

Constitution and By-Laws
Camp Alkulana Preservation Society
- Adopted by Majority Vote on November 16, 2014 -

Article I. Name

The name of the Society shall be called: The Camp Alkulana Preservation Society (herein called the Society).

Article II. Purpose/Mission

Purpose: To directly aid the Ministry of Camp Alkulana.

Mission: To provide continuing support to the Ministry of Camp Alkulana for Richmond's inner city youth by partnering with faith based organizations in the Greater Richmond Area.

To support, celebrate and maintain the connections between individuals, faith groups, alumni and all who have chosen to support this mission since its inception in 1915.

To help ensure a viable, effective and fiscally sustainable year round ministry for future generations at the current site in Millboro Springs, where it has carried out its mission since 1917.

To collaborate with friends, friendly entities, corporate sponsors and private donors on human resource needs, program assistance and maintenance endeavors as they relate to the safe upkeep of camp property.

Vision: To continue to provide inner city youth with an opportunity to experience God's love in the sanctuary of nature and the fellowship of a safe and nurturing community.

Article III. Members

Section 1. Regular membership in the Society shall be extended to all Alumni, including counselors, paid or unpaid staff members, volunteers, former campers and anyone who is a friend of Camp and supports its mission.

Section 2. Honorary membership shall be extended to those persons selected by the Society.

Section 3. Dues

Annual dues will be collected from all members 18 years old and above. The amount of these dues will be set by the Executive Committee annually and ratified by the general membership at the annual meeting. Only dues paying members may cast votes or hold office.

Article IV. Officers

Section 1. The officers of the Society shall be: Chairperson, Vice Chairperson, Second Vice Chairperson, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Duties of Officers

A. Chairperson

The Chairperson of the Society shall be the chief executive officer. The Chairperson shall preside at all meetings of the Society and at meetings of the Executive Committee. The Chairperson must be selected from those serving on the Executive Committee.

The Chairperson shall represent the Society in all functions and activities required by his/her office.

The Chairperson with input from the Executive Committee shall set up necessary committees and solicit volunteers/members from the membership.

B. Vice Chairperson

The Vice Chairperson shall be an assistant to the Chairperson and in the absence of the Chairperson shall exercise the power of the Chairperson.

C. Second Vice Chairperson

The Second Vice Chairperson shall oversee all fund raising activities of the Society.

D. Recording Secretary

The Recording Secretary shall be responsible for keeping minutes of all Society meetings and distribute them as directed by the Executive Committee.

E. Corresponding Secretary

The Corresponding Secretary shall handle all correspondence of the Society and shall be responsible for maintaining all mailing lists and any other information necessary for insuring contact with the membership.

F. Treasurer

The Treasurer shall be the chief financial officer of the Society shall maintain all financial records and make regular reports to the Executive Committee and the Society membership.

G. All officers shall serve on the Executive Committee

Section 3. The Vice Chairperson shall succeed the Chairperson when a vacancy occurs and the Second Vice Chairperson shall succeed the First Vice Chairperson when that vacancy occurs. Other officers will be replaced by the Executive Committee from nominees submitted by committee members.

Section 4. The term of office for all officers shall be two years beginning January 1 of the year following election and ending December 31 of the year after.

Section 5. All Executive Committee members shall be current in their dues.

Article V. Elections

Section 1. Election of officers shall be held every two years at the Society's fall meeting.

Section 2. Nominations for officers from the membership shall be received by the Executive Committee prior to the annual meeting and also during the meeting.

Section 3. Three members-at-large to serve on the Executive Committee shall be selected at the annual meeting. Members at large will serve 1 year terms and may serve multiple terms.

Section 4. Any vacancy among the members at large will be filled by the executive committee for the unexpired term.

Section 5. The current steering committee will serve in the leadership role until the first annual meeting at which time officers will be elected and the Constitution and By-Laws will be adopted. They will continue to serve until the elected officers can take office per the terms of Article IV of this document.

Article VI. Meetings

Section 1. An annual meeting of the Society shall occur each fall on a date to be set by the Executive Committee. Additional meetings may be held at the discretion of the Executive Committee.

Section 2. Any number of members at a meeting of the Society shall be considered a quorum and a majority of the votes cast shall be sufficient to approve matters of business. There shall be a thirty (30) day notice of any Society Meeting at which business will be conducted.

Section 3. The rules of procedure in all meetings of the Society and the Executive Committee shall be governed by the latest edition of Robert's Rules of Order, as modified by the Constitution and by-laws.

Article VII. Committees

Section 1. Committees shall be appointed by the Chairperson of the Executive Committee with advice and agreement of the Executive Committee.

Section 2. Standing committees shall include:

- (1) Executive Committee. The Executive Committee shall be responsible for carrying out the business of the Society and acting for the Society between regularly scheduled meetings of the Society. The Executive Committee shall consist of all the officers of the Society and the members at large defined in Article V. Meetings of the Executive Committee shall occur at least quarterly and also may be called by the Chairperson.
- (2) Special Events Committee. The Special Events Committee shall be responsible for planning the annual Society meeting and other events as needed. The Vice Chairperson shall serve on this committee as well as two other Executive Committee members selected by the Executive Committee.
- (3) The Special Fund Committee. The Special Fund committee shall provide leadership and assistance in raising funds to further the Mission of the Society to aid Camp Alkulana in continuing to meet its budget and special needs. The Second Vice Chairperson shall serve as the head of this committee and two other Executive Committee members will be selected by the Executive Committee to serve also.
- (4) Special committees may be appointed as needed.

Article IX. Amendments

The Bylaws may be amended at any regular meeting of the Society by a two-thirds(2/3) vote provided at least one month notice of such proposed changes has been given to the Society designating the articles and sections affected thereby, and stating the change proposed.