Constitution and By-Laws

CONSTITUTION

**Article I – Name**

The name of this association shall be the “Manitou Springs Women’s Club.”

**Article II – Object**

The object of the club shall be to create interest in the community; to stimulate educational development; and to promote fellowship among club members.

**Article III – Membership**

Section 1. Membership in the club shall be of three classes – Active, Associate, and Life.

Section 2. Active members shall consider themselves in honor bound, as far as possible, to study the subject under consideration by the club, and to perform literary and committee work.

Section 3. Association members shall be entitled to the privileges of the club, except that of holding office, but shall have no responsibility regarding the club.

Section 4. Life membership may be granted, upon request, to any member who has been a continuous dues-paying member for 15 years and becomes 70 years of age.

**Article IV – Officers**

Section 1. The officers of this club shall be a President, a First Vice-President, a Second Vice-President, a Third Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and Assistant Treasurer, an Auditor, and an Historian.

Section 2. The term of office shall be two years and no member shall hold the same office for more than two consecutive terms except the Treasurer and the Historian.

**Article V – Board of Directors**

The past President, the Officers, and the Chairman of each standing committee constitute the Board of Directors.

**Article VI – Meetings**

Section 1. Regular meetings shall be held on the first Monday of each month from October through May at 12:00 p.m. except when it falls on a legal holiday or inclement weather prevails.

Section 2. Special meetings may be called by the president or, if necessary by any five members, provided all resident members have been notified of the date set and the business to be transacted. No business shall be transacted except that stated in the call.

**Article VII – Amendments**

The Constitution and By-Laws of this club may be amended at any regular meeting by a two-thirds vote of all members present. The proposed amendments must be submitted to the club at a regular meeting before being voted upon.

BY-LAWS

**Article I – Membership**

Section 1. Dues for Active membership shall be $20 per year, and Associate members shall pay $40.

Section 2. Any member who has not paid their dues shall not be considered an active member until their dues are paid in full.

**Article II – Duties of Officers**

Section 1. The President shall preside at the meeting of the club. She shall appoint all committees not provided for in the By-Laws and shall be an ex-officio member on all committees, except the nominating committee. All officers shall assume their duties at the close of installation.

Section 2. The First Vice-President shall assist the President and the Board of Directors.

Section 3. The Second Vice-President shall be the chairman of the program committee.

Section 4. The Third Vice-President shall be the chairman of the ways and means committee.

Section 5. The Recording Secretary shall keep a record of the proceedings of all meetings.

Section 6. The Corresponding Secretary shall conduct any correspondence of the club and keep the contact log updated.

Section 7. The Treasurer shall receive all moneys, including dues; disburse all moneys, upon authorization of the Board of Directors; keep an itemized account of all receipts and disbursements; present a written report of the transactions of the preceding month at each meeting of the Board of Directors and at each club meeting; and file federal income taxes after June 30th of each year. She shall submit to the Auditor, at least one week before the May meeting, the books in which the recorded receipts and disbursements for the year have been kept, and the annual report of the Treasurer.

Section 8. The Assistant Treasurer shall assist the Treasurer at all meetings and perform all the duties of the Treasurer in the absence of that officer.

Section 9. The Auditor shall audit fully and completely the books and annual report of the treasurer.

Section 10. The Historian shall keep an accurate record of the activities of the club.

Section 11. All officers upon retiring from office shall deliver to the incoming officers all property retaining to that office

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**Article III – Duties of Board of Directors**

Section 1. The Board of Directors shall meet once a month, prior to the regular meeting of the club. They shall have power to transact the general business of the club, subject to the approval of the club.

Section 2. The Manitou Springs Women’s Club should decide by the May meeting regarding donations to be given by the club and voted upon at the April board meeting.

Section 3. The Board of Directors shall work with the Active membership to select hostesses for each regular meeting.

**Article IV – Committees**

Section 1. The Ways and Means Committee shall be responsible for the money-making projects of the club.