

# CONSTITUTION

## ARTICLE I – NAME AND TERRITORY

Section 1 – The name of this corporation shall be:

### **ALLENSPARK AREA CLUB, INC.**

Section 2 – The territorial area of operation of this club shall consist primarily of the geographical area embraced in the Allenspark Fire Protection District.

## ARTICLE II – PURPOSES

The purposes for which this club is organized are: Fellowship and Community Betterment.

## ARTICLE III – MEMBERSHIP

Section 1 – Members of this club must meet three requirements:

- a) Be age 21 or over.
- b) Reside, be a prior member, own real estate, or have an interest in affairs occurring in the geographical area embraced by the Allenspark Fire Protection District.
- c) Be sponsored by a member of the Allenspark Area Club, Inc.

Section 2 – There shall be two types of club members:

- a) Active Membership
- b) Lifetime Membership – so designated to those over age 85 in good standing in the club for the past 5 (five) years. Dues are waived.
- c) Honorary Membership – so designated to those individuals, whether or not members of the Area club, selected by the Executive Board for having made a significant and positive impact on the Allenspark area. Honorary members may be selected at any regular meeting by a two-thirds vote of the Executive Board present, providing notice of the proposed selection was sent to each member of the Executive Board at least ten days prior to said meeting. Dues are waived for all Honorary members.

Section 3 – No member shall be permitted to either vote or hold office in the Club unless and until the member has paid his membership dues, as hereinafter provided.

## **ARTICLE IV – OFFICERS, DIRECTORS AND EXECUTIVE BOARD**

Section 1 – The elective officers of this Club shall be President, Vice-President, Secretary and Treasurer. If so elected to office, the same person may serve as both Secretary and Treasurer.

Section 2 – In addition to the elective officers, there shall be four other members elected to serve as Directors. A Director shall serve as Chairperson of the standing committees (excluding the Auditing Committee).

Section 3 – The Executive Board of this Club shall consist of the current Directors, the current officers and the past President. The current President shall serve as Chair of the Executive Board. In the event that the President or any officer resigns or is removed from office, this person shall not be eligible to be a member of the Executive Board unless specifically approved by a majority vote of the Executive Board.

Section 4 – The terms of the elective officers (President, Vice-President, Secretary and Treasurer) and the Directors shall be one year, beginning on the first day of July next following their election.

Section 5 – Neither the President, the Vice-President, the Secretary or the Treasurer shall serve more than two successive terms in the same office.

## **ARTICLE V – STANDING AND SPECIAL COMMITTEES**

Section 1 – The Executive Board, each year, shall approve the membership of the following Standing Committees: Ways and Means, Program and Arrangements, Community Service and Publicity, and Auditing.

Section 2 – Special Committees may be appointed by the Executive Board to serve the specific function then deemed necessary and proper by the Executive Board. Such Special Committees shall not serve beyond the current year in which they are appointed unless and until they are reappointed by the succeeding Executive Board.

## **ARTICLE VI – QUORUM AND MAJORITY VOTE**

Section 1 – Except as otherwise specifically provided herein, no voting action of the general membership shall be valid in the absence of a majority vote for such action by those who participate in the voting, nor shall such voting action take place in the absence of a quorum of at least twenty (20) members.

Section 2 – Except as otherwise specifically provided herein, no voting action of the Executive Board shall be valid in the absence of a majority vote for such action by those participating in the voting, nor shall such voting action take place in the absence of a quorum of at least five (5) members of the Executive Board.

Section 3 – Any voting action by any of the Standing or Special Committees previously mentioned shall be governed by the majority vote of its members who participate in the voting.

## **ARTICLE VII – ADMINISTRATIVE AND FISCAL YEARS**

The administrative and fiscal years of this Club shall run concurrently, beginning on July first and ending on June thirtieth of the following calendar year.

## **ARTICLE VIII – MEETINGS**

Section 1 – Meetings of the general membership shall be held not less than one each month, at such times and places as approved by the Executive Board.

Section 2 – Meetings of the various Standing and Special Committees previously identified shall be held at such times and places as are designated by the respective Chair of such Committees.

## **ARTICLE IX – ELECTION OF OFFICERS AND DIRECTORS**

The Annual Election of Officers and Directors shall be by written ballots. A Nominating Committee, appointed for such purpose by the President, shall, by the May monthly Executive Board meeting, submit to the President a list of candidates for the elective offices of this Club for approval of the Executive Board. In the June Newsletter mailing, the Secretary shall furnish to each member a ballot containing the names of the official candidates, with space provided for the “writing in” of other names. Members will cast their ballots by mail. At the June Executive Board meeting, the designated tellers shall count the returned ballots and announce to the President the results of the election.

## **ARTICLE X – DUES AND OTHER REVENUES**

If and when the need arises for funds in addition to the membership dues, the Executive Board shall bring the matter to the attention of the general membership for such action as the general membership may deem necessary and proper, but no action shall be taken which may subject the members to payments other than voluntary contribution, in addition to their annual dues.

## **ARTICLE XI – AMENDMENTS**

Amendments to the Constitution of this Club may be proposed at any meeting of the Executive Board by a two-thirds vote of the Committee members present, providing notice of the proposed amendments was sent to each member of the Executive Board at least ten day prior to the meeting. Amendments so proposed shall be submitted to the general membership for approval or rejection. At least fifteen (15) days' notice of the proposed amendments shall be given to each member by mail, with instructions that all ballots must be returned by a specific time. The ballots shall be counted by the Executive Board. If ratified by a majority of the ballots returned within the specified time, the amendment(s) shall be effective upon announcement to the membership of the results of the ballot.

## **BY-LAWS**

### **ARTICLE I – POWERS AND DUTIES OF OFFICERS, DIRECTORS AND EXECUTIVE BOARD**

Section 1 – The President shall be clothed with all of the powers and duties delegated to the office in the Constitution of this Club. In addition, this person shall preside at all meetings of the general membership and the Executive board, and this person shall enforce the provisions of the Constitution and By-Laws of order, act as judge in elections, declare the results of such elections, and perform such other duties as the Executive Board may direct.

Section 2 – The Vice-President shall, in the absence or inability of the President, perform the duties of the President. This person shall perform such other duties as the President or the Executive Board may direct.

Section 3 – The Secretary shall keep accurate minutes of the proceedings of the general membership and the Executive Board. Except as otherwise provided in the Constitution, this person shall take care of all Club correspondence. The Secretary shall have charge of all Club records except those maintained by the Treasurer and shall draw and attest all orders on the Treasurer and keep a record thereof. This position shall send appropriate cards to any member in the event of illness or the event of illness or tragedy in a member's immediate family. In addition, the Secretary shall perform such other duties as the Executive Board may direct.

Section 4 – The Treasurer shall receive and be the custodian of all monies of the Club. This person shall keep the Executive Board fully informed on all pertinent matters related thereto, and the Treasurer shall keep an accurate book or computer record showing all of the Club's receipts and disbursements, and shall keep the Club funds in the bank designated by the Executive Board. The Treasurer shall be responsible for the collection of money for the meals and for payment to the caterer, and shall pay all bills against the Club upon proper authorization by the Executive Board. The Treasurer will also be responsible for the custody of the name tags and shall arrange for their issue and collection at each meeting. In addition, this position shall perform such other duties as the Executive Board may direct.

Section 5 – The Directors shall be clothed with all the powers and duties delegated to them by the Constitution of the Club. The Directors shall attend and participate in the actions of the Executive Board and chair a Standing Committee as designated by the President.

Section 6 –

- a) The Executive Board shall be clothed with all the powers and duties delegated to it in the Constitution of this club. The Executive Board shall be the governing body of this club, set the membership dues and shall supervise all of its affairs. It shall have power to fill vacancies in the list of Officers or the Executive Board. In addition, it shall have authority to prescribe regulations as to Club matters not provided for in the Constitution or By-Laws.
- b) The Executive Board shall have the duty and responsibility to recommend for removal from office any officer or director whose actions are contrary to the Constitution or By-Laws or reflects adversely upon the reputation or programs of the Club. Voting on such removal shall be by ballot sent to all members at least fifteen (15) days prior to the date set for the counting of the ballots. Members may cast their vote by mail so long as it is received before the time specified for counting. A majority of the votes cast shall determine the action.
- c) The Executive Board shall have the duty and responsibility to terminate membership in the Allenspark Area Club of any member for cause. Any member being so considered shall have the right to be present or represented at the Executive Board meeting when such action is to be considered. A vote of two-thirds is required for affirmative action.

## **ARTICLE II – DUTIES OF STANDING COMMITTEES**

Section 1 – The Ways and Means Committee, with a Director as Chairperson, is charged with the responsibility of effective promotion of the purposes for which the Club is organized—Fellowship and Community Betterment. This Committee, in order to accomplish such purposes, shall enjoy a special status of cooperation by the general membership, the Executive Board and other Committees. The Ways and Means Committee shall also develop and submit to the Executive Board short and long range plans as necessary for the proper development and operation of the Club, including various fund raising projects for the Club.

Section 2 – The Program and Arrangements Committee, with a Director as Chairperson, shall develop and submit to the Executive Board, for approval, comprehensive programs of speakers, entertainment and fellowship, in keeping with the aims and objectives of the Club. This Committee shall also develop and submit to the Executive Board plans for the location, type and cost of meals and facilities for meetings and, after approval, be responsible for all necessary arrangements for such meetings. The Program and Arrangements Committee shall also be responsible for appointing greeters for each meeting to be certain that speakers and guests are properly received.

Section 3 – The Community Service and Publicity Committee, with a Director as Chairperson, shall be constantly alert to the needs of the Allenspark Area and shall develop and submit to the Executive Board for approval, a comprehensive program of service projects in keeping with the aims and objectives of the Club. This Committee shall also seek publicity for the Club, and the various programs undertaken by the Club.

Section 4 – The Auditing Committee, immediately after the close of the fiscal year or at any time deemed necessary by the Executive Board, shall examine all books, accounts and records of this Club and immediately report its findings, in writing, to the Executive Board.

### **ARTICLE III – AMENDMENTS**

Amendments to the By-Laws may be proposed at any meeting of the Executive Board by a majority vote of the Committee members present, provided notice of the proposed amendment was sent to each member of the Executive Board at least ten (10) days prior to the meeting. Amendments so proposed shall be submitted to the general membership for approval or rejection. At least fifteen (15) days' notice of the proposed amendments shall be given to each member by mail, with instruction that all ballots must be returned by a specific time. The ballots shall be counted by the Executive Board. If ratified by a majority of the ballots returned within the specified time, the amendment(s) shall be effective upon announcement to the membership of the results of the ballot.

*As amended:*

February 1977  
March 1977  
November 1982  
June 1989  
October 1989  
January 1991  
March 2002