

CONSTITUTION AND BY-LAWS
of
WASHINGTON APPLE PI

Preamble: We the members of Washington Apple Pi do organize for mutual learning and education.

CONSTITUTION:

Article I. Name.

Section 1. We shall be known as Washington Apple Pi.

Article II. Officers; Duties of Officers.

Section 1. The Executive Board of Washington Apple Pi shall consist of a President, Vice-president, Secretary, Treasurer and three at-large members.

Section 2. President shall:

- a. Preside at meetings.
- b. Appoint an Editor and/or Librarian.
- c. Call extra meetings, appoint committees not otherwise provided for, and fill committee and protem vacancies with the consent of the Executive Board.
- d. Oversee the efforts of the appointments.
- e. Perform such other duties as the office may require.
- f. Perform the duties of the Vice-president in the latter's absence.

Section 3. Vice-president shall:

- a. Perform the duties of the President in the absence of that officer.
- b. Perform the function of Administrative Assistant.
- c. Oversee and coordinate the efforts of all committees.

Section 4. Secretary shall:

- a. Keep the minutes of all business meetings.
- b. Maintain an up-to-date roster of members.
- c. Maintain the correspondence.

Section 5. Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization, receive and disburse all money, subject to the will of the other elected officers.
- c. Disbursements over \$25 shall be made only by check. Disbursements over \$5 shall be supported by voucher or receipt. At such time that the funds of the organization exceed \$5, a checking account shall be set up and no check shall be honored by the bank unless signed by the Treasurer, such signature to be countersigned by the President or one other elected officer of the organization.
- d. Prepare and present an annual budget report and forecast. This shall be at the June meeting or as otherwise specified or directed by the President.

Article III. Meetings.

Section 1. Regular meetings shall be scheduled as set and approved by vote of the membership.

Section 2. Special meetings may be called at any time as provided for in Article II, Section 2, paragraph c, with at least one week's notice.

Article IV. Amendments.

Section 1. This constitution and by-laws may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization; the proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present, providing Article IV, Section 3, shall not be violated.

- Section 2. Amendments may be acted upon at the announced meeting or by mail ballot at the choice of the President. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt or reject the amendment.
- Section 3. Written notice of the meeting containing the proposed amendment shall be given two weeks prior to the meeting at which the amendment is voted upon.

BY-LAWS:

Article I. Membership.

- Section 1. Membership shall be open to all without regard to race, creed, color, sex, age, national origin, or sexual preference.
- Section 2. Dues shall be set and approved by vote of the membership. Membership in this organization by one member of a household may include all members of that household as one member.
- Section 3. The dues year shall run from June 1 to May 31. Dues paid after March 1 shall be for the following year.

Article II. Quorum.

- Section 1. A quorum exists in the presence of the lesser of 15 members or 50 percent of the roster of members.

Article III. Election of Officers.

- Section 1. The offices of the Executive Board shall be filled by election at the first regular meeting in May. They shall take office on June 1.
- Section 2. Nominations for officers of the organization shall be submitted at the first regular meeting in April. The nominations will be received from the floor, or by mail prior to the April meeting.
- Section 3. No member is eligible to hold more than one elective office within this organization at one time.
- Section 4. All elections shall be by secret ballot; a simple majority of the votes cast is required for election.
- Section 5. Special elections in the event of office vacancies may be held at any time by acclamation from the members present.

Article IV. General Provisions.

- Section 1. Property or equipment purchased by this organization with the organizations's funds shall not be considered the property of any individual member or group of members, but shall be known as Club property.
- a. In the event of Washington Apple Pi disbanding, Club property and funds shall be disbursed in a manner agreeable to two-thirds of the remaining members.
- Section 2. Acquisition of any property, real, personal or interest therein, in excess of \$100 valuation shall receive prior approval by the membership.
- Section 3. The fiscal year shall be from June 1 to May 31. All budgeting and financial accounting shall be rendered on this basis.

Article V. Activation of the Constitution and By-Laws.

- Section 1. This constitution and by-laws shall be made to become in effect upon the endorsement of at least 10 charter members.
- Section 2. Upon activation, offices shall be filled under provisions of By-Laws Article III, Section 5.