

# **Constitution of the Cowtown Clowns Alley #135**

**Fort Worth, Texas**

## **ARTICLE I**

### **Name**

This organization shall be known as Cowtown Clowns, COAI Alley #135, TCA Alley #9.

## **ARTICLE II**

### **Purpose**

The purpose of this Alley shall be to meet with individuals for the promotion, and the advancement of the art of clowning: to promote harmony, goodwill and cooperation with the membership of neighboring Alleys; to conduct education programs for the advancement of Alley members.

## **ARTICLE III**

### **Membership**

Section 1. Membership shall be open to all those that are dedicated to the honorable profession and the advancement of the art of clowning.

Section 2. Six (Five) classes of membership shall exist: regular, junior, associate, honorary, family and life. Regular members shall be sixteen (16) years of age or older. Junior members shall be twelve (12) to fifteen (15) years of age. Associate membership is open to all who wish to assist the other members in their activities without actually participating as a clown. Honorary members shall be those under twelve (12) years of age and shall have a regular member in good standing as a sponsor. Family membership shall consist of immediate members of a family.

Section 3. All prospective members must submit an application for membership to Cowtown Clowns. Each prospective member must read, sign and pledge to uphold the Alley's Code of Ethics. If the applicant has shown a sincere interest, then he or she shall be considered a full-fledged Member of the Alley at the end of a three (3) month probationary period. At the end of a satisfactory probationary period, the member will be issued their Alley membership card.

Section 4. Each member shall be expected to participate in a minimum of six (6) Alley events, i.e. any event open to all members, per year.

Section 5. It is recommended that each member should belong to the "Texas Clown Association" and "Clowns of American International".

Section 6. Life Membership may be bestowed upon any member that the Alley wishes to honor for past service, outstanding achievements, etc. Such a member shall no longer be required to pay Alley dues.

Section 7. Only regular members in good standing shall be eligible to make motions, to vote and to hold office.

Section 8. Annual Alley dues shall be due at the January meeting. Members who have not paid their dues by the February meeting shall have their membership automatically revoked.

Section 9. New applicants shall be considered to be on probation for the first three (3) months of membership. During that time the applicant member will be observed to discern compliance with the code of ethics as well as participation. One private verbal warning by the President shall constitute the member being placed on probation. If the member on probation wants to be reinstated, the decision will be brought before the membership at a regular meeting. There would need to be a three-fourths (3/4) majority vote by the membership present to establish the will of the body either to revoke said probationary member's membership or restore status.

Section 10. Each full-fledged member will be observed to discern Compliance with the Alley code of ethics as well as participation. If any member is found in violation of the code of ethics and/or by-laws it should be submitted and signed in writing to the Board of Directors. The Board of Directors will review to consider presentation before the membership. If presentation before the membership is necessary, the decision shall require a three-fourths (3/4) majority vote by the membership present to establish the will of the body either to revoke said full fledge member's membership or restore status.

## **ARTICLE IV**

### **Dues**

Section 1. Membership dues shall be collected on an annual basis.

Section 2. The dues shall be set by the Board of Directors. They shall agree unanimously on any change.

Section 3. Regular members shall pay the full rate and junior members shall pay one half (1/2) of the full rate. Honorary, Associate and Life members shall not be required to pay dues. There shall be a family membership with dues as follows:

Junior Membership (ages 12 – 15)	\$7.50
1 <sup>st</sup> Adult	\$15.00
2 <sup>nd</sup> Adult	\$10.00

Section 4. Dues for new members shall be due at the time of application and shall be prorated from the application date to the end of the year.

## **ARTICLE V**

### **Officers**

Section 1. The elected officers shall be the President, Vice President, Secretary, Treasurer, Sergeant at Arms and Membership Director. The duties of the officers shall be as prescribed in this constitution and by the parliamentary authority adopted by the Alley. All officers must be members of COAI and TCA.

Section 2. A nominating committee of three (3) regular members in good standing excluding the executive officers shall be selected by the President at the September meeting. The slate of officer candidates shall be presented at the October meeting.

Section 3. The officers shall be elected at the November meeting to serve for a term of two (2) years or until their successors are elected. Their term of office shall begin at the close of the December meeting at which they are installed.

Section 4. No member may hold more than one elected office at a time.

Section 5. No officer may hold the same office more than two (2) successive two-year terms.

Section 6. If, for any reason, an officer cannot fulfill their duties for the entire two years of the elected term, the Board of Directors will appoint another member in good standing to complete the term.

## **ARTICLE VI** **Duties of Officers**

Section 1. President: The President shall be the chief executive officer. The President shall preside at monthly meetings of the membership and at monthly meetings of the Board of Directors. The President shall take an active part in the management of the Alley and actively participate in Alley activities.

Section 2. Vice-President: The Vice-President shall, in the absence of the President, perform the function of the President. The Vice-President shall assist the President in coordinating all of the Alley Functions.

Section 3. Secretary: The Secretary shall record the Minutes of each meeting and submit them to the newsletter Editor for publication.

The Secretary shall collect individual member participation logs by the July meeting, tally them and submit report to the Board for the annual Alley participation award.

Section 4. Treasurer: The Treasurer shall have custody of the Alley funds and shall keep accurate accounts of all receipts and disbursements. The Alley's funds shall be held in a bank or savings and loan that have been approved by the Board of Directors. The account shall be set up to require one (1) signature for disbursements. The President, Vice-President and Treasurer shall be qualified to sign any check for disbursement. The Treasurer shall promptly pay any bills incurred by the Alley.

Section 5. Sergeant at Arms: The Sergeant at Arms shall be responsible for maintaining order during all meetings of the Alley. The Sergeant at Arms shall be responsible for the Alley Programs.

Section 6. Membership Director: The Membership Director shall collect dues from all members and shall be responsible for all new member applications, as well as updating current member information. The Membership Director shall pass all funds on to the Treasurer, and all pertinent information on to the Newsletter Editor for mailing purposes. The Membership Director will also assemble New Member information packets and distribute them to all new members. The Membership Director shall be responsible for the membership directory and for completing and submitting the annual alley reports to both COAI and TCA.

## **ARTICLE VII Meetings**

Section 1. Regular meetings of the Alley shall be held in the Fort Worth area on the fourth (4<sup>th</sup>) Monday of each month. The Board of Directors will review the calendar for any conflicting dates and notify members of the new date. If a meeting must be canceled due to unforeseen circumstances, all members shall be contacted within three (3) days prior to the new or old date whichever is earlier.

Section 2. A simple majority of the regular membership shall constitute a quorum.

Section 3. The Code of Ethics shall be read by the Sergeant at Arms at beginning of each regular meeting.

## **ARTICLE VIII Board of Directors**

Section 1. The Board of Directors shall be composed of the elected officers, (and) the previous President and the appointed Gig Coordinator.

Section 2. The Board of Directors shall:

- a). have general supervision of the affairs of the Alley between its business meeting;
  - b). make recommendations to the Alley;
  - c). prepare and submit to the Alley for adoption a budget for the fiscal year;
  - d). approve routine bills within the limits of the budget;
  - e). perform such other duties as specified in the Constitution.
- The Board shall be subject to the order of the Alley, and none of its acts shall conflict with action taken by the Alley.

Section 3. Regular meetings of the Board of Directors shall be held during the year, the time to be fixed by the Board at its first meeting of the year. A majority of the Board shall constitute a quorum. Board of Director Meetings shall be open for regular members to attend as guests.

## **ARTICLE IX Committees**

Such committees as deemed necessary to carry on the work of the Alley shall be appointed by the President. The President shall be an ex-officio member of all committees except the Nominating Committee. Each committee shall report to the designated officer as established by the President.

**ARTICLE X****Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order shall govern the Alley in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Alley may adopt.

**ARTICLE XI****Amendments**

General authority to amend the Constitution may be suggested by or to the Board of Directors. The proposed amendments shall be published at least thirty (30) days prior to the next general business meeting. After discussion, the amendment shall be voted on by the membership. The amendment shall be adopted by a two-thirds (2/3) vote.

Revised July 25, 2011