

Constitution,

Statute

and

Regulations

Circle of Friends

Podhale and Polish Scouts

in

Buffalo, NY

Podhale, Parents and Youth Association, Inc.

Registered and Established by

Robert GRIMM, Erie Country Clerk, July 13, 1967

Paragraph I: Organization is Named:

Podhale, Parents and Youth Association Inc.

Paragraph II: Character, Purpose and Terrain of Activity

Article 1: Podhale, Parents and Youth Association Inc., is a social, non-profit organization with democratic rules.

Article 2: The purpose of establishing this Organization is:

Organizing, supporting cultural and educational facilities with the intention of spreading the Polish language among the youth of this Organization; expanding further efforts in educational facilities when school is not in session.

Article 3: Collecting donations for particular causes such as:

- a. Purchasing, leasing and / or inheriting realty, as well as collecting monetary and / or material donations from our beneficiaries with the intention of accomplishing goals listed above.
- b. No financial or material achievements are the sole goals of the Organization, its Members, Affiliates and / or Directors. The Organization may reward its employees for services provided with the intention of maintenance and development of the Organization.
- c. With the intention of fulfilling the goals above, the Organization will be organized and led in a manner so that no part of the Organization's finances will be used for one member / non-member, as well as using it for political propagandas and the influence of any rules.
- d. The Organization will not take part or intervene in political campaigns, supporting candidates running for office. It will not force its views on others.

Article 4: Place of activity:

State New York, U.S.A. Association of Polish Scouts, Beyond the Borders of Poland. It bases its rules on the constitution from 1936.

Article 5: 1.) Instructors are elected and approved by the Flag Committee.

- 2.) Administration should come forward with aid in electing instructors.
- 3.) Instructors must strictly adhere to the rules, program and advice of the Scouts Committee.
- 4.) The Circle of the Polish Scout Friends has no right to look into the life of the team and their work.
- 5.) Should there be any instability or ignorance of one's chores / liabilities, the Administration can attempt, while contacting the Flag Committee, impeach an Administrator from his office.
- 6.) All local and financial issues will be handled and approved by the Board of Directors.

Podhale, Parents and Youth Association Inc.

Circle of Friends & Polish Scouts

- 7.) All meetings must be done in Polish and English. Representing youth outside the Organization must be approved by the Administration / Board.
- 8.) Elected Board members are entitled to reimbursement plus cost of transportation for meetings and camp.
- 9.) Helping financially disadvantaged youth with the purpose of taking an active part in the Organization.

#### PARAGRAPH III: Membership

Article 1: Anyone with U.S. citizenship or permanent residence can become a member if the submitted application is approved and supported by another member and then approved by the Board of Directors, with the majority of support, become a member of the Organization, during the next general meeting.

Article 2: Rights and Obligations of Members

Members are divided into three types: common, supporting and honorary.

- a. A common member has active and passive rights to vote for Organization's directors, right to utilize the privileges resulting from benefits that Organization is providing.

Article 3: A common member is obligated to:

- a. Act / Behave in accordance with Christian beliefs and the dignity of a Pole.
- b. Maintain friendships and social life with other members.
- c. Adhere to Organization's rules.
- d. Take an active part in the work of the Organization.

e. Attend at least 3 (three) meetings ANNUALLY.

f. Pay regular membership costs:

MEMBERSHIP:

Application Fee - \$10 per family

Annual Fee - \$ 20 per family.

- Due by May 30 of the current year. Children of members above the age of 18 (eighteen), which utilize Podhale are obligated to pay the fees listed above.

g. If a common member is ill, or financially unable to pay the membership fee, he / she is still fully entitled to the benefits just like all members.

Article 4: A supporting member can be any person or organization that gives moral and financial aid. Supporting members have the same rights as the common members, with the exception of the right to elect representatives.

Article 5: An honorary member can be anyone that provides financial and moral help to the Organization without any expectations in return. Honorary members have the right to participate in the Organization without the privileges or obligations of a common members. Honorary members do not pay obligation fees or other costs at the Organization's parties.

Article 6: Loss of membership:

a. Honorary Presidents do not lose any rights or privileges of a common member or the title of the Honorary President.

b. A written warning is the first step in the membership removal process by the Board.

c. Suspension is the loss of membership for a specific amount of time.

d. Suspension of membership occurs automatically when a member discontinues the payment for his / her membership fees, or when the Board decides to suspend the member.

Article 7: Permanent removal from the list of members is performed by the Board of Directors.

a. Any member can resign from the Organization by providing a written notice for the Board.

b. Any member can be permanently removed from the Organization for proven activity in a communistic organization, or any other that is not democratic or works against the welfare of Podhale, Parents and Youth Association Inc.,

- c. Removal of membership occurs when any member has seriously violated any laws or his / her obligations, or was found working for the harm of the organization. Announcement of excluding a member is performed by the Board, or during a meeting with the majority of the votes.

PARAGRAPH IV: Organization "Podhale" - Parents and Youth Association Inc.

Article 1: General Rules: "Podhale" - Parents and Youth Association Inc., is an independent Organization, strictly following the Constitution, Statute and Regulations with the regard for Federal, State and local laws.

- a. The Board is responsible for its activity and strictly follows the statute of general meetings.
- b. The Organization's basic condition for existing and being regarded as an "Organization" is having six common members.

Article 2: Meetings:

- a. An annual meeting will take place in December or January, time and place will be determined by the Board of Directors.
- b. The annual meeting's events are listed in order:
  - 1.) Reading the protocol from the last annual meeting.
  - 2.) The reports / accounts of the President, Scout Instructor, Financial Secretary, the Treasurer, and Audit Committee.
  - 3.) Current events.
  - 4.) Election of the leader for the elective meeting, one secretary and two assessors.
  - 5.) Election of the Administrators, Directors and Audit Committee.
  - 6.) Publication of the annual election results.
  - 7.) Removal of any members from the Organization.
  - 8.) Petitions regarding the interpretation or any desired changes to the Constitution.
  - 9.) The annual meeting is valid, only if a written notice had been sent 10 days before the meeting. Any changes / motions passed during the meeting are deemed valid, if approved by the majority of the votes.

Article 3: Except for the annual meetings, there will be three general meetings: in March, June and September.

Article 4: An unusual meeting of the Organization may be summoned by the Board of Directors or by the President, or when 1/3 of all active members will submit a written petition on the hands of the President to call a meeting, mentioning the subject of discussion. All members will be informed about the unusual meeting; it is the Audit Commission's responsibility to do so.

Article 5: All meetings will be done according to the regulations of the Parliament and an open discussion will be allowed and encouraged.

Article 6: Board of Directors will meet at least once every two months. The time and place of the meeting will be determined by the Board, with the exception of vacation break and the yearly meeting of the Board of Directors which will be combined with the annual meeting of the Organization.

Article 7: All non-members must not be present during any meetings, unless cordially invited by the Board of Directors.

PARAGRAPH V: Quorum / Legal Set

Article 1: During all the meetings of the Organization, no less than 10% of presence of active members will include the Quorum.

Article 2: At the meeting of the Board of Directors, majority of the members of the Board will create a Quorum and the majority of votes of Directors at this meeting will be necessary.

PARAGRAPH VI: The Board

The Board will have the authority in governing the Organization.

PARAGRAPH VII: Administrators, Directors and Elections

Article 1: Annual elections of the Organization must take place during annual meetings, or right before the annual meeting, depending on the actions taken by the Directors.

Article 2: A member of the Organization can be eligible to run for any office, or for a Director, if during the yearly elections, she / he is a worthy member; that has not been incarcerated; is at least 21 (twenty-one) years old; and has been a member of the Organization for two years prior to the elections. The candidate must also accept a nomination for an office, or for Director's office, personally, during the annual meeting. The running candidate must be a U.S. citizen and a permanent resident of the State of New York.

Article 3: President will, no later than on the first Sunday of December, distinguish a "Mother" committee, consisting of 7 members, four of which will be common members and the remaining three, will be Directors. The committee informs the protocol secretary about the selection at least 15 days before the annual election. After receiving the nomination list, he will publish it on the general bulletin. The Board of the Organization will call forward the Committee of Nominations who will present the candidates for the functions in the Organization.

Article 4: Additional nominations, other than the ones elected by the Committee, may be presented during a general meeting, when the Commission is presenting their own candidates..

Article 5: Annual elections of the Organization will be done under the guidance of the leader, elected by the members of the Organization during an elective meeting.

Article 6: Board of Directors will consist of no less than five members and no more than of fifteen members of the Organization.

Article 7: At the annual meeting of the Organization the following positions will be elected: the President, the Vice-President, the female Vice-President, Protocol Secretary, the Treasurer, the Groundskeeper, Eight Directors and the Committee of Functions.

Article 8: At the annual meeting, the Audit Commission will be elected - consisting of three members and one substitute.

Article 9: Administrators, Directors, and the Audit Commission will be elected by a secret voting during the annual meeting for a term of one year.

ATTENTION: The President is chosen every year, but she / he cannot be elected for three consecutive terms. Directors are chosen for one or two years.

Article 10: The inauguration of the Administrators and Directors will take place no later than on the fourth Sunday of February.

Article 11: All Administrators and Directors will fulfill their terms until a successor is elected upon their place, eligible and approved by the inauguration of the Board.

Article 12: Should there be an unoccupied place in whichever office; the Board of Directors will choose on that place a worthy member, who will fully perform his job until the next elections.

PARAGRAPH VIII: THE RESPONSIBILITIES OF THE ADMINISTRATORS:

Board of Directors

Article 1: Board of Directors will have the full authority to govern and look after all the matters related to Podhale, Parents and Youth Association Inc., and also other affairs that the Organization might be involved in, such as contracts and deals vital for the proper development of the Organization. The Board will have undivided rule over all issues regarding care, control, guidance and the overall welfare of the Organization, including its possessions. All of the expenses will be approved by the Board of Directors.

ATTENTION:

Board of Directors has the right to utilize up to \$500 (five hundred dollars)

The President, in unusual incidents, may decide to use / spend up to \$500 (five hundred dollars)

Article 2: The responsibility of the Board of Directors is to enforce and publish the regulations of utilizing and inhabiting the terrain, taking care of it and insuring its value.

## Regulations of Podhale

a. Locations used for scout camps in Franklinville, NY, whose size and location are precisely discussed and described in the lease agreement, belong solely to Podhale, Parents and Youth Association Inc.

"Podhale" - Parents and Youth Association Inc. is the sole owner of the land and it decides of its further development or liquidation. This terrain has been purchased for scout youth with the purpose of the proper physical, mental and moral development.

b. The Board of Directors permits the rental of lots, for the building of cabins or setting up trailers, only if it will result in enlargement of the population and enables spending free time together.

c. The Board of Directors has to approve all leases, sizes and kinds of cabins.

d. The specific place for cabins is determined by the Strict Committee.

e. All transactions of the purchase, sale or inheritance is approved by the Board of Directors.

f. All members of the Organization, which belong to the Organization for at least three years and actively participate in the life of the Organization, are entitled and encouraged to owning a cabin.

g. Lots for the building of cabins or setting up trailers may be purchased for the cost of \$200 (two hundred dollars). The lessee receives a lease. The dimensions should not exceed 25 feet (twenty-five) by 25 feet (twenty-five). As soon as the lease comes into life, the annual cost is \$250 (two hundred fifty dollars). All additions to the cabins and deforestation must be first approved by the Board of Directors.

ATTENTION: Costs are subject to change due to any financial and / or economic conditions, therefore affecting the country or the Organization.

h. Inhabitants of cabins have the right to utilize roads and water, although roads leading to their cabins must be financed by the lessees / owners themselves.

i. Deserted cabins must be sold within two years, or may be removed by the owner, or else sold to the Organization.

j. Owners of cabins are liable to put in ten hours of voluntary work, determined by the groundskeeper. Should a member be unwilling to provide these 10 hours of service, she / he will be charged with a fine of \$100 (one hundred dollars), due to the 30<sup>th</sup> of May the current year.

k. The Organization is not responsible financially and / or morally for any sustained damages or possible destruction of the cabins. Therefore, owners of cabins are encouraged to insure their property.

l. Owners of the cabins are disallowed to rent their own cabins.



m. Any guests (including immediate family) staying for longer than the weekend at Podhale, are asked to provide a donation - on the hands of the Treasurer.

n. The owners of the cabins are liable both financially and morally for his / her family or any guests. The Organization is not responsible for any accidents or losses.

o. Loss of one's membership means that the owner must liquidate his cabin.

p. Proven vandalism can result the removal from the Organization - without a prior warning.

ATTENTION: Upon the approval of this constitution, the lease of any land for cabins is held off - until cancellation.

Article 3: Interpretation of the statute, laws, motions and regulations will be performed by the Board of Directors.

Article 4: At the annual meeting, the Board of Directors will make a complete report / account of its activity in the last year's budget and will give pointers and advice, which they think of as essential for further development of the Organization.

Article 5: Three consecutive meetings missed by a member of the Board of Directors, without a satisfactory written excuse for the President during the next monthly meeting, will be viewed and considered as an act of resignation of the member from the Board and will automatically exclude him from the Board of Directors.

a. All members that own a cabin are responsible to take an active part in the annual meeting and two other meetings throughout the year. Without a satisfactory written excuse, the Board of Directors may punish the members.

Article 6: When a motion, regarding the relationship of a member of the Organization to the Organization will be passed on the Board of Directors' meeting, in no case can it be considered during the next meeting without a prior written notice. If a written notice will be provided, the Protocol Secretary must send out these notices to all members of the Board of Directors, at least 10 day before it is due.

Article 7: THE BOARD OF DIRECTORS

The Board of Directors will have specific purposes, as follows:

a. Determining Directors for other organizations, which the Organization is a member of, or any other organizations, with the purpose of discussion the subjects in which the Organization is concerned about.

b. Deciding the rules of conduct of the members of the Organization, regarding the usage of Podhale.

- c. Warning, suspending or removing members of the Organization for violating regulations or for misconduct in the Organization.
- d. Determining and putting into effect the fines for abusing rules by the members of the Organization.
- e. Establishing rules for strangers and / or guests regarding the privileges of the Organization.
- f. Establishing, correcting and completing rules of the Board of Directors as well as determining and using the punishments for breaking such rules.
- g. Determining additional chores for the members.

#### REGULATIONS OF PODHALE

Article 1: Who has the privilege of utilizing the terrain of "Podhale";

- a. Associated Polish Youth / Scouts.
- b. Members of Podhale, Parents and Youth Association Inc.,
- c. Persons and Polish organizations supporting Podhale.

Article 2: Conditions & Costs:

- a. Organized Polish Youth / Scouts / is not responsible for any costs from using "Podhale".
- b. Supporting organizations are not responsible for any costs for organizing picnics at Podhale only if they will adhere to the rules and regulations of the Organization.
- c. Members of Podhale, Parents and Youth Association Inc., who own cabins at Podhale are responsible for costs.
- d. Members of Podhale, Parents and Youth Association Inc., who spend more time at Podhale than usual, are asked to contribute a donation, on the hands of the Treasurer.
- e. Podhale, Parents and Youth Association Inc., has the right to lease cabins that belong to the Organization, for short periods of time.

Article 3: Safety Conditions

- a. Persons who stay at Podhale are doing so at their own risk. The Organization does not accept any responsibility for any eventual accidents and / or personal losses.
- b. The owners of cabins are obligated to follow any special rules, during youth camps.
- c. The owners of cabins should not stay at Podhale during the duration of youth camps.

d. Damaging the woods and / or wildlife at Podhale is explicitly forbidden.

e. Maintaining cleanness should be everyone's responsibility at Podhale.

f. Entering any animals on the grounds of Podhale is not allowed. Should the owner of a cabin plan for a longer stay, the animal is to be tied to a leash, nearby the cabin. Brining the dogs in the kitchen or bathing them in the lake is prohibited.

g. Bringing or using guns on the grounds of Podhale is not allowed.

EXCEPTION: The hunting season exists only for the members of the Organization from September 30 to April 1, only under the condition that no one else is present at Podhale, except for the hunters.

h. Gambling is forbidden by the State Authority, as well as by the Organization.

i. Any disturbing noise from the hours of 11 P.M. and 8 A.M. is not allowed.

j. Using any vehicles such as QUADS, four-wheelers, or bikes is done with the full responsibility of the owners of these vehicles. After 10 P.M. riding is not allowed, especially during youth camps and scouts.

k. Smoking cigarettes and consumption of alcohol by youth under the age of 21 is forbidden.

l. Possession as well as using any drugs or substances is explicitly forbidden for ALL members of Podhale.

m. State Police has the right to appear at Podhale, whether or not invited, in order to keep everything under control.

n. SAFETY GUARDS AT PODHALE:

Will consists of: the President, the Groundskeeper, three members chosen by the Board of Directors.

Their responsibility is to ensure that rules are followed by everyone without exception.

The Guards have the right to put fines on the violators of law.

o. At least once a year, a female member is responsible to take an active part in the kitchen, in preparing the meals. Should she be somehow unavailable, for whatever reasons, she is obligated to pay a fine of \$25 (twenty-five dollars) for the Organization.

#### PRESIDENT

Article 1: The President will lead all meetings of the Organization and of the Board of Directors and will insist that all rules and privileges of the Organization will be fulfilled. Apart from that, he will also

perform additional functions, determined by the Board of Directors. President along with the Financial Secretary and the Treasurer will sign all legal contracts and obligations of the Organization. Out of three signatures - two are necessary.

Article 2: The President has the authority to choose members for the Committees as long as the Board of Directors finds it necessary.

#### VICE-PRESIDENT

Should the President be absent, his functions will be performed by the Vice-President. In case of the President's death, Vice-President will fulfill the functions of a President until the end of his term.

Article 3: Vice-President and the Female Vice-President will be responsible for the activity of the Committee of Functions, as well as visiting the sick in the hospital.

D. Protocol Secretary will keep records in synchronization of the meeting and other special motions and reports of the Organizations. He will deal with the official correspondence of the Organization, registration of new members and the registration of current members during all meetings.

E. Financial Secretary will book keep financial information and will synchronize all documents and papers regarding the Organization, in the time and place that the Board of Directors will determine. He will also perform other functions.

F. Treasurer will keep all records of money received and will place them into an account of the Organization and in a specific bank determined by the Board of Directors. He will not be able to spend any money, with the exception of with the purposes that will be approved by the Board of Directors. The Treasurer will not be responsible for Organization's money paid out or checks, or other receipts. During all annual meetings he will report an exact balance from the previous year, which will be controlled by the Financial Secretary and the Audit Commission.

G. Audit Commission:

- a. Consists of a leader and two members (one of them is a substitute).
- b. The purpose of the Audit Commission is to control the financial activity of the Board of Directors.
- c. It will make a report and assess the Board of Directors.
- d. If positive results are accomplished throughout the year, at the annual election and report meeting the Audit Commission will commend the Board and give its approval.

#### PARAGRAPH IX: CORRECTIONS

Corrections to this constitution can be made during an annual meeting or during a meeting summoned by 2/3 of all present members, with the

exception that a written notice informing all members about the corrections will be sent out by the Protocol Secretary.

PARAGRAPH X: LIQUIDATION OF THE LAND

Article 1: With the approval of the State Court about the resolution of ending Podhale, Parents and Youth Association Inc., and its possessions, decide 2/3 of all present members.

Article 2: Money received from the sale of 'Podhale' and from the bank will be donated for sociable or charitable causes.

Article 3: As soon as the liquidation of Podhale occurs, the owners of cabins may sell their cabins for Podhale, Parents and Youth Association Inc.,

PARAGRAPH XI: CONCLUSION

Constitution, Statute and Regulations will be approved by the majority of 2/3 of all present and voting members during a meeting called for this purpose, or during a yearly meeting of the Organization.

The right to vote has any member who has paid all of his fees and costs.

This Constitution, Statute and Regulations, along with all the corrections are put into effect immediately.

PARAGRAPH XII: In case, there is an omitted action or a type of conduct, the legal document that has the authority will be "Robert's Rules of Order"

ATTENTION: Every member of the Organization will receive a copy of the Constitution. Ignorance of ANY of the laws, rules and regulations discussed in this document, will not excuse a member of the Board or the Board of Directors, in case of violating this Constitution, Statute and Regulations.

Date of approval,

April 1, 2002