

Revised February 11, 2019

## **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: six (6) officers, namely the President, First Vice-President, Second Vice-President, two (2) Treasurers, Secretary and three (3) 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 elected 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 December of each year, the Board will appoint three (3) persons to serve on the Nominating Committee, for no more than three (3) consecutive years, with one (1) member rotation yearly thereafter. The first appointed member (longest serving), shall be the first one to be replaced. It is the duty of this committee to select one or more nominees for each of the Board vacancies 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. Nominees will have agreed to serve if elected.

At the Regular Meeting seven (7) days prior to the Annual Meeting, the Nominating Committee will announce the Nominees who have agreed to serve. The President will call three (3) times for nominations from the floor. The Nominations would then be closed. The list of Nominees will be posted at least seven (7) days before the Annual Meeting. The Nominating Committee will reintroduce all Nominees at the Annual Meeting.

## **Article VI: Activities**

- A. The Board shall approve any and all Activities in order to conduct activities to fulfill the purpose of The Club.
- B. Each Activity shall have one (1) Chairperson and one (1) Board Liaison Member to organize and approve activities. A Chairperson can appoint co-chairpersons as may be required to fulfill his or her duties.
- C. If an expenditure is required for an Activity, the Chairperson shall contact the Board Liaison Member who is responsible for the Activity. Once an approved expenditure is made, the Board Liaison Member shall submit to the Treasurer/s the signed Director Approval Form filled out with the original receipts attached.
- D. The Board shall have the authority to terminate an Activity in the event of non-interest.

## **Article VII: Club Meetings**

### 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.

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. Reading and approval of the minutes of the previous meeting,
- b. Reading and approval of Treasurer’s report,
- c. Old business,
- d. New business,
- e. Adjournment.

Annual Meeting: The Annual Meeting of The Club shall be held in the Main Hall on the third (3<sup>rd</sup>) Monday of February each season. At this meeting the Nominating Committee will present **all** Nominees for the Board. Acclamation and/or election will be according to Article X herein.

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

The Executive Board shall be the official liaison between members of The Club (as per Article II) 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 required.

Secretary: The Secretary shall keep accurate minutes of Regular meetings and Board meetings. The Secretary shall post a copy of the minutes on the Board's board in the Card 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.

Co-Treasurers: The Club shall be bonded. The initial cost of the bond, and any renewals thereof, shall be paid by The Club. The Treasurers 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 Treasurers shall pay all accounts payable approved by the Board. The Treasurers shall present a current weekly financial statement at the Regular meetings and post a copy of the same on the Board's board in the Card Hall. The Treasurers shall also prepare an annual financial statement for the Fiscal Year End as at March 31<sup>st</sup>. After the Fiscal Year End of March 31<sup>st</sup>, The Treasurers will also prepare the required Internal Revenue Service Forms. All checks shall require two (2) signatures of the officers: Treasurers and any one of the other four (4) Executive Board Members.

Directors: The other three (3) elected members together with the above officers form the Board.

The Board shall prepare amendments to the Constitution to be presented to and voted upon by The Club members (see Article XIII).

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 list of members of The Club who have agreed, if elected, to fill the vacant positions on the nine (9) member Board.
- B. The Committee will submit these names for election at the Regular 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. The Nominating Committee will announce the vacancy at a Regular Meeting and ask if any person would like to put their name forward. Such appointment will be announced at the next Regular meeting of The Club. The replacement member shall serve the remaining term of the vacating member.

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

- A. If the number of nominees equal the vacancies, then the nominees are elected by acclamation.
- B. If more members are nominated than required to fill the vacant position/s, an election by secret ballot will be held on the third (3<sup>rd</sup>) Monday at the Annual Meeting in February each year.

- C. No proxies or absentee ballots will be allowed.
- D. Once the nine (9) Board Members have been duly elected, they shall meet among themselves and determine who will fill the positions of President, Vice-Presidents, Secretary, Treasurers and Directors.
- E. No two (2) members from the same unit can serve on the Board at the same time.

#### **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 Kitchen Food and Supplies, Directory and monthly Newsletters.
- B. The Board is authorized to spend Club funds up to Five Hundred Dollars (\$500.00) without securing Club membership approval.
- C. In situations that require urgent action, when approval of the Club membership is unfeasible, the Board may spend up to One Thousand Dollars (\$1,000.00) without prior Club membership approval. A full report of the expenditure will be announced at the next Regular meeting.
- D. Expenditures exceeding One Thousand Dollars (\$1,000.00) will automatically be tabled for one (1) week for further discussion and the vote. The vote will be a secret ballot.
- E. Any expenditure that has a cost overrun exceeding 10% of the original proposal, shall be brought to the Club membership for approval.

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

Only Activities approved by a majority vote of the Board and/or Management shall be conducted in the halls, library and other facilities in the Park.

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

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