

2004

Elba-Mar Auxiliary

Constitution

ARTICLE I: NAME

The name of this organization shall be "Elba-Mar Auxiliary".

ARTICLE 11: OBJECT

The object of this organization shall be to promote the social welfare of The Elba-Mar Auxiliary and Elba-Mar Boat Club, and to supply improvements to the Clubhouse and grounds wherever possible.

ARTICLE III: QUALIFICATIONS OF MEMBERS

Membership In the Elba-Mar Auxiliary is open to all Elba-Mar Boat Club Active & Social members' spouses, and significant others, who are not themselves an Active or Social member in the Elba Mar Boat Club.

ARTICLE IV: OFFICERS AND THEIR ELECTIONS

The officers of this organization shall be: President, Vice-President, Secretary and Treasurer. These officers shall be nominated by a Nominating Committee and/or from the floor and be elected by secret ballot and shall comprise the Executive Board.

ARTICLE V: MEETINGS OF THE AUXILIARY

The Business Meetings of this Auxiliary shall be held on the first Monday of January, March, May, and November at a time agreed upon by the Auxiliary Executive Board, which shall stand for the course of the term, unless otherwise directed by the Executive Board. The September meeting will be held on the first Tuesday, due to the Labor Day holiday.

ARTICLE VI: METHODS OF AMENDING THE CONSTITUTION

This Constitution may be amended or repealed by a two-thirds (2/3) majority vote of a quorum(twelve[12]) of members at any Business Meeting.

Elba-Mar Auxiliary

By-Laws

ARTICLE 1: NAME

The name of this organization shall be "Elba-Mar Auxiliary".

ARTICLE II: OBJECT

The object of this organization shall be to promote the social welfare of the members of the Elba-Mar Auxiliary and Elba-Mar Boat Club and to supply improvements to the Clubhouse and grounds wherever possible.

ARTICLE III: COLORS

The official colors of this Auxiliary shall be red and white.

ARTICLE IV: MEMBERSHIP AND ASSETS

Section 1: Membership

Membership In the Elba-Mar Auxiliary is open to all Elba-Mar Boat Club Active & Social members' spouses, and significant others, who are not themselves an Active or Social member in the Elba Mar Boat Club.

Section 2: Assets

An accounting of expenses and proceeds of all functions must be submitted to the Treasurer. These proceeds shall be deposited in the Elba-Mar Auxiliary bank account. The card on file at the bank must bear the signatures of the President, the Treasurer and one other officer (Vice-President or Secretary).

In the event at any time, or for any reason, the Auxiliary should be dissolved, all moneys shall be turned over to Elba-Mar Boat Club's Board of Directors to be used at their discretion.

Recommendations or petitions for the use of proceeds may be made by any member at a regular business, or special meeting. These should be made for the good and interests of the Boat Club and shall require a two thirds (2/3) majority vote of the stated quorum of twelve(12).

As a standing purchase, the Auxiliary shall pay for fifty percent (50%) of the Elba-Mar Boat Club's liquor license, to insure our ability to continue to purchase beverages at the bar. This shall come due annually, in the first quarter of the fiscal year.

ARTICLE V: OFFICERS AND THEIR ELECTIONS

Section 1

The officers of this Auxiliary shall be President, Vice-President, Secretary and Treasurer. Officers shall serve for a term of one year. No officer shall be eligible to hold the same office for more than two (2) consecutive terms. Past officers are eligible to hold office after a one (1) year lapse.

Section 2

Officers shall be nominated by a Nominating Committee and/or from the floor and shall be elected by secret ballot at the September meeting. The Nominating Committee shall be appointed by the President at the May meeting. This committee is to consist of any three (3) Past Presidents and they shall elect their own Chairman. All nominees must have been a member for at least six consecutive months immediately prior to the election and must consent to the nomination.

Section 3

Officers shall be installed at the January meeting and shall assume their duties at that time.

Section 4

Vacancies occurring in an office shall be filled by a vote of the member of the organization At the next regular, or special meeting as directed by the Executive Board. Nominations will be taken from the floor at this time.

ARTICLE VI: DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the organization, and appoint all Standing Committee Chairmen, subject to the approval of the Executive Board, and shall have general supervision of the Auxiliary. The President shall be an ex-officio member of all Standing Committees, except the Nominating Committee, plan the installation of new officers, and act as official hostess for the organization.

Section 2

The Vice-President shall act as an aide to the President and perform the duties in the absence of the President. The Vice-President will chair and host the Elba-Mar Auxiliary Presidential Ball. The Vice President shall purchase with Auxiliary funds a ticket for the President's Ball for all officers and their significant others.

Section 3

The Secretary shall keep a correct record of the proceedings of all meetings of the organization and of the Executive Board, conduct all delegated correspondence, and be custodian of all communications, papers and documents belonging to the organization.

Section 4

The Treasurer shall pay all bills after being approved by the President and/or another officer and a quorum (twelve[12]) of members present; keep and itemized account of receipts and disbursements, and present a written report of transactions at each Business Meeting.

Section 5

The officers, upon retiring from office shall deliver to the new officers all money, accounts, record books, papers and all properties necessary to perform their duties.

Section 6 - Executive Board Meetings

- A. Meetings shall be at the discretion of said board and any member shall have the right to call a meeting.
- B. A quorum shall consist of any three (3) members.
- C. The President of the Auxiliary shall act as Chairman.
- D. The Secretary of the Auxiliary shall act as Secretary.
- E. The Treasurer of the Auxiliary shall maintain a petty cash fund for the Executive Board to cover incidental expenses that may arise between regular business meetings of the Auxiliary. This fund shall not exceed \$150.00. (One hundred fifty dollars) in any one quarter of the calendar year (January-March, April-June, July-September, October-December). The Treasurer of this Auxiliary shall include a report of this fund at each regular business meeting.

Section 7

The Membership Committee shall be appointed by the Executive Board. The Membership Committee shall be alert for new members, welcoming and introducing new members at meetings and social events, and to stimulate interest of membership to attend the meetings and social gatherings. Membership cards will be distributed annually.

ARTICLE VII: AMENDMENTS

These By-laws may be amended or repealed by a two-thirds (2/3) majority vote of the stated quorum of twelve (12) at any regular business meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable.

ARTICLE IX: DELGATE TO ELBA-MAR BOAT CLUB

Section 1

The delegate shall be President. In the President's absence, the Vice-President, Secretary, or Treasurer respectively.

Section 2

The delegate shall cast one (1) collective vote allowed to the Elba-Mar Auxiliary by the Elba-Mar Boat Club Board of Directors at any and all regular or special meetings of said Club. This vote shall be determined by ballot of the Auxiliary members at any regular business or special meeting called by the Executive Board of the Auxiliary. Cardholding members of the Elba-Mar Boat Club are not eligible to vote in these elections.

ARTICLE X: MEETINGS

Section 1

The annual report of the Auxiliary shall be made at the regular January meeting.

Section 2

The Business Meetings of this Auxiliary shall be held on the first Monday of January, March, May, and November at a time as agreed upon by the Auxiliary Executive Board, which shall stand for the course of that term, unless otherwise directed by the Executive Board. The September meeting will be held on the first Tuesday, due to the Labor Day Holiday.

Section 3

Twelve (12) members of this organization shall be considered a quorum.

Section 4

Order of business shall be as follows:

- A. Call to order
- B. Reading and approval of minutes
- C. Report of Treasurer
- D. Reading of communications
- E. Reports and disposal
 1. Executive Board
 2. Standing Committees
 3. Special Committees
- F. Old business
- G. New business
- H. Announcements
- I. Adjournment
- J. Program

ARTICLE XI: COMMITTEES AND DUTIES

Section 1

The Standing Committees of the Auxiliary shall be Parliamentarian, Auditing, Nominating and Membership.

Section 2

The duties of the Parliamentarian shall include the keeping up to date of all Amendments made to the Constitution and By-Laws and see that the Business Meetings are conducted according to Robert's' Rules of Order.

Section 3

The Auditing Committee shall consist of (2) members. The Committee shall audit the Treasurer's reports prior to the March business meeting and present a written report of its findings at the March Business meeting, after the close of the books from the prior fiscal year.

Amended November 2004