

THE ARMSTEAD CLUB

Article I Name

The Armstead Club of the City of Windsor

Article II Objects

- (1) To form a social club for the enjoyment of its members.
- (2) To assist students to higher education through a bursary award.
- (3) To assist the community in Chairtable and social endeavours.
- (4) To promote or to assist others in the promotion of a community center.

Article III

Membership:

- (I) A person shall be deemed eligible for membership if they are:
 - (a) Over the age of 21 years
 - (b) Their application for membership is sponsored by at least one member in good standing.
- (2) Active membership shall be limited to (30) Thirty members.
- (3) Applications may be submitted at any regular meeting at which a majority of members are present. Voting must be by ballot. An applicant shall be a member if they receive affirmative ballots representing at least two-thirds of the members present and voting.
- (4) Active Members shall be members in good standing. They shall be entitled to all club privileges and shall share all club responsibilities. Only active members shall have voting rights.
- (5) Associate Members:
 - (a) A person shall qualify by application and due process of Section (3).
 - (b) Active members wishing to be transferred may do so by notifying the Secretary in writing.
 - (c) An Associate member shall not be eligible for office, or have voting rights, or club responsibilities.
 - (d) Associate members shall have priority for Active membership.
- (7) Honorary Member - A person so voted by at least two-thirds (2/3) of the Active Members. Such person shall have the additional status and privileges of an associate member.

Article IV

Officers and Election:

- (I) The officers shall consist of the following active members, elected by ballot annually at an annual meeting called for this purpose. They shall be, The President - Vice President - Recording Secretary - Corresponding Secretary - Treasurer.

- (2) The officers shall be nominated and elected at the Annual Meeting. They shall not be required to be present but must have given their consent to their nominator.
- (3) Each Office shall be filled in the following order:
 - (I) President
 - (II) Vice-President
 - (III) Recording Secretary
 - (IV) Corresponding Secretary
 - (V) Treasurer
- (4) The candidate receiving the greatest number of votes cast for each particular office shall be elected. In the event two or more of the candidates receive an equal number of the largest number of votes cast another vote between these candidates shall be held to determine the winner.
- (5) No member shall be eligible to run for election to an office if they have just completed three terms in that office.
- (6) Ballots shall not be cast if there is only one candidate nominated and eligible. He shall be declared elected by acclamation.
- (7) Vacancies for Offices may be filled by due process of the above sections at any regular meeting with a majority of active members present.

Section 6
Duties of Offices:

(President)

To act as Presiding officer at all formal meetings in accordance with Robert's Rules of Order (Revised).

To see that authority and responsibility are delegated.

To Plan and develop policies to promote the objectives of the organization and create enthusiasm through leadership.

To decide all matters requiring decision other than those specifically set out by this constitution and by-laws, subject to approval by the membership at the next regular meeting.

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To call special Executive or general meetings as he may deem necessary.

To be a member, ex-officio of all committees.

(Vice-President)

The Vice-President shall preside at meetings in the absence of the President, shall assume any specific Duties assigned by the President to act in his behalf. To assume the duties of the President in the event of his incapability to perform the duties of his office.

Duties of officers (cont.)

(Recording Secretary)

Recording Secretary shall record minutes at meetings, assist the President with preparing and agenda for meetings. Keep records of dues and attendance. Receive and file all committee's reports and annual reports. Receive and record all official communications.

(Corresponding Secretary)

The Corresponding Secretary shall conduct all correspondence designated by the President. Shall perform other duties as assigned by the Constitution and by-laws. Act in the place of the Recording Secretary in her absence.

9 (Treasurer)

The Treasurer shall receive, collect and hold all monies. Shall keep an accurate record of all receipts and expenditures, and shall pay all accounts which have been authorized by the organization.

Article V

Meetings:

- (1) Regular meetings shall be held the last Saturday of each month from September through June.
- (2) The Annual Meeting shall be held the last Saturday in January.
- (3) COMMITTEES Shall be appointed by the President for each particular function. The chairman of each committee shall be appointed by the President. The members of the committee shall be appointed by the chairman. The committee shall be dissolved at the completion of the function and its report submitted.
- (4) QUORUM For the transaction of business, a quorum shall consist of at least 5 (five) active members present at a regular meeting or meeting constitutionally called.
- (5) Special meetings may be called by the President. All active members must be notified.
- (6) Location of meetings shall be arranged Alphabetically according to the Family names of the members to be held at their homes or other arranged accommodations.
- (7) Roberts's Rules of Order and Parliamentary Procedure where not in conflict with this Constitution or By-Laws shall determine all actions and deliberation of this organization.

Article VI

Amendments:

Amendments to this Consitution may be made by the followings procedure.

- (1) Motion to be made and seconded at any regular or Constitutionally called meeting stating the purposed amendment.
- (2) Motion or its ammendment to be read by the Secretary at the next regular meeting and discussed.
- (3) This motion must be voted on in its presented form from the minutes It mist receive a number of affirmative votes equal to more than two - thirds of the number of active members present and voting to be passed.

No Consitutional ammendment can be voted on at the meeting it is introduced.