LEISURE VILLAGE WEST – ARTS & CRAFTS CLUB CONSTITUTION AND BY-LAWS

ARTICLE I

Name of Club

The name of this organization shall be The Leisure Village West Arts & Crafts Club.

ARTICLE II

Purpose

The objectives of the club shall be:

- a. To promote an interest in all forms of handcrafts.
- b. To share ideas and knowledge with other members.
- c. To hold fund-raising events in accordance with Leisure Village West Associations rulings for:
 - 1. Philanthropic projects.
 - 2. To purchase materials for these projects.
 - 3. To make donations to worthy causes.

ARTICLE III Membership

Membership shall be open to any resident of Leisure Village West. Payment of dues shall determine members in good standing.

ARTICLE IV

Dues amended September 2011 – Dues raised to \$5.00.

Membership dues shall be payable annually at the beginning of the fiscal year, September 1st.

The amount of dues shall be \$5.00 per year, but may be changed by a two-thirds (2/3) vote of the members present at a regular meeting at any time a change is deemed necessary.

ARTICLE V

Calendar Year

The calendar begins on September 1st and ends on July 31st.

ARTICLE VI

Meeting Dates

The regular meetings of the club shall be held on Thursday afternoons from 1:00 PM to 3:00 PM in the Club House, 1st and 3rd Thursdays.

Emergency meetings may be called by the President when necessary. Such meetings must be posted and every effort made to contact members.

The first meeting of each month shall be the Business Meeting at which time attendance will be taken, Minutes read, the Treasurer's Report and Standing Committee reports read.

ARTICLE VII

Officers

- The Officers of this club shall be a President, a Vice-President, a Secretary and a Treasurer.
- The term of office for all officers shall be one year, with re-election every year. Any part of a term equally or exceeding one-half (1/2) the regular term shall be considered a term in deciding eligibility for re-election.
- All officers shall be elected at a regular business meeting in July and shall be installed and take office at the business meeting in September.

ARTICLE VII

Duties of Officers

The President shall:

- a. Act as chair of all membership meetings.
- b. Be a member ex-officio of all committees except the Nominations Committee.
- c. Appoint all committees with the approval of the Board.

The Vice-President shall:

a. In case of the absence of the President, perform such duties as are assigned to the President.

The Secretary shall:

- a. Keep an accurate roster of the entire membership.
- b. Record the attendance of each business meeting.
- c. Keep the minutes of the business meetings.
- d. Keep a permanent file of important papers.
- e. Take care of all Club correspondence.

The Treasurer shall:

- a. Collect money due the Club.
- b. Keep an accurate record of all club monies.
- c. Deposit same in bank.

- d. Pay all bills authorized by the Executive Board.
- e. Present a full report at each business meeting.
- f. Submit the book in which the record of receipts and disbursements for the year have been kept and his/her annual report for audit.

ARTICLE IX Nominations and Election of Officers

The <u>Nominations Committee</u> shall be appointed by the Executive Board at the April business meeting. The Nominations Committee will prepare a slate of officers and present it to the membership at the April business meeting. The names of the consenting nominees and offices for which they are nominated shall be sent to the President and Secretary before the meeting at which time the slate will be presented to the membership.

Nominations may be made from the floor at the time of the election.

A majority of valid votes cast shall be necessary to constitute an election.

In the event of a vacancy of the office of President, the Vice-President shall serve as President for the remainder of the term.

In the event of a vacancy in any office other than President, the President shall appoint an officer to fill the vacancy for the remainder of the term.

ARTICLE X Quorum

One third (1/3) of the membership shall constitute a quorum at regular meetings. A majority of the membership shall constitute a quorum at a special meeting.

ARTICLE XI Amendments to the By-Laws

<u>Committee on Constitution and By-Laws</u>. This committee shall have charge of all proposed amendments and revisions of the Constitution and By-Laws and shall present them to the Executive Board.

Executive Board. The elected officers and the Immediate Past President shall constitute the Executive Board. They shall meet when called together by the President. Members may attend the Executive Board Meetings.

Amendments must be approved first by the Executive Board with a 2/3 vote. Amendments must be read (posted) at a general meeting and voted upon at the next general meeting by a 2/3 vote of the quorum.

ARTICLE XII

Financial Records

The financial records of the club should be audited annually, no later than January 30th of the following year, by a committee of at least two members of the club.

ARTICLE XIII

The rules of parliamentary practice comprised in Robert's Rules of Order Revised shall govern the proceedings of this club, subject to the special rules which have been adopted, and by rules governing clubs as approved by The Leisure Village West Board of Trustees.

ARTICLE XIV

DISBANDMENT

In the event of the disbandment of the Club, the treasury, after all club expenses are satisfied, shall be disbursed of as follows:

- A. 50% of the distribution shall be disbursed to:
 - 1. Philanthropic projects.
 - 2. Charitable donations to worthy causes of the clubs' choice.
- B. Not less than 50% of the distribution, in accordance with Leisure Village West Association rulings, shall be appropriated back to the Leisure Village West Recreation Department.

Revised January 2012, March 2022