution;
- c.) **Prepares the Standard Operating Procedure (S.O.P.)**, updating through vote at a regular membership meeting;
- d.) The **By-laws Director acts as a parliamentarian** on any questions of meeting procedure(s) assisting the president; and,
- e.) Assures that a verified Sokol Spirit member in good standing but unable to attend an annual or specially-called member meeting has the **right to an Absentee Ballot** prepared and distributed by this committee which could carry both nominating slate and any revision to the Sokol Spirit Constitution or other like matters. This information should be carried in the annual meeting notification letter to members.

## **Article 6. COMMITTEES AND DELEGATES**

The Sokol Spirit program has **various standing committees** which report to one of the Sokol Spirit Executive Board Directors. Other appointed committees shall be named as needed. (Example: hospitality, exhibition, forms, etc.) The duties of committees, their number and the manner of appointment where these are not indicated in the Constitution and By-Laws shall be determined by the Sokol Spirit members. All decisions by the standing or appointed committees are decided by a majority of the members attending.

- a.) **Audit Committee** - At least three (3) shall make up the **Sokol Spirit Auditing Committee** of which the By-Laws Director is ex-officio member. They shall be elected to a three (3) year term in such a manner that at least one (1) member will be elected to the committee at each Annual Meeting. Annually, they shall elect a chair from among themselves. They shall be required to examine the books of the Financial Secretary, Treasurer, and other applicable committees at least once annually doing a "soft audit". After the "soft audit" is conducted, the Auditing Committee shall present a report at the next regular membership Meeting. Directly after the "soft audit" the books will be taken to an outside auditor for review, report and preparation of both the Federal and State Income tax; and,
- b.) The outside **audit report shall be finished prior to the May 15<sup>th</sup> filing date.** The outside audit report will be presented at the annual meeting of Sokol Spirit in June. All returned journals, receipts, etc. will be properly filed with Sokol Spirit's Important papers. Every several years, the audit committee shall conduct a Request for Proposal (RFP) for the audit and tax services.

**Sokol Spirit affiliate/partnered organizations** request delegates from the following not-for-profits: Bohemian National Cemetery, four (4) delegates; Central District of the American Sokol Organization, one (1) delegate per 50 members; Tabor Hills/Bohemian Nursing Home, six (6) delegates; and T. G. Masaryk School and Building, three (3)

delegates. These delegates shall report back to the Regular Membership Meeting any events, delegate donations required, etc.

## **Article 7. BY-LAWS/STANDING OPERATING PROCEDURES (S.O.P.)**

- a.) All changes to the Constitution, the By-Laws or Standing Operating Procedures must utilize the current edition of *Robert's Rules of Order* administrated through the By-Laws Director;
- b.) **The membership at an annual meeting may pass By-laws and at a regular meeting, Standard Operating Procedures reflecting the affairs of Sokol Spirit.** Any By-law passed shall be confirmed by a two-thirds (2/3rds) majority of members voting at a meeting duly called for the purpose or the annual meeting. They shall not be effective until so confirmed and approved;
- c.) The **By-laws affected are then published** within thirty (30) days for distribution to membership by print or by electronic means. An updated copy is sent to affiliate organizations and included with the next Federal Tax filing the next May 15<sup>th</sup>;
- d.) The **minimum number of members of the deliberative body necessary to conduct the business** of that group shall be: Sokol Spirit Regular Monthly Membership Meetings and for Sokol Spirit Annual Meetings a quorum of ten (10) voting members; and,
- e.) During the June Regular Membership Meeting, the membership votes on allowing the Executive Board **to hold regular meetings with minutes and to pay bills, during the summer.** The meeting minutes are presented for approval at the September Regular Membership Meeting.

## **Article 8. NOT-FOR-PROFIT MANAGEMENT**

### **A. OPERATION**

- 1.) **Sokol Spirit shall be operated as a 501-C-3 corporation in the State of Illinois.** Spirit will handle all business under the current rules and regulations for this tax status and state. Spirit will be transparent to the public it serves;
- 2.) **All tax documents, audits, licenses, incidents, and important papers should be stored in a system** operated by the Building Management Committee of the building assisted by the Executive Board, Budget/Finance/Trustees Committee, Audit, and President. Further, all records, incidents, etc. must be stored in a system operated by the Board of Instructors and President for at least 10 years after participation or until the participant reaches the age of 23 to cover Spirit from any damages with regard to instructors or building;
- 3.) **The Executive Board and its Standing or Appointed Committees shall be covered by Executive and Officers Insurance** purchased by the Building Management Committee; and,
- 4.) **All contracts are signed by the Sokol Spirit President** unless an emergency, by a designate of the President. Any changes in banking or investments may be recommended by the Budget/Finance/Trustees Committee or by two (2) of the three (3) bank or investment signatories. The Sokol Spirit President's signature is on all bank, investment, and important papers, except where a newly elected President who has not been a prior signatory, then the treasurer (with help of the secretary) creates a change document which might be in combination with the Bank Resolution Letter to correct signatories.

### **B. CONDUCT**

- 1.) All meetings of the Executive Board and its standing committees **shall record minutes** of its meeting(s) and distribute to members for approval. All meetings will be conducted by the most current version of *Robert's Rules of Order*;
- 2.) Any **fund-raising or income development ventures will have a written report** presented upon the conclusion showing cash flow for announcement of benefits of the venture, filing with the minutes, and use by auditors. Further, all volunteer hours will be recorded for auditors as well as any employment payments; and,
- 3.) All **Executive Board members must sign S.O.P. Form #I.B.6.11 Conflict of Interest Policy upon election.** All volunteer hours of the Executive Board and committees must be recorded and reported each year for audit and tax purposes.

### **C. MEMBER PAYMENTS**

**No member of the Corporation of Sokol Spirit may receive any income of the Corporation** (except for repayment of reasonable expenses duly authorized by the Executive Board at an annual, regular or specially-called meeting and properly incurred on behalf of the Corporation), and the activities of the Corporation shall be carried on without a view to profit.

#### **D. OFFICE/COMMITTEE TERMS**

- 1.) All Executive Board Officers (the highest authority of Sokol Spirit) are **advised to rotate out-of-position every five (5) years or terms and/or sooner for the health and well-being** of the Corporation. If a vacancy occurs, the nominating committee will make a recommendation at the next regular membership meeting (annual, regular or specially-called) for majority approval of the membership. Replacement of Committee Officers is done within the committee. The standing committees should rotate officers in similar fashion as the Executive Board Officers. An individual who has reached the limit for their term they may still be re-elected should there be no other candidate for that office. Nominations must be taken from the floor of the annual meeting for this position.
- 2.) Unit officers elected by Standing Committees (i.e. Board of Instructors and Building Management Committee) shall not be subject to term limit.

#### **E. ASSET RECORDS**

Sokol Spirit Asset Records include financial, investments and cash flow, building, property and equipment.

- 1.) Financial Records** shall be held by the Executive Board treasurer with designated appointed assistance of a Comptroller if necessary. All accounts are maintained, updated, reported on, and audited yearly and the treasurer is a signer on all financial accounts of Sokol Spirit. Hard copy previous year monthly reports, journals, and reconciled bank statements, final fundraising accountability forms, minutes showing bank transfers, closing financial accounts, compensation records, large purchases over three to five thousand dollars (\$3-\$5,000), etc. will be given to the audit committee, including January of the next fiscal year or copy, by early February for the "soft audit" prior to filing with the outside auditor if deemed necessary. All standing committees with bank accounts must present the same information to the monthly membership meetings and for the auditors;
- 2.) Building, Property and Equipment Records** shall be held by the Building Management Committee. Inventories either paper or electronic need to be maintained with approximate condition and value for audit purposes, taxes, fire insurance, liability insurance, and update/repair/renewal; and,
- 3.) All corporation records and audit/taxes** are held by the Building Management Committee including business licenses, Articles of Incorporation, insurance, property and warranties in a fire and water-proof type system.

#### **F. DISSOLUTION**

The Corporation **may be dissolved by two-thirds (2/3 rds) of the membership votes cast at a Specially-Called Meeting called for purpose of dissolving the corporation only.** On dissolution of the Corporation, the property, assets, investments, and cash remaining after payment of all debts and taxes of the Corporation shall be transferred in the form of a restricted gift to another corporation with a 501-C-3 not-for-profit tax status with similar purpose or aims. The members have the ability to determine by two-thirds (2/3 rds) vote of a Specially-Called Meeting for this purpose how these remaining assets are dispersed.