

Club By-Laws

BOARD OF DIRECTORS

President
1st Vice President
2nd Vice President
Secretary
Treasurer

EXECUTIVE COMMITTEE

Members of the Board of Directors
Immediate Past President
Honourary Chairman (if any)
Honourary President (if any)
Cultural Representative Chairperson
Membership Chairperson
Publicity Chairperson
Travel Chairperson
Website Chairperson

DUTIES

1. PRESIDENT

- (a) When present, presides at all regular and Board meetings.
- (b) Is responsible for the overall management of the Club.
- (c) Nominates Members/Directors to act as Chairpersons of various Committees.
- (d) Is ex-officio a member of all Committees.
- (e) Arranges meeting set up and correct placement of flags, lectern, Club signs, etc.
- (f) Introduces and welcomes new members.

2. 1ST VICE PRESIDENT

- (a) When the President is not present, presides at meeting(s).
- (b) Assists the President in the overall running of the Club.

3. 2ND VICE PRESIDENT

Have duties as prescribed by the President.

4. SECRETARY

- (a) Prepares the Minutes for Board & Executive Committee meetings and the Annual/Special General meetings.
- (b) Is responsible for all correspondence, including notice of meetings to Directors and Committee Members.
- (c) Maintains and updates files for letterhead, calling cards, speaker thank you letters, special recognition awards and issues them to individuals as requested by the President or Board of Directors.

5. TREASURER

- (a) Is responsible for the safekeeping of all incoming monies.
- (b) Pays all accounts.
- (c) Maintains financial records.
- (d) Prepares the Annual Financial Report.
- (e) When required, assists the Auditor(s).

6. IMMEDIATE PAST PRESIDENT

- (a) Serves as Chairman of Nominating Committee.
- (b) At the request of the President, may serve as Parliamentarian in any disputes connected with the application of The New Robert's Rules of Order.

(c) May have other duties as prescribed by the President.

7. MEMBERSHIP CHAIRPERSON

- (a) Keeps membership records and presents update at monthly Executive Committee Meetings and provides copy to President.
- (b) Is responsible for safekeeping of membership dues/funds and prompt handover to the Treasurer.
- (c) Processes membership applications.
- (d) Assigns 2 (two) Greeters at each Ordinary, Special General and Annual Meetings.

8. PUBLICITY CHAIRPERSON

- (a) Is responsible for publication of all meeting notices.
- (b) In conjunction with the person arranging the Speaker, arranges publicity and press coverage before, during and after meetings.
- (c) Arranges other approved publicity as required.

9. CULTURAL REPRESENTATIVE CHAIRPERSON

- (a) Assists and advises Executive Committee Members when meeting with Spanish speaking Mexican politicians or business people.
- (b) Assists Club members in understanding Mexican culture.
- (c) Identifies the needs of the Mexican community and how the Club can best apply our resources to assist.

10. TRAVEL CHAIRPERSON

- (a) Researches various travel destinations to be offered to Members over the course of the year and recommends to the Board of Directors.
- (b) Prepares a brochure early in their term of office providing as many destinations as possible and outlining the purpose of the trips.
- (c) Negotiates with at least 2 (two) Travel Agents and arranges the trip and mode of transportation and contacts members and keeps record of those making the trip.
- (d) Ensures that a copy of a proper Insurance Certificate is provided to the Club prior to the departure of any and all trips.
- (e) Accompanies group on as many trips as possible or assigns someone else in their place.

11. PROGRAM CHAIRPERSON

- (a) Together with a Committee of at least 3 (three) members is responsible for ordinary meeting programs and obtaining Speakers. The Committee may work with the National Office in Ottawa and others, to access all those who would like to speak at one of our Club meetings.
- (b) The Program Chairperson is required to attend Executive Committee meetings and to present the Program/Speakers for acceptance and approval by the Executive Committee prior to scheduling a Club program.

12. WEBSITE CHAIRPERSON

- (a) Responsible for renewing website domain name every year.
- (b) Responsible for maintaining website contents in a timely manner.
- (c) Will present all website changes and additions to the Executive Committee for approval before publication on the internet.

12. QUORUM

A quorum shall be a majority of elected Directors.

13. AMENDMENTS

Amendments to these By-Laws may be made by a majority vote of the elected Board of Directors at any Board of Directors' meeting.

14. RULES

The rules contained in The New Robert's Rules of Order shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or the Constitution of the Club.

ADOPTED JUNE 1, 2000 BY THE BOARD OF DIRECTORS.

AMENDED OCTOBER 3, 2001 BY THE BOARD OF DIRECTORS.

AMENDED NOVEMBER 22, 2002 BY THE BOARD OF DIRECTORS.