

# PITTSBURG FIFTY-PLUS CLUB CORPORATION

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## *CONSTITUTION & BY-LAWS*

Revised and Approved 19 October 2022

## TABLE OF CONTENTS

<b>ARTICLE I. NAME, ADDRESS, PURPOSE .....</b>	<b>4</b>
Section 1. NAME .....	4
Section 2. ADDRESSES & PHONE NUMBER (revised 19 October 2022).....	4
Section 3. PURPOSE .....	4
<b>ARTICLE II. CRITERIA FOR MEMBERSHIP .....</b>	<b>5</b>
Section 1. MINIMUM AGE and RESIDENCY.....	5
Section 2. ANNUAL DUES PAID .....	5
<b>ARTICLE III. DUES.....</b>	<b>5</b>
Section 1. ANNUAL RENEWAL (revised 19 October 2022) .....	5
Section 2. COST OF DUES.....	5
Section 3. LIFETIME MEMBERS (revised 19 October 2022).....	5
Section 4. NON-REFUNDABLE.....	6
<b>ARTICLE IV. EXECUTIVE BOARD .....</b>	<b>6</b>
Section 1. EXECUTIVE BOARD MEMBERS (revised 19 October 2022) .....	6
Section 2. VOTING and QUORUM.....	6
Section 3. PRIMARY DUTY (revised 19 October 2022) .....	6
Section 4. ADDITIONAL DUTIES .....	6
<b>ARTICLE V. OFFICERS.....</b>	<b>7</b>
Section 1. QUALIFICATIONS FOR OFFICE.....	7
Section 2. TERM OF OFFICE .....	7
Section 3. DUTIES OF OFFICERS .....	8
Section 4. REMOVAL FROM OFFICE .....	9
Section 5. FILLING OF VACANCIES (revised 19 October 2022) .....	9
Section 6. AUTHORITY TO CONDUCT FINANCIAL TRANSACTIONS (revised 19 October 2022).....	10
<b>ARTICLE VI. NOMINATING COMMITTEE and ELECTION OF OFFICERS.....</b>	<b>10</b>
Section 1. APPOINTMENT OF NOMINATING COMMITTEE MEMBERS.....	10
Section 2. DUTIES OF NOMINATING COMMITTEE .....	10
<b>ARTICLE VII. STANDING COMMITTEES .....</b>	<b>10</b>
Section 1. STANDING COMMITTEE CHAIRPERSONS.....	11
Section 2. BINGO COMMITTEE (revised 19 October 2022).....	11
Section 3. CONSTITUTION & BY-LAWS COMMITTEE .....	11
Section 4. FUND RAISING COMMITTEE.....	11
Section 5. MEMBERSHIP COMMITTEE .....	12
Section 6. MEDIA RELATIONS COMMITTEE (revised 19 October 2022) .....	12
Section 7. ACTIVITIES COORDINATION COMMITTEE (revised 19 October 2022) .....	12
Section 8. EDUCATIONAL SCHOLARSHIP COMMITTEE .....	12
Section 9. SUNSHINE COMMITTEE (revised 19 October 2022) .....	12
<b>ARTICLE VIII. SPECIAL COMMITTEES.....</b>	<b>12</b>
Section 1. SPECIAL COMMITTEE CHAIRPERSONS.....	13
<b>ARTICLE IX. MEETINGS.....</b>	<b>13</b>
Section 1. EXECUTIVE BOARD MEETINGS .....	13
Section 2. GENERAL MEMBERSHIP MEETINGS .....	14
Section 3. MANDATORY ATTENDANCE.....	14
<b>ARTICLE X. RULES and REGULATIONS .....</b>	<b>14</b>
Section 1. ROBERT'S RULES OF ORDER (revised 19 October 2022).....	14

*Section 2. GENERAL CLUB REGULATIONS (revised 19 October 2022)* .....14

**ARTICLE XI. AMENDMENT OR REVISION OF CONSTITUTION & BY-LAWS (revised 19 October 2022)** ..... 15

**ARTICLE XII. DISSOLUTION OF CLUB** ..... 16

**ARTICLE XIII. ACCEPTANCE and SIGNATURES (revised 19 October 2022)** ..... 16

# CONSTITUTION & BY-LAWS OF THE PITTSBURG FIFTY-PLUS CLUB CORPORATION

## ARTICLE I. NAME, ADDRESS, PURPOSE

### Section 1. NAME

The name of this organization shall be the Pittsburg Fifty-Plus Club Corporation.

### Section 2. ADDRESSES & PHONE NUMBER *(revised 19 October 2022)*

*Physical Address: 300 Presidio Lane, Pittsburg, Contra Costa County, California, USA 94565*

*Mailing Address: PO Box 1871  
Pittsburg CA 94565*

*Email Address: [pitt50plus@gmail.com](mailto:pitt50plus@gmail.com)*

*Website URL: [www.pittsburgfiftyplusclub.com](http://www.pittsburgfiftyplusclub.com)*

*Telephone number: +1 (925) 439-2135.*

### Section 3. PURPOSE

(a) To improve the quality of life during the retirement years by addressing the needs and challenges of the aging population of the City of Pittsburg, California, USA ("City"), the Pittsburg Fifty-Plus Club Corporation ("Club") was formed, a charitable non-profit, non-partisan, non-sectarian tax exempt 501(c)(3) organization, registered and incorporated in the State of California ("State").

(b) Promote and enrich the lives of Seniors by providing and encouraging friendship among Seniors with similar interests.

(c) Assist in creating and maintaining a hospitable and welcoming social environment where Seniors can meet.

(d) Act as a bridge between Seniors and the future generations, especially school age children who would benefit from the life experiences of the Seniors and who would in turn be of benefit to society.

## **ARTICLE II. CRITERIA FOR MEMBERSHIP**

### **Section 1. MINIMUM AGE and RESIDENCY**

An individual shall be eligible to join the Club starting January 1<sup>st</sup> of the year of their 50<sup>th</sup> birthday. Membership shall be open to all individuals who currently reside or work in, or who were previous residents of, the City and/or its surrounding areas ("Community") who meet the age requirement previously specified.

### **Section 2. ANNUAL DUES PAID**

Seniors having paid the yearly dues as prescribed in Article III shall be considered bona fide members of the Club ("Members") and are entitled to all the rights and privileges accorded to Members.

## **ARTICLE III. DUES**

### **Section 1. ANNUAL RENEWAL *(revised 19 October 2022)***

Annual dues shall be payable per calendar year, January 1<sup>st</sup> thru December 31<sup>st</sup>. *Memberships shall expire at the end of each year.* Members must be in good standing to participate in activities designated only for Club members. Good Standing means that a member has paid his/her annual dues for the year.

### **Section 2. COST OF DUES**

The cost of the annual dues shall be set by the Executive Board.

### **Section 3. LIFETIME MEMBERS *(revised 19 October 2022)***

For the purpose of clarifying this section, an individual will be considered 90 years old starting on January 1<sup>st</sup> of the year of the 90<sup>th</sup> birthday.

A Lifetime Member (LTM) is a member who is at least 90 years old and has paid dues the year immediately prior to attaining LTM status. LTM are exempt from paying the annual dues.

#### Section 4. NON-REFUNDABLE

Membership dues are non-refundable for any reason. This intent will be clearly stated on the Membership Application (20160921)

### ARTICLE IV. EXECUTIVE BOARD

#### Section 1. EXECUTIVE BOARD MEMBERS *(revised 19 October 2022)*

A governing body, consisting of all Club Officers *and* all Chairperson(s) of Standing Committees, shall be formed upon installation of Officers at the beginning of each term of office. This governing body shall be designated the Executive Board (“Board”).

#### Section 2. VOTING and QUORUM

All Executive Board members may vote on motions before the Board. A simple majority is needed to carry all votes. At least six (6) members of the Board must be present to form a quorum at all Board Meetings.

#### Section 3. PRIMARY DUTY *(revised 19 October 2022)*

Keeping in mind the purpose and objectives of the Club, the primary duty of the Board is to ensure that the Club is in compliance with all federal, state and local laws, statutes, ordinances and regulations pertaining to its status as a tax-exempt, charitable non-profit organization *(refer to Policies & Procedures Manual)*.

#### Section 4. ADDITIONAL DUTIES

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this Club, or by these Constitution & By-Laws.
- (b) Appoint and remove, employ and discharge, and, except as otherwise provided in these Constitution & By-Laws, prescribe the duties of all officers, agents and employees of the Club.

(c) Supervise all officers, agents, and the administrator of the Club to assure that their duties are performed properly.

(d) Meet at such times and places as required by these Constitution & By-Laws.

## ARTICLE V. OFFICERS

The Officers of the Club shall be President, Vice-President, Recording Secretary, Financial Secretary, and Treasurer.

### Section 1. QUALIFICATIONS FOR OFFICE

(a) In order to be considered for an elective office, a member must be active and in good standing with the Club for at least six (6) months prior to accepting nomination for office.

(b) Members related by blood or marriage, or living in the same household may not hold office simultaneously.

### Section 2. TERM OF OFFICE

(a) An elected Officer's term shall be two (2) years, beginning on the day of his/her installation and expiring upon installation of the next officers, unless terminated earlier, with or without cause.

(b) An appointed Officer's term shall begin on the day of appointment by the Board and shall expire on the day of installation of the next officers, unless terminated earlier, with or without cause.

(c) There is no maximum limit on the number of terms an Officer may hold office.

(d) In order to preserve order and continuity of the Executive Board, starting in the year 2017, officer terms will be staggered (21061221).

(i) Starting in 2017 and in every odd-numbered year after that, elections will be held for the offices of Vice President, Financial Secretary and Recording Secretary.

(ii) Starting in 2018 and in every even-numbered year after that, elections will be held for the offices of President and Treasurer.

### Section 3. DUTIES OF OFFICERS (revised 19 October 2022)

The duties of each Club Officer include, but are not limited to the following:

#### (a) PRESIDENT *(revised 19 October 2022)*

The President shall preside at all meetings of the General Membership and Board. The President is an ex-officio member of all committees. The President shall be the official representative of the Club at all public functions. He/she shall perform all duties incident to the office of President and other such duties as may be prescribed by the Board.

The President is also responsible for ensuring that all documents pertaining to the operation of the Club are filed on time with the proper governing agencies (*refer to Policies & Procedures Manual*).

The President may delegate a portion, or all, of this duty to other Club members as appropriate. However, the President retains responsibility for the performance *and completion* of this duty.

#### (b) VICE-PRESIDENT *(revised 19 October 2022)*

The Vice-President shall have the same duties, responsibilities and privileges as the President.

#### (c) RECORDING SECRETARY

The Recording Secretary shall be responsible for taking, recording and preserving the minutes of all meetings of the Board and General Membership. He/she shall perform other such secretarial duties as may arise.

#### (d) FINANCIAL SECRETARY *(revised 19 October 2022)*

The Financial Secretary shall receive all Club monies which have been counted by at least two (2) Club members and present such monies to the Treasurer. He/she shall maintain all Club financial records, make available vouchers to members authorized to make purchases who will then present said vouchers and receipts to the Treasurer for the disbursement of funds, prepare vouchers as necessary for payment of bills which have been approved by the General Membership or Board, and prepare and present financial reports to the Board and General Membership.



*The Financial Secretary shall be the Chairperson of the Finance Committee which shall meet at least once a month, prior to the Executive Board Meeting. Discussion items shall include review of the monthly Financial Reports, reconciliation of bank accounts, and budget.*

The Financial Secretary shall have a good working knowledge of the current accounting program used by the Club. As of January 2012, this accounting program is QuickBooks (21061221).

(e) TREASURER

The Treasurer shall receive all monies from the Financial Secretary. The Treasurer shall deposit said monies into the appropriate Club bank accounts and provide the deposit records to the Financial Secretary. He/she shall issue checks based on information written in vouchers mentioned in Article V, Section 3(d).

Section 4. REMOVAL FROM OFFICE

(a) Any Officer may resign his/her office voluntarily if he/she determines he/she can no longer perform the duties of the office which he/she holds.

(b) Officers may be removed with cause after a closed meeting with the Board and voted removal by the General Membership.

(c) After recording three (3) consecutive unexcused absences from either Board or General Membership Meetings, an Officer is automatically terminated from his/her official position.

Section 5. FILLING OF VACANCIES (revised 19 October 2022)

(a) Vacancies occurring during the term of any Officer or Standing Committee Chairperson may be filled by action of the Board for the unexpired term, at any meeting of the Board and the approval of the General Membership.

(b) In the event that a Club Officer position is unfilled for whatever reason, then the Board will assume the responsibilities of that office until the vacancy is filled.

*(c) Should the office of President become vacant, the Vice President shall be the President.*

Section 6. AUTHORITY TO CONDUCT FINANCIAL TRANSACTIONS (revised 19 October 2022)

*The President, Vice President and Treasurer shall be authorized to conduct financial transactions on behalf of the organization. They shall be authorized signatories on all banking accounts and financial instruments.*

**ARTICLE VI. NOMINATING COMMITTEE and ELECTION OF OFFICERS**

**Section 1. APPOINTMENT OF NOMINATING COMMITTEE MEMBERS**

Prior to the end of June of an election year, a Nominating Committee consisting of five (5) active members in good standing shall be appointed by the President in consultation with the Board. The committee shall consist of a Chairperson, one member of the previous year's Nominating Committee, and three (3) Members of the General Membership.

**Section 2. DUTIES OF NOMINATING COMMITTEE**

- (a) Prepare a single slate of candidates for the election of Officers.
- (b) Ensure that the slate of candidates is published in the Club periodic mailer and any social media, starting in August and every mailer here after until the close of nominations. Publication will be posted in at least two (2) conspicuous locations in the public areas of the Pittsburg Senior Center for review by Club Members at least fourteen (14) days prior to the November General Membership Meeting.
- (c) At the November General Membership Meeting, take nominations for office from the Floor. It is implied that nominees must have consented to their nominations prior to the November General Membership Meeting and have an understanding of the duties of the offices to which they are being nominated.
- (d) At the December General Membership Meeting, conduct the election of Officers.

**ARTICLE VII. STANDING COMMITTEES**

Standing Committees are permanent committees established to oversee on-going functions and activities pertinent to the operations of the Club. Standing Committees may be dissolved only by revision of the Constitution & By-Laws.

## Section 1. STANDING COMMITTEE CHAIRPERSONS

### (a) APPOINTMENT OF STANDING COMMITTEE CHAIRPERSONS

Standing Committee Chairpersons are Club Members appointed by the President, with the approval of the Board. They remain in their capacity as Standing Committee Chairpersons until (1) the Standing Committee is dissolved, (2) they voluntarily resign their post, or (3) they are removed from their post by the Board, with or without cause, whichever occurs first.

### (b) DUTIES OF STANDING COMMITTEE CHAIRPERSONS

(i) Attend all Board and General Membership Meetings unless excused by the President prior to a Meeting.

(ii) Prepare reports as needed for presentation at the Board and General Membership Meetings. Reports should include status of any committee activity, financial position if applicable, and names of current committee members for recognition.

(iii) Appoint committee members.

(iv) Perform duties and fulfill responsibilities specific to their respective committees.

## Section 2. BINGO COMMITTEE *(revised 19 October 2022)*

The Bingo Committee shall conduct and regulate Bingo games in accordance with California and City codes.

## Section 3. CONSTITUTION & BY-LAWS COMMITTEE

The Constitution & By-Laws Committee shall review the Constitution & By-Laws from time to time and amend as deemed necessary. This Committee is also entrusted to safeguard the current version of the Constitution & By-Laws.

## Section 4. FUND RAISING COMMITTEE

The Fund Raising Committee shall oversee all Club fund raising activities except Bingo.

#### Section 5. MEMBERSHIP COMMITTEE

The Membership Committee shall oversee the recruitment of members, accept membership applications and dues, evaluate the status of applicants, and protect the privacy of member records.

#### Section 6. MEDIA RELATIONS COMMITTEE (revised 19 October 2022)

The *Media Relations Committee* shall disseminate information on Club activities, and events and serve as a link among Members.

#### Section 7. ACTIVITIES COORDINATION COMMITTEE (revised 19 October 2022)

*The Activities Coordination Committee shall consist of a Chairperson and the leaders of all current on-going regular activities/classes offered by the Club. The committee shall keep the Board updated on the status of those activities/classes.*

#### Section 8. EDUCATIONAL SCHOLARSHIP COMMITTEE

Each year, the Club awards three (3) academic scholarships to deserving students in their final year of high school who wish to further their education. The Educational Scholarship Committee shall select the annual scholarship recipients from a pool of eligible applicants consistent with policies and written guidelines developed by the Committee and approved by the Board. Two (2) of the scholarship recipients are students attending Pittsburg High School. The third scholarship is awarded to a student who is a direct descendant (i.e., child, grandchild, great-grandchild) of a current Club Member, regardless of where the student attends high school (20180101).

#### Section 9. SUNSHINE COMMITTEE (revised 19 October 2022)

The Sunshine Committee is charged with raising the morale of members by addressing their specific events such as birthdays, weddings, and anniversaries. *On behalf of the Club, the committee shall send condolences to families of deceased members.*

### ARTICLE VIII. SPECIAL COMMITTEES

Special Committees are temporary committees established as needed to oversee special functions and activities held by the Club. Special Committees are dissolved when their tasks are completed.

## Section 1. SPECIAL COMMITTEE CHAIRPERSONS

### (a) APPOINTMENT OF SPECIAL COMMITTEE CHAIRPERSONS

Special Committee Chairpersons are appointed by the President, with the approval of the Board. They remain in their capacity as Special Committee Chairpersons until (1) the Special Committee is dissolved, (2) they voluntarily resign their post, or (3) they are removed from their post by the Board, with or without cause, whichever occurs first.

### (b) DUTIES OF SPECIAL COMMITTEE CHAIRPERSONS

(i) Attend all Board and General Membership Meetings unless excused by the President prior to a Meeting.

(1) Special Committee Chairpersons do not vote at the Board Meetings.

(2) Special Committee Chairpersons may vote at the General Membership Meetings as Members.

(ii) Prepare reports as needed for presentation at the Board and General Membership Meetings. Reports should include status of any committee activity, financial position if applicable, and names of current committee members for recognition.

(iii) Appoint committee members.

(iv) Perform duties and fulfill responsibilities specific to their respective committees.

## ARTICLE IX. MEETINGS

### Section 1. EXECUTIVE BOARD MEETINGS

(a) The Board shall meet at least once a month, at least one week before the General Meeting, and as otherwise scheduled by the President (20180516)

(b) Six (6) Board Members shall constitute a quorum necessary to conduct a Board Meeting and to legally transact Club business.

(c) A simple majority is needed to carry all votes.

## Section 2. GENERAL MEMBERSHIP MEETINGS

- (a) General Membership Meetings shall be held monthly on the third Wednesday of each month.
- (b) Eleven (11) Members shall constitute a quorum necessary to conduct a General Membership Meeting and to legally transact Club business.
- (c) A simple majority is needed to carry all votes.

## Section 3. MANDATORY ATTENDANCE

- (a) All members of the Board must attend all Board and General Membership Meetings unless excused by the President.
- (b) Any Board member recording three (3) consecutive unexcused absences automatically terminates his/her position.
- (c) Any Member wishing to vote on any item of Club business must attend the meeting during which such business is discussed and considered. Club Members may not appoint proxies to vote in their absence.

## ARTICLE X. RULES and REGULATIONS

### Section 1. ROBERT'S RULES OF ORDER *(revised 19 October 2022)*

*The operation and conduct of all members acting on behalf of the Club shall be governed by these Constitution & By-Laws. Robert's Rules of Order shall be followed for parliamentary procedure that is not specifically addressed by this document.*

### Section 2. GENERAL CLUB REGULATIONS *(revised 19 October 2022)*

- (a) Copies of the monthly Financial Report shall be made for the President, Vice-President, Financial Secretary, Recording Secretary, Treasurer, the Standing Committee Chairs, and for the General Membership when requested.
- (b) *Financial records will be reviewed monthly at the Finance Committee meeting.*
- (c) The Club will not be responsible for accidents, injuries or loss of property, unless incurred by a Club volunteer in the performance of Club duties. The extent of Club responsibility shall be determined on a case-by-case basis.

(d) Membership dues shall be used exclusively for Club business.

(e) If a Member's spouse is ineligible to join the Club, the spouse will be allowed to participate in all Club activities after paying an amount equal to yearly membership dues. The spouse may attend General Membership Meetings but will not be allowed to vote.

(f) Membership cards may be used as an identification showing the card holder is a Member in good standing. A membership card is for the exclusive use of the Member to whom it is issued and card privileges cannot be transferred. Any Member abusing this privilege will have his/her membership revoked.

(g) Members *can find information* describing all upcoming activities, special events and planned excursions *on our website at* [www.pittsburgfiftyplusclub.com](http://www.pittsburgfiftyplusclub.com).

(h) With the exception of Bingo Games for Charity, which must be open to the public in accordance with State and City laws, all other activities sponsored or provided by the Club shall be restricted to Club Members and their guests, and prospective members.

(i) Any legitimate complaint when submitted in writing, signed and presented to the Board shall be acted upon, and a written reply of action taken shall be sent to the complainant within thirty (30) days.

(j) Any Member causing a disturbance whether it may be any infraction such as foul language, verbal abuse or visible contact with another person will be banned from the Club and will be unable to join in any activities at the Club for a period of up to six (6) months. After six (6) months, the Board shall reevaluate the Member's status.

**ARTICLE XI. AMENDMENT OR REVISION OF CONSTITUTION & BY-LAWS** (*revised 19 October 2022*)

The By-Laws may be amended or revised at any *General Membership Meeting* by a 2/3 vote of the voting members present, providing a notice of such proposed amendment or revision has been posted at *the physical address of the Club (Article I, Section 2)*, fourteen (14) days prior to the General Membership Meeting, and in accordance with the prior approval of the Board.

**ARTICLE XII. DISSOLUTION OF CLUB**

In the event of termination of the Club, all monies and assets belonging to the Club will be donated to registered California 501(c)(3) charities selected by the General Membership.

**ARTICLE XIII. ACCEPTANCE and SIGNATURES** *(revised 19 October 2022)*

Having been accepted for amendment or revision at the General Membership Meeting held on \_\_\_\_\_, these revised Constitution & By-Laws supersede all previous versions of the Pittsburg Fifty-Plus Club Corporation Constitution & By-Laws, and are effective immediately.

Signed on the \_\_\_\_ day of \_\_\_\_\_ by the undersigned members of the Executive Board of the Pittsburg Fifty-Plus Club Corporation. Board members shall also initial each page of these Constitution & By-Laws for authenticity. *Positions for which there are no signatures are currently vacant.*

\_\_\_\_\_  
LINDA CARRANZA DOTSON, PRESIDENT

\_\_\_\_\_  
ALEX DONGALLO, BINGO

\_\_\_\_\_  
SONJA SHEPHARD , VICE-PRESIDENT

\_\_\_\_\_  
ALMETTA VAUGHN, CONSTITUTION & BY-LAWS

\_\_\_\_\_  
BENJAMIN BRISJAR, FINANCIAL SECRETARY

\_\_\_\_\_  
IANTHA COOPER, SCHOLARSHIP

\_\_\_\_\_  
JANICE SEMANICK, RECORDING SECRETARY

\_\_\_\_\_  
ABIGAIL GUDGIN, SUNSHINE