

Revised January \_\_\_\_, 2015

## **Constitution for the Trails End Club**

### **Article I: Name**

The name shall be "Trails End Club", (hereinafter referred to as "The Club").

### **Article II: Purpose**

- A. The purpose of The Club shall be to promote and regulate social, recreational and legislative activities for the mutual benefit of The Club members from November 1<sup>st</sup> to March 31<sup>st</sup> of each year (hereinafter "the season").
- B. This Club is a non-profit organization and no income or profit shall inure to the benefit of any member. The Club will not engage or participate in any political activity.

### **Article III: Membership**

All residents of Trails End Mobile Home Community shall be members of The Club during their residency and all members shall be eligible to vote and hold office. The Club shall not assess any membership fees from the residents for membership to The Club.

### **Article IV: The Board**

The Board shall have nine (9) members: five (5) officers, namely the President, First Vice-President, Second Vice-President, Treasurer, Secretary and four (4) Directors. There will be four (4) members of the Board elected in even numbered years and five (5) members elected in odd years. All members will be elected for two (2) year terms, which will maintain the four (4) and five (5) member stagger. The member shall hold office from April 1<sup>st</sup> of the year elected until March 31<sup>st</sup> of the end of their term or until their successor has been duly elected or appointed. Two successive terms will be the limit for a Board Member. A person can run again in future years.

### **Article V: Nominating Committee**

At the first Board meeting in January of each year, the Board will appoint three (3) persons to serve on the Nominating Committee. It is the duty of this committee to select one or more nominees for each of the Board Members listed in Article IV. In their election process, the Nominating Committee must consider the duties of each office as described in Article IV. Each Nominee should commit to serving approximately one hundred and twenty (120) days of the season. In order to remain on the list, Nominees will have agreed to serve. The list of Nominees will be posted at least seven days before the Annual Meeting. The Nominating Committee will introduce these Nominees at the same Annual Meeting. The Annual Meeting will accept nominations from the floor.

## **Article VI: Committees/Activities**

- A. The President shall appoint any and all Committees in order to conduct activities to fulfill the purpose of The Club.
- B. Each Committee shall have one (1) Chairperson/Coordinator to organize its activities. The Chairperson of any Committee shall have the authority to appoint as many Co-Chairpersons as may be required to fulfill his or her duties as Chairperson. Any Chairperson, at his or her sole discretion, shall have the authority to call a meeting of his or her Committee.
- C. All Board Members shall submit to the Treasurer a list of all “approved” Committee expenditures/expenses with bills attached. All monies shall be turned over to the Treasurer who shall then issue receipts to the Chairperson for the funds so received.
- D. The Board shall have the authority to terminate a Committee in the event of non-interest in any activity by the members of The Club.

## **Article VII: Club Meetings**

Regular Meetings: Regular meetings shall be held every Monday at 8:30 a.m. of each week during “the season” in the Main Hall. Once a quorum of five (5) Board Members is present, the regular meetings will commence in November and cease in March.

The order of business of the meetings, as set out above, shall include:

- a. Approval of the minutes of the previous meeting. The Board can then make it a regulation to read only the business section of the minutes but still have the option of possibly reading an important notice from the activity section – Example: A possible serious health warning or special upcoming activity event, etc.,
- b. Treasurer’s report,
- c. Discussion of Treasurer’s report,
- d. Old business,
- e. New business,
- f. Adjournment.

Annual Meetings: The Annual Meeting of The Club shall be held in the Main Hall on the second (2<sup>nd</sup>) Monday of February each season. At this meeting the Nominating Committee will present its Nominees for the Board. Acclamation and/or election will be according to Article X herein.

Board Meetings:

- A. The Board meetings may be called by the President, by an officer of the Executive Board or by five (5) members of the Board. A quorum shall consist of five (5) members of the Board.
- B. The President (or in his absence, the First Vice-President or Second Vice-President) shall preside over all meetings of The Club.

## **Article VIII: Duties of The Board**

The Executive Board shall be the official liaison between members of The Club and Management. The officers of the Executive Board shall be:

**President:** The President shall preside over all meetings of The Club and shall appoint Committees and their respective Chairpersons, as may be required to fulfill the purpose(s) of The Club.

**Vice-Presidents:** The Vice-Presidents shall assist and assume the duties of the President when so called upon. The Vice-Presidents shall be prepared to advance to the position of President if re-elected to the Executive Board.

**Secretary:** The Secretary shall keep accurate minutes of regular meetings and Board meetings. The Secretary shall post a copy of the minutes on the bulletin board in the Main Hall for the review by members of The Club, send a copy to The Club Webmaster for uploading to The Club's website and retain a copy on file. In the event of a discrepancy in the minutes, the Secretary shall correct such minutes and follow the same procedure.

**Treasurer:** The Club shall be bonded. The initial cost of the bond, and any renewals thereof; shall be paid by The Club. The Treasurer shall have the authority to receive all monies received by The Club, issue a receipt thereof, and deposit the same in a bank approved by the Board. The Treasurer shall pay all accounts payable approved by the Board. The Treasurer shall present a current weekly financial statement at the regular meetings and post a copy of the same on the bulletin board in the Main Hall. The Treasurer shall also prepare an annual financial statement for the Fiscal Year End as at March 31<sup>st</sup>. All checks shall require two (2) signatures of the officers: Treasurer and any one of the other four (4) Executive Board Members.

**Directors:** The other four (4) elected members together with the above officers form the Board.

The Board shall have the authority to prepare amendments to the Constitution to be presented to and voted upon by The Club members.

The Board shall appoint two (2) Club members for a financial review. The duties of the two (2) Club members shall be to review one (1) or two (2) financial month/s and prepare a report to certify that it is true, correct and provide any future financial recommendations.

#### **Article IX: Duties of the Nominating Committee**

- A. The Nominating Committee, as appointed by the President, shall meet no later than the third (3<sup>rd</sup>) Monday in January to select a slate of members of The Club who have agreed to fill the vacant positions on the nine (9) member Board if elected.
- B. The Committee will submit these names for election at the general meeting to be held on the second (2<sup>nd</sup>) Monday in February of each year.

- C. In the event of a vacancy on the Board, caused by resignation, death, and for any other reason, a replacement shall be named by the Nominating Committee. Such appointment will be announced at the next general meeting of The Club. The replacement member shall serve the remaining term of the vacating member.

#### **Article X: Elections**

- A. The Nominating Committee will submit its slate of members to fill vacancies on the Board at the Annual Meeting on the second (2<sup>nd</sup>) Monday of February each year. Nominations may be submitted from the floor at this time. Nominations shall be declared closed by the President at the end of the Meeting.
- B. If more members are nominated than required to fill the vacant position/s, the names shall be listed on the bulletin board in the Main Hall for a period of one (1) week and an election by secret ballot held on the third (3<sup>rd</sup>) Monday in February at the regular meeting.

#### **Article XI: Club Expenditures**

- A. Any expenditures/expenses made by any Committee member must be submitted and approved by the Board. The only exceptions shall be food, Directory and monthly Newsletters.
- B. No expenditures for any specific purpose of Five Hundred Dollars (\$500.00) or more; shall be made by the Board without securing the prior approval by a majority vote of the members present at any regular meeting.
- C. Any expenditure that has a cost overrun exceeding the Five Hundred Dollars (\$500.00) must be taken to the regular meeting for a vote from The Club members.

#### **Article XII: Authorized Club Activities**

Only activities approved by a majority vote of the Board and/or Management shall be conducted in the two (2) halls, lounge and other facilities in the Park.

#### **Article XIII: Amendment to the Constitution**

The amendments shall be presented to and prepared by the Board. The Board shall present the proposed amendments to The Club members. The constitution may be amended by a two-thirds (2/3) vote of members present at the Annual Meeting.

#### **Article XIV: Dissolution of The Club**

Upon dissolution of the Trails End Club, all the assets of The Club are to be sold and/or given to a charitable organization selected by the Board and no assets or profits are to inure to any individual.