

Revised February 11, 2008  
Revised February 09, 2009  
Revised February 01, 2010

## Constitution for the Trails End Club

Current as of Feb 08 2010

### 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 1st to March 31st 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: Executive Board

The Executive Board shall have nine members: five (5) officers, namely the President, First Vice-President, Second Vice-President, Treasurer, Secretary and four (4) Directors. There will be 4 members of the Executive Board elected for a one year term and 5 members for two years in 2008. Starting in 2009, all members will be elected for two year terms which will maintain the 4member/5 member stagger. The member shall hold office from April 1st of the year elected until March 31st of the end of their term or until their successor has been duly elected or appointed.

### Article V: Nominating Committee (Revised on Feb 9, 2009)

At the first board meeting in January of each year, the Board will appoint three persons to serve on the Nominating Committee. It is the duty of this committee to select one or more nominees for each of the offices listed in Article IV. In their selection process the committee must consider the duties of each office as described in Article IV. In order to remain on the list, Nominees will have agreed to serve. The list of the nominees will be posted at least seven days before the Annual meeting. The Nominating Committee will

offer these nominees at the same Annual Meeting. The Annual meeting will accept nominations from the floor.

#### Article VI: Committees

- A. The President shall appoint any and all Committees in order to fulfill the purpose of "the Club".
- B. Each committee shall have one Chairperson 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 Committee Chairpersons shall submit to the Treasurer a list of all expenditures with bills attached. All monies received by the Chairperson shall be turned over to the Treasurer who shall then issue receipts to the Chairperson for the funds so received.
- D. The Executive 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.

**Annual Meetings:** The annual meeting for the election of the Executive Board shall be held in the Main Hall on the second Monday in February of each season, except in the event of a general election according to Article X herein.

#### Executive Meetings:

- A. The Executive Board meetings may be called by the President, by an officer of the Executive Board or by five (5) members of the Executive 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".
- C. The order of business of the meetings, as set out above, shall be:
  - a. Reading and approval of the minutes of the previous meeting,
  - b. Treasurer's report,
  - c. Discussion of Treasurer's report,
  - d. Old business,
  - e. New business,
  - f. Adjournment.

#### Article VIII: Duties of the Executive 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 President: 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 Executive Board meetings. The Secretary shall insert such minutes in the Minute Book of "the Club" and shall post a copy on the bulletin board in the Main Hall for the review by members of "the Club". In the event of a discrepancy in the minutes, the Secretary shall correct such minutes, insert a copy of same in the Minute Book and post a copy on the bulletin board in the Main Hall.

Treasurer: The Treasurer 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" and deposit same in a bank approved by the Executive Board. The Treasurer shall pay all accounts payable approved by the Executive Board. He shall present a current monthly financial statement at the regular meetings and post a copy of same on the bulletin board in the Main Hall. The Treasurer shall also prepare an annual financial statement for review by the Auditors of "the Club". All checks shall require one (1) signature of the officers; President, Secretary, or Treasurer.

The Executive Board shall have the authority to prepare amendments to the Constitution to be presented to and voted upon by "the Club" members. The Executive Board shall appoint two (2) auditors. The duties of the two (2) auditors shall be to review the annual financial statement as submitted by the Treasurer and certify that it is true and correct.

Directors: The other four elected members together with the above officers form the Executive Board.

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

A. The Nominating Committee, as appointed by the President, shall meet no later than the third (3rd) 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 Executive Board if elected.

B. The Committee will submit these names for election at the general meeting to be held on the second Monday in February of each year.

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

#### Article X: Elections (Revised on Feb 1, 2010)

A. The Nominating Committee, will submit its slate of members, to fill vacancies on the Executive Board at the annual meeting on the second 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, 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 Monday in February at the regular meeting.

#### Article XI: Club Expenditures

A. All expenditures in excess of One Hundred Dollars (\$100.00) per season and per Committee, to be made by any Committee or Committee member must be submitted and approved by the Executive Board. The only exceptions shall be food, birthdays and anniversary parties, monthly newsletter and yearbook.

B. No expenditures for any specific purpose of One Thousand Dollars (\$1,000.00) or more, shall be made by the Executive Board without securing the prior approval by a majority vote of the members present at any general meeting.

#### Article XII: Authorized Club Activities

Only activities approved by a majority vote of the Executive Board and/or Management shall be conducted in the Main Hall or Lounge.

#### Article XIII: Amendment to the Constitution

The amendments shall be presented to and prepared by the Executive Board. The Executive 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 Executive Board and no assets or profits are to inure to any individual.

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Revised February 15, 2007 (Note: this Constitution was "Revised" in 2008)

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## 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 1st to March 31st 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: Executive Board

The Executive Board shall have nine members: five (5) officers, namely the President, First Vice-President, Second Vice-President, Treasurer, Secretary and four (4) Directors. The members of the Executive Board shall be elected for a two (2) year term and shall hold office from April 1st of the year elected until March 31st of their second year or until their successor has been duly elected or appointed.

## Article V: Nominating Committee

"The Club" will have a Nominating Committee composed of five members who shall be appointed by the President before January 1st of each year. The nominating Committee will hold office until their successors have been appointed by the President.

## Article VI: Committees

A. The President shall appoint any and all Committees in order to fulfill the purpose of "the Club". B. Each committee shall have one Chairperson 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 Committee Chairpersons shall submit to the Treasurer a list of all expenditures with bills attached. All monies received by the Chairperson shall be turned over to the Treasurer who shall then issue receipts to the Chairperson for the funds so received. D. The Executive 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 9:00 a.m. of each week during "the season" in the Main Hall.

Annual Meetings: The annual meeting for the election of the Executive Board shall be held in the Main Hall on the second Monday in February of each season, except in the event of a general election according to Article X herein.

Executive Meetings: A. The Executive Board meetings may be called by the President, by an officer of the Executive Board or by five (5) members of the Executive 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". C. The order of business of the meetings, as set out above, shall be: a. Reading and approval of the minutes of the previous meeting, b. Treasurer's report, c. Discussion of Treasurer's report, d. Old business, e. New business, f. Adjournment.

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All checks shall require one (1) signature of the officers; President, Secretary, or Treasurer. The Executive Board shall have the authority to prepare amendments to the Constitution to be presented to and voted upon by "the Club" members. The Executive Board shall appoint two (2) auditors. The duties of the two (2) auditors shall be to review the annual financial statement as submitted by the Treasurer and certify that it is true and correct.

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#### Article X: Elections

A. The election of members, to fill vacancies on the Executive Board from the slate of names submitted by the Nominating Committee, will be held at the Annual meeting on the second 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. If no nominations are made from the floor, the President shall declare the slate submitted by the Nominating Committee as elected. B. If more members are nominated than required to fill the vacant position, 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 Monday in February at the regular meeting.

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