

**CONQUISTADOR SOCIAL COMMITTEE
BY LAWS
Revised 2023**

ARTICLE 1

CONQUISTADOR CLUBHOUSE SOCIAL COMMITTEE

The Conquistador Clubhouse Social Committee is an organization comprised of representatives from the Conquistador Community.

ARTICLE II

The object of this organization is to plan, promote, and take responsibility for social activities which are open to all residents of Conquistador. The Committee will cooperate with the Conquistador Clubhouse Manager, but it is understood that the Social Club's planned activities take precedence on the social calendar. Any monies accrued from social activities will be deposited in the bank in the account of Conquistador Clubhouse Social Committee. Expenditures up to \$500.00 may be used for any purpose agreed upon by the Executive Committee. Expenditures over \$500.00 are subject to the approval of the entire committee. The Executive Social Committee will communicate with the CHA Executive Board when deemed advisable.

ARTICLE III
Members

Section 1. The membership of the committee shall be limited to a maximum of three residents from each building, which includes a Chair, a co-chair and one alternate. The Homes will be represented by a maximum of five residents, which include a Chair, Co-Chair, and three alternates.

Section 2. The committee members shall choose their Chair. This Chair will be the contact person for special notifications (including illness, hospitalization, etc.) or to solicit opinions to effect decisions, which must be acted upon previous to the regular meeting of the Social

Committee. Chair will also be responsible for all notices pertaining to projects of the Social Committee to be placed upon the bulletin boards and to remove notices at the appropriate time. The Chair will also be responsible for distributing tickets and collecting monies for social events.

Section 3. When a vacancy occurs, the Chair should make inquiry of all owner residents as to whether or not they would be willing to serve and be subject to the rules of the Committee. The names of any new members will be submitted to the Executive Committee for updating the Social Committee roster by the Recording Secretary.

Section 4. Any member who for any reason wishes to resign is required to provide a hand written resignation to Chair who will submit it to the Recording Secretary to be recorded at the next regular meeting.

Section 5. There will be a roll call by the secretary at each meeting. Each member of the Social Committee is expected to be present at each meeting unless member notifies Chair of illness or absence from town. Absence from more than three meetings within the social calendar year will be cause for removal from the Committee. Some members who are residents for only part of the year will notify their Chair of the dates of their departure and expected return. They will still be considered active members.

ARTICLE IV

Officers

Section 1. The officers of the Social Committee shall be President, Vice President, Past President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. At the regular meeting held on the second Monday of March, a Nominating Committee, which has been named at the February meeting, will present candidates for the officers to be elected at the April meeting. At the March meeting additional nominations from the

floor shall be permitted. If additional names are submitted, the election at the April meeting must be by Ballot.

Section 3. The President, Vice President, Past President, Secretary, Treasurer and Corresponding Secretary shall be elected to serve for a two year term.

Section 4. The Nominating Committee will submit names to the Executive Committee to fill any vacancy on the executive board until the next election.

Section 5. Duties of Officers:

- a. President: Shall preside at all meetings and is an ex-officio member of all committees except the Nominating Committee. President shall appoint all committees, as President and the Executive Board from time to time deem necessary to carry on the work of the Committee. The president is responsible for creating six monthly agendas, writing six monthly social committee newsletter articles and CHA reports. The president will read CHA report at monthly Executive and CHA meetings. If President cannot attend the meeting a delegate, someone from the social committee, should read the reports. The president is also responsible for speaking at all functions, acknowledging the host building or Houses for organizing events and promoting and encouraging attendance at future events.
- b. Vice President: Performs all duties of the President in the absence of the President. The VP will succeed to the Presidency.
- c. Recording Secretary: Keep accurate account of the meeting, call the roll, and perform other duties in keeping with the office.
- d. Corresponding Secretary: Handle all correspondence, cards of any nature, and assist the Recording Secretary when necessary.
- e. Treasurer: Receive and disburse all monies belonging to the Social Committee and deposit same in the Social Committee bank account. Treasurer shall submit her report at monthly meeting.

- f. Past President: Advises the Executive Committee, assists other officers as needed in Monthly meetings.
- g. Past President is also responsible for housekeeping and ordering of kitchen supplies as needed.

ARTICLE V

Section 1. The officers of the Conquistador Clubhouse Social Committee and the Past President shall constitute the executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Committee between its monthly meetings. The Executive Board may not take actions which modify general principal of the Conquistador Clubhouse Social Committee and any recommendations must be brought to the next general meeting and brought to a vote.

Section 3. Regular meeting of the Executive Board should be held immediately prior to the general meeting to discuss the agenda of the coming meeting and discuss any matters of importance which are presented at that time.

ARTICLE VI

Meetings

Section 1. The regular meeting of the Conquistador Clubhouse Social Committee shall be held on the second Monday of each month at 10:00 am at the Conquistador Clubhouse following the Executive Committee Meeting.

Section 2. The regular meeting in April will be known as the Annual Meeting. It shall be for the purpose of electing officers. It will also be used for the acknowledgement of the completed terms of the outgoing members and as a welcome to incoming members of the executive board.

Section 3. Special meetings may be called by the President or by Executive Board or may be called upon the written request of two members of the committee. In such case, the purpose of the meeting shall be stated in the call and at least three days notice should be given.

Section 4. No less than twenty-one members of the Conquistador Clubhouse Social Committee shall constitute a quorum.

ARTICLE VII

Amendment of the By-Laws

These By-Laws can be amended at any regular meeting provided that the amendment has been submitted in writing at the previous regular meeting by a two-thirds vote

Roberts Rules of Order shall be observed in all meetings insofar as they may be applicable and are not inconsistent with these By-Laws.