

**LA ORGANIZACION  
DE  
LA PLAZA DE LOS LEONES, INC.**

**CONSTITUTION  
AND  
BY-LAWS**

**ARTICLE I**

**SECTION I                    NAME**

1.    **The name of this organization shall be: LA PLAZA DE LOS LEONES, INC. and herein referred to as the ORGANIZATION.**
2.    **This ORGANIZATION will be governed by the CONSTITUTION AND BY-LAWS of LA ORGANIZACION DE LA PLAZA DE LOS LEONES, INC. and ROBERT'S RULES OF ORDER for items not specifically stated in the CONSTITUTION AND BY-LAWS herein.**

**SECTION II                  PURPOSES**

1.    **To assist in the recruitment, financial assistance and admission of Huerfano County students, to institutions of higher learning.**
2.    **To promote the cultural awareness of the Hispanic culture in Huerfano County.**

**ARTICLE II**

**SECTION I                    COMPOSITION OF THE ORGANIZATION**

1.    **The ORGANIZATION shall consist of interested members of Huerfano County and of the State of Colorado.**

**SECTION II                  MEMBERSHIP**

1.    **The ORGANIZATION holds the right to restrict its membership to individuals of good character.**
2.    **The membership fee consists of \$15.00 per year per person.**
3.    **Members should participate in all projects through the various committees.**
4.    **Membership fees are due the end of January each year. The membership fee shall not be prorated.**
5.    **A quorum shall consist of 50% of paid members.**

**SECTION III                VOTING RIGHTS**

1.    **All active members shall have voting privileges. An active member is defined as one that adheres to Section II, Number 3.**

#### **SECTION IV                    TERMINATION OF MEMBERSHIP**

- 1.        A membership will be terminated for non-payment of dues and/or non-participation in projects.**
- 2.        Any member may be removed from the ORGANIZATION by 2/3 of the quorum for conduct detrimental to the organization.**

### **ARTICLE III**

#### **SECTION I                    OFFICERS**

- 1.        The ORGANIZATION shall have as its officers, in ranking order, a President, Vice-President, Recording Secretary, Correspondence Secretary, Treasurer, Parliamentarian, and a Historian.**
  - a. PRESIDENT:** The president of the ORGANIZATION shall be the chief executive officer and he shall preside at all the meetings of the ORGANIZATION. He shall appoint all committees, and shall perform such other and additional duties as may be required of him by these by-laws. He and/or the treasurer shall sign all contracts and other instruments by which our ORGANIZATION is to be bound and obligated, and shall generally supervise all the officers and affairs of our ORGANIZATION.
  - b. VICE PRESIDENT:** The vice president shall assume and have all of the duties and rights and privileges of the president in the absence of said president, and shall possess all the powers and perform all of the duties of president.
  - c. RECORDING SECRETARY:** The recording secretary shall keep full, complete and accurate minutes of all meetings of the members of the ORGANIZATION and shall provide the correspondence secretary with a copy of the minutes within one week of a meeting of the membership. The recording secretary shall maintain a current and accurate list of membership complete with addresses and phone numbers and e-mail addresses as appropriate.
  - d. CORRESPONDENCE SECRETARY:** The correspondence secretary shall have the responsibility of mailing the previous meeting's minutes to the membership no later than seven days prior to the next meeting of the membership. The correspondence secretary shall also be responsible for assuring that meeting reminder calls are made to the membership, that proper letters, cards, etc., are mailed to donors, sponsors, members, businesses and other community organizations. E.g. thank you cards, condolences, birthdays, events, activities, etc.
  - e. TREASURER:** The treasurer shall receive all money due the ORGANIZATION which money shall be deposited by said treasurer to the account of the ORGANIZATION in the bank designated by the ORGANIZATION. Monies in the account shall be paid out only in payment of bills approved and authorized for payment by the president and only by checks issued by the treasurer and signed by the treasurer. The treasurer shall keep a book of accounts showing all receipts, disbursements, and balances, shall be the general custodian

of the finances of the ORGANIZATION, and shall provide a monthly report to the membership

f. HISTORIAN: The historian shall keep an organized documentary of the ORGANIZATION'S meetings, programs, projects, and activities from year to year. The historian shall also maintain a record of past members and past recipients of the ORGANIZATION'S scholarship applicants and recipients.

g. PARLIAMENTARIAN: The parliamentarian shall be versed in Roberts Rules of Order and shall assure that all meetings shall be conducted in a manner that adheres to the basic rules of order but can be modified for simplicity and convenience.

2. Officers must attend all ORGANIZATIONAL activities: should there be a valid reason to be absent it is the officer's responsibility to notify the ORGANIZATION and make arrangements for any duties that need to be carried out.

## **SECTION II TERMS OF OFFICE**

1. Officers shall be elected for a term of two years, at the annual meeting to be held every December.
2. The President shall appoint a Nominating Committee for the purpose of presenting a slate of candidates for approval by general membership.

## **SECTION III VACANCIES OF OFFICE**

1. All vacancies shall be filled no later than the second regular meeting, following notice of official resignation or termination, of any elected officer.

## **SECTION IV TERMINATION OF OFFICERS**

1. Any elected official may be removed from office by affirmative vote of 2/3 of the quorum of the ORGANIZATION present for conduct detrimental to the organization.

# **ARTICLE IV**

## **SECTION I ANNUAL MEETING**

1. The ORGANIZATION shall meet every December for an annual meeting.

## **SECTION II REGULAR MEETINGS**

1. Regularly scheduled meetings are to be held every last Tuesday of each month with additional regular meetings as necessary to complete projects.

2. **Should the last Tuesday of any month fall on a holiday, the regular meeting shall be held on the previous Tuesday.**

### **SECTION III SPECIAL MEETINGS**

1. **Any member may request the acting officer to call a special meeting and its purpose. The acting officer shall determine if the issue/concern warrants a special meeting.**
2. **The meeting will be held no sooner than three (3) days and no later than five (5) days after the request.**
3. **The acting officer will instruct the Correspondence Secretary to contact membership and inform them of the time and location of the special meeting.**

## **ARTICLE V**

### **SECTION I AMENDMENTS**

1. **Amendments shall be limited to the BY-LAWS REVISION COMMITTEE, as appointed by the President, with the final approval of the ORGANIZATION.**
2. **Revisions to the CONSTITUTION AND BY-LAWS can be made in the form of the amendment to the CONSTITUTION AND BY-LAWS.**

Revised and approved by Membership, November 2006