

Chapter 1 – Board of Directors:

BOARD OF DIRECTORS

1. Meet regularly (monthly)
2. Control the general affairs of the Club
 - a. Hire (and terminate when needed) the Club Manager
 - b. Provide general supervision of the Club through the Club Manager
 - c. Employ such personnel as it deems necessary for the operation of the Club, through the Club Manager.
 - d. Vote approval/disapproval on applications for membership
 - e. Provide job descriptions for club employees
3. Control the funds of the Club
 - a. Approve expenditures (normal operating expenses do not get individual approval)
 - b. Audit all accounts
4. Control the properties of the Club
5. Establish membership related fees annually
 - a. Initiation Fees
 - b. Administrative Fees
 - c. Late Renewal Fees
 - d. Dues
 - e. Adjust, for sufficient cause, an individual's dues
6. Approve President's committee appointments
7. Interpret the Club Constitution with final authority
 - a. Subject to the wording and intent of the Constitution
 - b. Subject to Robert's Rules of Order
8. Parliamentary procedure
 - a. If not provided in the constitution, governed by Robert's Rules of Order
9. Quorum
 - a. Consists of five Board members at Board meetings
 - b. Any number of members at an Annual Meeting
 - c. Any number of members at a special meeting of the Club membership
10. The Board
 - a. Appoints officers and directors to fill vacancies for the remainder of the vacant term (does not include position of President, which is filled by Vice-President; does then include the now vacant position of Vice-President).
 - b. If the position is "Director" and vacancy is in the first year of the term, the appointment is until the next annual meeting only.
11. The Presiding Officer
 - a. Votes only when it will make a difference in the outcome of the vote

PRESIDENT

As an officer of the Club, the President is listed on our Liquor License renewal. The president will provide the necessary information, including two sets of fingerprints, as required by state law. Qualifications for the office of President include the legal right to hold a liquor license which, among other things, includes the requirement that the President has no felony convictions. As part of your liquor license responsibilities you will be required to hold a NM alcohol servers license which requires taking a (1 day) class.

1. Chief Executive Officer of the Club
2. Preside at general membership and Board meetings according to the procedures prescribed by Robert's Rules of Order

- a. Establish Day/Date/Time of Board meetings (as a matter of courtesy the board generally accedes to the wishes of the president though this is not mandatory. By rule, the board establishes the date and time of board and annual meetings.)
 - b. Establish Day/Date/Time of Annual and Special meetings
 - c. Call special meetings when required
 - d. Develop the meeting agenda
 - e. Conduct the meetings and maintain observance of the rules
3. Open the meeting at the appointed time by taking the chair and calling the meeting to order having ascertained that a quorum is present
 4. Announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day
 5. Recognize members who are entitled to the floor
 6. State and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer himself in the manner noted below), and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
 7. Protect the assembly from obviously frivolous or dilatory motions by refusing to recognize them.
 8. Enforce the rules relating to debate and those relating to order and decorum within the assembly.
 9. Expedite business in every way compatible with the rights of members.
 10. Decide all questions of order, subject to appeal—unless, when in doubt, the presiding officer prefers initially to submit such a question to the assembly for decision.
 11. Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
 12. Authenticate by his or her signature, when necessary, all acts, orders, and proceedings of the assembly.
 13. Declare the meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
 14. At each meeting, in addition to the necessary papers proper to that meeting's business, the presiding officer will have at hand.
 - a. A copy of the constitution and other rules of the organization
 - b. A copy of the parliamentary authority (Robert's Rules of Order)
 - c. A list of all standing and special committees and their members.
 - d. A memorandum of the complete order of business listing all known matters that are to come up, shown in proper sequence under the correct headings, or with their scheduled times, as applicable
 15. 15. Appoint nominating committee
 - a. 5 members
 - b. Maximum 2 Board members
 - c. No less than 60 days prior to the Annual Meeting
 16. Appoint Election Board (for Annual Meeting)
 - a. Three members
 17. Appoint members of all standing and special committees (requires Board approval)
 18. Serve as a member-at-large on all standing and special committees
 19. Serve as a Board member at large for the term following presiding as president
 20. Write President's column for newsletter and provide to newsletter editor in a timely manner.
 21. File annual Liquor License Renewal (early April). It is the responsibility of the president to assemble and submit all the documentation required for the annual renewal of our liquor license. There exists a separate manual describing the steps involved in renewing the license, such steps start in January. It is the responsibility of the President to maintain the manual and update it from time to time as the rules and procedures change.

VICE-PRESIDENT

As an officer of the Club, the Vice-President is listed on our Liquor License renewal. The Vice-President will provide the necessary information, including two sets of fingerprints, as required by state law. Qualifications for

the office of Vice-President include the legal right to hold a liquor license which, among other things, includes the requirement that the Vice-President has no felony convictions. As part of your liquor license responsibilities you will be required to hold a NM alcohol servers license which requires taking a (1 day) class.

1. Assist the President as directed
2. In absence or disability of the President, assume the powers and duties of the President

SECRETARY

As an officer of the Club, the Secretary is listed on our Liquor License renewal. The secretary will provide the necessary information, including two sets of fingerprints, as required by state law. Qualifications for the office of Secretary include the legal right to hold a liquor license which, among other things, includes the requirement that the Secretary has no felony convictions. As part of your liquor license responsibilities you will be required to hold a NM alcohol servers license which requires taking a (1 day) class.

1. Maintain official records of the Club, including a Standard Operating Procedures Manual
 - a. Standard Operating Procedures Manual to include
 - i. Duties of officers
 - ii. Duties of committees
 - iii. Duties of at-large board members
 - iv. Job description of Manager
 - v. Job descriptions of Employees\
 - vi. Constitution
 - vii. House rules
 - b. All Board-approved procedures and directives that have continuing significance
 - i. Provide copies to those affected
 - ii. Provide copies to members upon request
 - iii. Have available at all official meetings
2. Record the minutes of general membership, special, and regular Board meetings
 - a. Make available to Club members upon request
 - b. Provide to all Board members prior to the next meeting for verification and approval at the next meeting
 - c. Record, at a minimum
 - i. The type of meeting (regular, special, adjourned, or membership)
 - ii. Board members in attendance (and number of members at membership meetings)
 - iii. If the previous meetings minutes were approved.
 - iv. All motions, using specific wordings, and their resolutions
 - v. All points of order and appeals
 - vi. Any committee actions
 - vii. All directives
 - d. Maintain an official record/file of the minutes
 - i. Have available at all official meetings.
 - ii. Maintain a separate record/file of the minutes, complete with all reports and documents provided to the board that will be kept behind the bar and made available to all members.
 - e. Record the minutes of closed meetings of the Board of Directors
 - i. Record all pertinent information
 - ii. Maintain the official records of closed sessions with continuity over time (receive from predecessor and provide to successor in office.)
 - iii. Provide access to board members as needed for the performance of their responsibilities
 - f. Conduct official correspondence at the direction of the President and the Board
 - g. Maintain a file of all committee reports and have available at all official meetings.
 - h. Maintain and have available at all Board meetings a membership list of all committees
 - i. Provide all committee members with documents required for the performance of their duties
 - j. Write monthly column for newsletter, summarizing Board's actions; and provide to newsletter editor in a timely manner.

- k. First week of January, file supplemental report with NM Corporation Commission.
- l. Maintain list advising president of unfinished business and timely issues needing consideration.
- m. Maintain adequate supplies of membership application forms, membership renewal forms, and Whittlesey House History sheets in the appropriate location.

TREASURER

As an officer of the Club, the Treasurer is listed on our Liquor License renewal. The treasurer will provide the necessary information, including two sets of fingerprints, as required by state law. Qualifications for the office of Treasurer include the legal right to hold a liquor license which, among other things, includes the requirement that the Treasurer has no felony convictions. As part of your liquor license responsibilities you will be required to hold a NM alcohol servers license which requires taking a (1 day) class.

The Treasurer is chairman of, and presides over, the operations of the Finance Committee.

The Treasurer has regular weekly, monthly, quarterly, and annual responsibilities which require a considerable amount of paperwork and accounting. It is the Treasurer's responsibility to accomplish all of these in a timely manner, maintaining compliance with all local, state, and federal regulations regarding record keeping, and reporting the finances of the Club. These responsibilities will change as tax laws, reporting requirements, and record keeping requirements change.

The treasurer will maintain a separate bank account for the club building fund. Money in this account is specifically earmarked for building renovations and repairs and may be withdrawn only with specific board approval/action. (October 2000)

It is the Treasurer's responsibility to be knowledgeable of, and to comply with all current laws and regulations relating to the Club's financial operations. These responsibilities include, but may not be limited to:

1. Daily
 - a. Spot check inventories and register tapes.
2. Weekly
 - a. Countersign checks for disbursement, verifying legitimacy from information/invoices provided by Club Manager.
 - b. Enter disbursement data into accounting system
3. Bi-Weekly
 - a. Prepare payroll and enter into Accounting system (payroll runs Friday through Thursday).
 - b. Write payroll checks and countersign.
4. Monthly
 - a. Prepare payroll tax deposit (Federal)
 - i. Enter expense information in Accounting system
 - ii. Write tax deposit check, and countersign
 - iii. Make payroll tax deposit at appropriate financial institutions in a timely manner.
 - b. Prepare State tax deposit form (Gross Receipts and State Withholding)
 - i. Enter expense information in Accounting system
 - ii. Write tax deposit check, and countersign.
 - iii. Mail deposit and proper form to State in a timely manner
 - c. Reconcile bank statement to checkbook
 - d. Prepare and analyze monthly profit and loss
 - e. Prepare financial statements for distribution to the Board of Directors
 - f. Attend Board meetings and distribute financial statements
 - g. Reconcile inventory
5. Quarterly
 - a. Prepare SUTA (State unemployment) report
 - i. Enter expense information in Accounting system
 - ii. Write SUTA deposit check, and countersign.
 - iii. Make SUTA report and deposit in a timely manner
 - b. Prepare Workmen's Compensation report for State
 - i. Enter expense information in Accounting system

- ii. Write Workmen's Compensation deposit check, and countersign.
 - iii. File in a timely manner
 - c. Prepare Federal 941 Report of wages paid and taxes withheld and deposited
 - i. File in a timely manner
- 6. Annually
 - a. Prepare Federal 940 report and file in a timely manner.
 - b. Prepare FUTA (Federal unemployment) report and file in a timely manner.
 - c. Prepare W2 and W3 statements and distribute, and file in a timely manner.
 - d. Provide information to CPA so he can provide necessary reports
 - e. Provide annual (December – November) financial report for annual meeting.

DIRECTOR

As a member of the Board of Directors of the Club, Directors are listed on our Liquor License renewal. Each Director will provide the necessary information, including two sets of fingerprints, as required by state law. Qualifications for the office of Director include the legal right to hold a liquor license which, among other things, includes the requirement that the Director has no felony convictions. The state also requires that all officers and directors hold current alcohol servers certificates. Getting this certificate requires taking a one day class and passing the test at the end.

- 1. Elected to a two year term
- 2. Must be a current voting member (lapse of membership will remove individual from position) in good standing.
- 3. Must be qualified to be appointed to replace a vacant officer's position, if needed (No felony convictions, as required for liquor license)
- 4. Must be willing to accept appointment as committee chair or committee member by the President at the President's discretion
- 5. Must be willing to accept appointment to fulfill other responsibilities related to the management or operation of the Club at the President's discretion.
- 6. Attends regular Board meetings and is responsible, along with other Board members for providing general Club management oversight.
- 7. All actions related to the Club will be in the best interests of the Club and consistent with Board approved policies and procedures.

Chapter 2 – Committees

MEMBERSHIP COMMITTEE

- 1. Manage membership size
- 2. Endeavor to increase membership size until it reaches a size that the Board feels is optimal, then maintain membership size
- 3. Develop initiatives to promote membership increase when warranted
- 4. Develop committee membership including those who will assist in working to increase membership as needed.
- 5. Manage the MEMBERSHIP DATABASE
 - a. A detailed description of how and when the database is to be used and updated is provided in a separate document called the "APC Membership Database System Manual". It is the definitive policy on the database management. It is written consistent with our constitution and other approved policies.
- 6. Manage membership related forms
 - a. Insure adequate stocks of "Prospective Member Information Packets" are available in the appropriate location. This packet consists of:
 - i. Envelope addressed to the APC

- ii. APC membership application
 - iii. History of the APC sheet
 - iv. Cover Page
- b. Maintain stocks of applications, renewals, and History's in the bins by the bar
- 7. Membership list Access
 - a. Monthly produce bar lists per manual
 - b. Provide copies of current membership list to Board Members at Boards direction. This list may be used only for prior-approved purposes.
 - c. Provide copies of current membership list to candidates for office at Boards direction. This list may be used only for prior-approved purposes.
- 8. Write a monthly column for the newsletter welcoming new members by name. (Updated 09/00, 02/01, 12/07)

BUILDINGS AND GROUNDS COMMITTEE

1. Oversee the facilities of the Club
2. Make recommendations to the Board concerning
 - a. Required maintenance
 - b. Proposed remodeling/renovating
3. Oversee the Club's apartments/rentals

FINANCE COMMITTEE

1. The Treasurer is the committee chair
2. The responsibilities of the committee include those special projects or responsibilities assigned by the Board or the President

SOCIAL COMMITTEE

Purpose: The purpose of social events is to provide reasons for existing Club members to come to the Club when they otherwise might not, and to attract new members. The committee should schedule events that will attract significant numbers on nights that would otherwise be expected to be lightly attended.

Function: It is expected that the chair of the social committee is a Board member at large. The other members of the committee are drawn from the general membership. This is a managerial position. The person filling this position should be both comfortable and competent managing others. The chair is responsible for developing an annual calendar of events, then development and maintenance of a continuing committee membership that will be responsible for executing this series of annual social events. It is expected that the chair will develop volunteers who will be responsible for individual events repeated annually.

1. Plan social events at the Club
 - a. Assure that necessary equipment and supplies are available
 - b. Assure that necessary personnel are notified/scheduled
2. Coordinate planning and scheduling with Club Manager to avoid scheduling conflicts
3. Notify newsletter writer prior to publication of monthly calendar
4. Notify Social Events Marketing
 - a. E-mail members a few days prior to each event with details.
 - b. Write regular newsletter column promoting upcoming events.

ART COMMITTEE

1. Promote the use of our facilities as a venue for art exhibitions within the community
2. Schedule art shows
 - a. Provide information to newsletter editor in a timely manner for the monthly Club calendar
 - b. Write column for newsletter promoting upcoming art shows
3. Work with Club Manager to schedule events and set-up/break-down of events

4. Complete board approved contracts with each showing artist and maintain completed contracts at clubhouse.

AUDIT COMMITTEE

This is a standing committee which is responsible for continuously auditing the books of the APC. The books include operating accounts, manager's account, and any other accounts that contain or represent funds of the APC. The committee is amenable to the APC Board of Directors.

The committee shall consist of three members, two of whom shall be current signers on the accounts of the APC; the third shall be a non-signer. Only account signers may have on-line access to the accounts so the non-signer will need to arrange to accompany one of the signers in order to do his work.

1. Committee Responsibilities:

- a. Monthly, during the first week of the month, and prior to that month's BOD meeting, the committee shall audit the preceding month's debits/withdrawals from the operating account as follows:
 - i. The three members shall each log onto the on-line banking function and visually inspect each check/withdrawal that transacted the preceding month, paying particular attention to checks that have the potential for abuse. These would include checks written to individuals or businesses that are not obvious vendors.
 - ii. Each of the three committee members shall select at most three items for documentation by the treasurer. These items shall be selected without consultation amongst committee members.
 - iii. The treasurer shall be given a list of the selected transactions requiring documentation/verification.
- b. Monthly, during the first week of the month, and prior to that month's BOD meeting, the committee shall audit the preceding month's credits/deposits to the operating account as follows:
 - i. Get the daily receipt sheets for each day of business during the preceding month.
 - ii. Verify that the daily receipts (dailies) have been properly deposited into the operating account by comparing the cash deposit amount shown in the account to the cash deposit amount shown on the daily receipt sheet. Note, it is unnecessary to verify the credit card receipts because they are beyond tampering by anyone at the APC, and the verification is significantly more difficult as a result of the way the charges are assessed and the timing of the credits.
- c. Monthly, during the first week of the month, and prior to that month's BOD meeting, the committee shall audit the preceding month's debits/withdrawals from the manager's account as follows:
 - i. The three members shall each log onto the on-line banking function and visually inspect each check/withdrawal that transacted the preceding month.
 - ii. Each of the three committee members shall select at most one item for documentation by the treasurer. These items shall be selected without consultation amongst committee members.
 - iii. The treasurer shall be given a list of the selected transactions requiring documentation/verification.
 - iv. The committee shall monitor savings accounts or CDs by verifying periodic statements and verifying that any withdrawals from such accounts are fully credited into the operating account.
- d. Monthly, at each APC Board Meeting, the committee shall report to the Board its findings from the audit of the previous month's transactions. The committee shall ensure that said findings are properly reported in the minutes of the meeting of the Board.

2. Treasurer Responsibilities:

- a. Provide the Audit Committee a listing of the daily receipts and a correlation to the related deposits as can be viewed on-line.

- b. Upon receipt of the transactions selected for documentation/verification, the treasurer shall provide documentation as necessary to support the validity of the related transaction. This documentation shall be made available to all committee members prior to the monthly BOD meeting.
- c. Provide periodic statements of any savings/cd accounts to the committee for their monitoring and verification.

NEWSLETTER COMMITTEE

1. Create and publish Club newsletter monthly. The purpose of this newsletter is to inform and promote. It is not to be considered a venue for the creative writing genius of the editor.
 - a. Work with Board members and other Club members to provide needed content
 - i. Manager's column
 - ii. President's column
 - iii. Secretary's column
 - iv. Social Events Marketing Coordinator's column
 - v. Membership Committee Column
 - b. Include monthly events calendar with special promotion of social events
2. Cultivate new writers as needed
3. Distribute the newsletter per APC Board instructions (either by mail, by e-mail, by posting on APC Web Site, or a combination of these venues)

WHITTLESEY HOUSE PRESERVATION FOUNDATION LIAISON

The APC Board has a liaison function on the Whittlesey House Preservation Foundation Board of Directors to insure that there is adequate communication between the two entities. The number of APC Board members appointed to this position is not fixed. It includes a minimum of one and a maximum of three. The maximum number is a function of the number of persons on the WHPF Board. The APC board representatives may account for no more than 1/3 of the total membership of the WHPF Board (an IRS regulation and separation thing). The WHPF Board has a minimum of 4 members and a maximum of 11. One of these APC Board members is the president of the APC Board.

1. The person(s) filling this position are responsible for:
 - a. Attending all WHPF Board meetings
 - b. Communicate between the two boards to insure neither is interfering with the other
 - c. Participate in the activities of the WHPF Board as an active member.

PROPERTY MANAGEMENT COMMITTEE

1. Oversee the Club rental properties
2. Provide direction and proposals for needed maintenance and/or remodeling
3. Be interface between Board and tenants
4. Make sure tenant is fulfilling contractual requirements
5. Show properties to prospective new tenants as needed
6. Evict existing tenants as needed and at the Board's direction.

PERSONNEL DIRECTOR

Note: The Club Manager works for, and at the pleasure of, the Board of Directors. The PD is the Board's interface with the manager and in this position answers to the Board of Directors. The remainder of the staff works for, and at the pleasure of the manager.

The PD shall meet monthly (more often if needed) with the manager to ensure the following list of responsibilities are being fulfilled to the Board's satisfaction. After each meeting the PD will provide to the manager a written report of issues discussed, what action will be taken to correct any problems discussed, and will maintain a club file of each of these reports. These meetings shall visit each of the manager's responsibilities, though not necessarily all responsibilities in each meeting, including, including:

1. Facilities Maintenance:

- a. Facilities (building, fixtures, and furniture) are being maintained as needed.
 - i. Regular written lists of to do repairs are provided and performance checked.
 - ii. Regular assessment of near term maintenance and repair needs.
 - b. Facilities are being properly cleaned as needed, not after needed.
 - c. Fire extinguishers are current, exit and emergency light batteries checked (monthly)
 - d. Yard and patio in good condition and repair.
2. Inventory Management:
 - a. Appropriate levels of product
 - b. Appropriate security of back stock and shelf stock.
 - c. Storage areas are properly maintained and cleaned.
 3. Scheduling:
 - a. Staff is appropriately scheduled.
 - b. Manager's time is appropriately scheduled.
 - c. Manager's time off is approved and appropriate.
 4. Management of personnel:
 - a. Bar staff is appropriate in quantity and quality.
 - b. Bar staff is regularly assessed and continuously trained on what they might do better.
 - c. Cleaning staff is appropriately scheduled and managed to provide effective service.
 - d. Deal with personnel problems timely
 5. Bookkeeping responsibilities:
 - a. Dailies entered at least twice weekly
 - b. Inventory done at close of each month.
 - c. Deposits to be made consistent with board policy.
 - d. Books reconciled at least 2 days prior to board meeting.
 6. Club Manager's Job Description and Bartender's Job Description:
 - a. Completion of responsibilities as outlined in both the APC Board provided job description for the Club Manager and in the Club Manager's management of bartenders consistent with their job description.
 7. The PD will provide the board with a report monthly of the outcome of the meeting(s) with the club manager.
 8. The Personnel Manager is also responsible for, from time to time as the need arises, proposing to the Board specific changes in the job descriptions of the Personnel Manager, the Club Manager and the Bartenders.

NEIGHBORHOOD LIAISON

1. The purpose of this position is to promote neighborly relations between our Club and the surrounding community, including the Huning Highlands Neighborhood Association
2. Attend all neighborhood association meetings (including board meetings)
3. Make sure our neighborhood association membership dues are current
4. Make sure we are mailing our monthly newsletter to the neighborhood association
5. Promote the interests of the club within the neighborhood association
6. Be a conduit for communication between the Club Board and the Neighborhood Association Board

NOMINATING COMMITTEE

1. Present a slate of nominees for each office or directorship
 - a. At least one candidate for each office or directorship
 - b. Include all who wish to run for office or directorship and are, in the opinion of the committee, qualified to fulfill the responsibilities of the position as outlined in the "Operations Manual"
 - c. Discuss the responsibilities of directorship with the candidates
 - d. Provide copies of specific job responsibilities (from the "Operations Manual") to each potential candidate.
 - e. Assure that individual is legally qualified for position (No felony convictions for officers).

2. Post list on Club bulletin Board no less than 45 days prior to the Annual Meeting

ELECTION BOARD

1. Conduct balloting and certify election results at annual meeting
2. Provide secret ballot if requested by a majority of the members present

Chapter 3 – Employees

CLUB MANAGER

Generally, it is the manager's responsibility to manage the operations of the Albuquerque Press Club. There are exceptions to this general rule. Some of the operations are the direct responsibility of the board, though generally the responsibilities of the board and the manager interact.

Among the multiple parts of the manager's job is the responsibility for ensuring that his/her employees have the things they need to do their jobs properly and ensuring they are doing their jobs properly. It is critically important that proper standards of cleanliness/neatness be maintained in the clubhouse. It is also important that the manager meet regularly with bartenders.

Accessibility is critical all the time. The manager is always on call, to reps and bartenders.

The manager has a specific schedule which includes hours on specific days totaling 15 hours weekly (this is a part-time job). There are times when the manager will work additional hours, coming in earlier or staying later as needed, approximately 3 hours weekly. The manager needs to account for these hours on his/her weekly time sheet.

The Manager is expected to bartend one night weekly (minimum), at bartenders pay. This schedule is predicated on the manager working Monday nights. This can be changed with board approval and will require reworking of this schedule.

Scheduling and contracting for private party club rentals requires management flexibility. The manager will promptly respond to phone/e-mail requests, assess the appropriateness of the event, complete the contract and schedule the event. The manager will insure that we are properly staffed for the event.

Attendance at monthly board meetings and the annual membership meetings are mandatory. The manager will provide the board with a monthly report concerning the clubs conditions and directions. The board will provide the manager with any needed direction. When the board meetings conflict with the manager's bar-tending schedule, the manager shall schedule a fill-in bartender for that time.

The Manager works for and at the discretion of the Board of Directors. Direct board action hires and fires the manager. Indirect board action, through the board appointed "Personnel Director" (generally the President) is the standard board oversight procedure.

New Manager, immediate:

change signature authority on managers checking account

change signature authority on managers credit card

change cardholder at Costco

change locks, keys to bartenders and others as needed

1. Work Schedule

- a. Recurring responsibilities, Weekly:

- i. Complete the daily sales sheet, re-set the register, prepare the daily receipts deposit, and prepare the opening bag. This must be done every day of operation. The opening bag is ones, fives, and quarters, totaling \$200 in the open bag and another \$200 in the back-up bag. Sometimes we will skip a deposit so we can have the right amount of small stuff for the next day. Generally the Manager does this 4 days and the assistant manager does this two days weekly.
 - ii. It is our policy that deposits be made weekly with a \$200/\$500 under/over caveat. If, at the end of the week the cash deposits amount to less than \$200 the deposits may be delayed. If/when the cash deposit amounts held exceed \$500 the deposits shall be made within 48 hours.

- iii. Monday: 3:00 till 5:00
 - 1. Complete the daily sheet opening bag sequence.
 - 2. Review previous days open & closing duties check list.
 - 3. Replace Bar Mats, wash mats and trash cans on Monday or Tuesday
 - 4. Check on inventory that can't wait till Friday (non-alcohol shopping list)
 - 5. Check Phone Messages, deal with as needed
 - 6. Check Mail, deal with as needed
 - 7. Deposit Daily Receipts, Friday and Saturday
 - 8. Remove dirty bar rags, put new ones out.
 - 9. Open Bar
- iv. Tuesday: 12:00 – 5:00
 - 1. The distributors reps know they have a noon till 5 window, the manager must be on site during this time until/unless all the reps have come and gone.
 - 2. Review previous days open & closing duties check list.
 - 3. Phone in Premier Order (Beer only, no product rep)
 - 4. Phone in Marble order though sometimes they call, sometimes they send a rep
 - 5. Phone in Azar (soda) order (if any) as needed
 - 6. Phone in B&H Wholesale (popcorn and supplies) order as needed
 - 7. Phone in AirGas (Beer Gas) order as needed
 - 8. Meet with and approve orders from Maloof, National, and Southern Wine & Spirits.
 - 9. Be on site for Ameripride (laundry) (one Tuesday or Thursday monthly they will pick-up/deliver)
 - 10. Be on site for exterminator (every other month winter, monthly summer, Tuesday or Thursday)
 - 11. Check Phone Messages, deal with as needed
 - 12. Check Mail
 - 13. Complete the daily sheet opening bag sequence.
 - 14. Hose down the floor mats and trash cans, Monday or Tuesday
 - 15. Meet with Bartender re: bar operations
 - 16. Insure garbage cans are taken down (can be subbed out)
 - 17. Bank run if needed.
- v. Wednesday: Manager off
 - 1. Assistant Manager does the bag
 - 2. Review previous days open & closing duties check list.
 - 3. Insure garbage cans are brought up and rinsed (can be subbed out)
- vi. Thursday: 12:00 – 5:00
 - 1. The distributors delivery and cleaning crews know they have a noon till 5 window, the manager must be on site during this time until/unless all the reps have come and gone.
 - 2. Complete the daily sheet opening bag sequence.
 - 3. Review previous days open & closing duties check list.
 - 4. Receive deliveries, set-up and take-down ramp to protect bricks.
 - 5. Be on site for tap line cleaners
 - 6. Be on site for exterminator (once monthly winter, twice monthly summer, Tuesday or Thursday)
 - 7. Be on site for Ameripride (laundry) (one Tuesday or Thursday monthly they will pick-up/deliver)
 - 8. Check Phone Messages, deal with as needed
 - 9. Check Mail, deal with as needed
 - 10. Filing as needed
 - 11. Verify clubhouse cleanliness, deal with as needed

12. Bank run if needed
- vii. Friday: 11:00 – 5:00
 1. Friday hours are determined in large part by the number of shopping stops. It could be as little as 2 hours and as many as six.
 2. Main shopping day (Costco, SouthWest Cash and Carry (see shopping list)
 3. Complete the daily sheet opening bag sequence
 4. Review previous days open & closing duties check list.
 5. Verify clubhouse cleanliness, deal with as needed
 6. Check Phone Messages, deal with as needed
 7. Check Mail, deal with as needed
 8. Inventory check of non-alcohol items (see shopping list)
 9. Deposit daily Receipts, Monday, Tuesday, Wednesday, and Thursday.
- viii. Saturday: Manager off
 1. Assistant Manager does the bag
 2. Review previous days open & closing duties check list.
- b. Recurring Responsibilities, Monthly:
 - i. First day of month:
 1. Inventory all merchandise (see inventory spreadsheet) for entry into accounting system. This must be done prior to opening on the first day of the month.
 - ii. First Tuesday:
 1. Check all faucets, commodes, etc. for smooth and proper operation. Manage repairs as needed
 2. Check all door knobs, locksets, etc. for smooth and proper operation, Manage repairs as needed.
 3. Update price sheet as needed and reprint.
 - iii. First Thursday:
 1. Check Fire extinguishers for expiration. Have filled and re-certified when/as needed
 2. Check lights and batteries in exit signs and emergency lighting, buy and install replacements as needed while shopping on Friday. Available at Home Depot/Lowes
 3. Check lighting throughout the clubhouse (inside and out) Buy and install replacements as needed while shopping on Friday.
 4. Check supply of cash register tape and ink and credit card machine tape, buy and install replacements as needed while shopping on Friday.
 5. Check supply of checks, order as needed
 6. Check printer paper and ink cartridge
 7. Check postage supply
- c. Recurring Responsibilities, Seasonal:
 - i. First week of January
 1. Schedule sewer cleaning.
 - ii. First week of April
 1. Set up coolers for summertime
 2. Reset outside light timer settings.
 3. Set up lawn mowing schedule for year.
 - iii. First week of July
 1. Schedule sewer cleaning
 - iv. First week of October
 1. Shut down coolers for wintertime
 2. Reset outside light timer settings
 - v. Second week of October
 1. Test/check boiler operations.

- vi. Weekly, December through March
 1. Flush boiler.

CLUB BARTENDERS

1. Serve at the discretion of, and direction of the Club Manager (who is the managing authority). The Club Manager will provide definitive work requirements that may change as the need arises.
2. Promote a positive and friendly atmosphere at the Club
3. Be informed on Club rules and procedures
4. Be informed on liquor serving regulations
5. Enforce liquor laws and Club rules

Chapter 4 – Pricing and Quantity Schedules

FEES AND MEMBERSHIP LIMITS

1. It is the responsibility of the Board of Directors to set all membership fees and limits. The current amounts (established December 2015) are:
 - a. Membership initiation fee \$20.00
 - b. Annual Membership dues
 - i. Journalist Member \$30.00
 - ii. Communicator Member \$40.00
 - iii. Social Member \$90.00
 1. Service Industry \$60.00
 2. First Responder \$60.00
 - iv. Retired Member \$50.00
 - v. Spouse Member (attached to any of the above memberships) \$25.00
 - vi. Corporate Member see discount schedule below.
 - vii. Lifetime Membership fee \$900.00 (10X Social membership) available to existing members only
 - viii. Honorary Membership \$5.00
 - c. Late Renewal Fee \$20.00
 - d. Reinstatement Fee \$20.00
 - e. Membership Limit
 - f. Corporate membership pricing:
 - i. Base charge equals four times the regular rate for which the entity qualifies (classifications a-c) which includes 4 memberships, with no initiation fee. Additional members of the organization may join at one half of the standard rate.
 - ii. The additional members may join for a full year at any time while the corporate membership is active.
 - iii. If/when the corporate membership expires, individual members may not renew on their own as a corporate member (at corporate rates) but may renew as a regular member at the regular rate.
 - iv. Each corporate member enjoys the full privileges of membership including a vote.
 - v. All prospective members are subject to normal approval procedures.

Chapter 5 – House Rules

APC HOUSE RULES

All members, their dependents and guests are subject to all house rules and regulations. All house or Club rules are subject to New Mexico Liquor Control Statutes. The Club Manager or designated representative (bartender on duty) is empowered to enforce all rules and regulations of the Albuquerque Press Club

1. The Club facilities are for the use of members of the Albuquerque Press Club or associated press clubs, and invited guests accompanying them.
2. Guests, (persons invited and accompanied by a Press Club member for the purpose of using facilities or attending social functions on the Club premises or designated activity site):
 - a. Will be admitted only when accompanied by a member, and are required to leave when such member leaves.
 - b. Must be registered by a member/host by signing the guest book. Will be allowed, as many as ten per member per visit.
3. Private functions:
 - a. No private party may utilize the Clubhouse without making prior arrangements with the Club Manager or appointed representative.
 - b. Any private function not held during regular Club hours is understood to be for the invited guests only.
4. Conduct:
 - a. Respectful conduct in the Club is required of all persons at all times.
 - b. Members are responsible for the conduct, and bar-tabs, of their guests.
 - c. Any individual may be required to vacate the Club premises for the following reasons: violations of law or house rules, misconduct, obscene language, intoxication, destroying or damaging Club facilities or property.
 - d. Any member or guest asked to vacate the premises may be reported to the Board of Directors for possible disciplinary action. Such person(s) so removed will remain off the Club premises until the next meeting of the Board of Directors.
 - e. Any disciplinary action taken is subject to appeal to the Board of Directors or its appointed body.
5. The Club will not be responsible for loss or damage to property of members or guests.
6. Club property will not be removed from the Club house or premises without prior approval of the Club Manager.
7. Persons under the age of 21:
 - a. Must be accompanied by a member/host when in the Club
 - b. Are not allowed in the bar area, which is the bar room and the flight deck.
 - c. Must be at a table with parent or host during their stay at the Club.
 - d. Will not “roam” the premises
 - e. Will not obtain or consume alcoholic beverages.
 - f. Will vacate the clubhouse and premises prior to 11:00pm, NO EXCEPTIONS
8. No person will bring to, or take from the Clubhouse, alcoholic beverages, or other beverage containers.
9. All members and guests will vacate the premises at the legal or designated closing time, or as instructed by the bartender.
10. Bar payment methods and procedures:
 - a. Payment may be made by cash, check, credit card, debit card.
 - b. Bartender may allow individuals to run tabs that will be paid prior to leaving the Club.
 - c. The bartender may, at his/her discretion, accept non-cash payments (10.a.) in excess of the bill and give change.
 - d. Dishonored non-cash payments will be paid by the Club member within 48 hours, with a \$15.00 service charge.
11. The “Great Room” in the front of the Club house is designated a NON-SMOKING AREA.
12. Pets are not allowed inside the Clubhouse.

Chapter 6 – Constitution (See End)

Chapter 7 – Bad Behavior

BAD BEHAVIOR

Foreword:

Disciplinary actions at the APC are one of the most contentious of board responsibilities. With this in mind, herein we are establishing definitions, interpretations, and standards in an attempt to bring some consistency to this procedure.

As part of the management process, the Board of Directors ultimately is responsible for dealing with complaints, no matter the process or procedure. The board is not charged with punishing offenders or involving itself in behavior modification. It is charged with acting in the interests of the club. Therefore, actions taken in response to an individual's behavior or a complaint about an individual's behavior must be consistent with overall club interests.

Because of their position of responsibility and authority, and because they sit in judgment of the actions of others, Board members shall be held to a higher standard than others. This includes both the lowering of the bar for an offence to rise to the level of an actionable offence, and an increase in the severity of the penalty prescribed.

According to Roberts, the standard of proof is not the same as the standards required in a criminal court. We must accept hearsay evidence and make judgments based upon our own beliefs regarding the situation.

Consistency in enforcement is a virtuous goal, though probably an impossible standard to meet. In order to assist those charged with dealing with disciplinary issues in pursuing this goal it is imperative that they have detailed accurate historical records as a reference.

Herein the judicial body is referred to as "the committee". This may be a committee, or the board of directors, or an individual properly appointed pursuant to the rules of governance of the APC.

1. Determination of actionable offense:

- a. The committee is obliged to hear a reading of the complaint. If the committee recognizes an escalating or continuing pattern of misbehavior, it may interject itself into the situation without a written complaint being filed. After the reading, the committee must decide if the complaint warrants a hearing of the issue:
- b. Considerations for determining this include:
 - i. Does the club have an interest in this complaint?
 - ii. Did the offense(s) violate our house rules or constitution?
 - iii. Did the offense(s) interfere with or negatively impact the operations of the club?
 - iv. Will or could the offense(s) if continued, likely interfere with or negatively impact the operations of the club?
 - v. Is the complaint legitimate or designed to harass?
 - vi. Is the offense significant enough to be actionable?

2. Standards for determination of guilt:

- a. When determining guilt or innocence, the committee shall endeavor to make an honest assessment of the facts of the case. This may include asking uninvolved individuals with knowledge of the situation for their assessment of the event and considering their assessment even if the individual chooses not to testify before the committee.
- b. The standard is not "beyond reasonable doubt" but is "belief that this is what happened". The committee shall take reasonable actions to make this determination.
- c. The committee may determine that the event actually happened but that it did not rise to the level of a "Violation of Standards of Behavior".

- d. The committee may determine that the event actually happened, that the violation was significant, but that the event is/was none of the clubs concern (ie: an event that happened away from the clubhouse).
 - e. In the event that the committee determines the miscreant is guilty of an offense, in violation of our house rules or our constitution, the committee shall then determine what, if any action is appropriate.
3. Standards for determination of action:
- a. The committee is charged with acting as a representative of, and in the interests of the club. The committee may terminate, suspend, or modify a member's privileges with respect to his/her club membership if the committee determines the action is consistent with the interests of the APC. The committee shall consider the likely affect any action, or lack thereof, will have on the operations of the club. These considerations include the effect on the management of the club, on the overall atmosphere of the club, on the business lost as a result of the action taken, and on the business lost, or that might be lost, as a result of the actions of the miscreant. In cases where the inappropriate actions persist, the committee may consider the potential for future damage/loss to the club if the actions continue and the likelihood that the inappropriate behavior will continue.
 - b. In determining appropriate sanctions against a member adjudged guilty of an offense. The committee shall consider the severity of the offense, the frequency of the offense, and drainage. These shall be compared with previous board actions, as recorded in the appropriate records in an attempt to pursue consistency.
4. Severity:
- a. Violence against persons or objects is considered serious. Violations of law that could affect the club or its liquor license are considered serious. Disrupting the orderly operations of the club may be considered serious. Actions that are patently offensive to others may be considered serious. The committee shall consider what effect the offensive action could reasonably have when determining the severity of the offense. It might be reasonable to conclude that an action taken when the clubhouse is empty is less serious than that same action would be when the clubhouse is full. It could also be considered reasonable that insulting actions against a long-time member and regular attendee might be less severe than the same action against a guest.
 - b. Insults in the course of a vociferous argument between two or more participating individuals would likely be considered acceptable while those same insults focused on a non-participant, or perhaps a guest, might be considered quite unacceptable.
5. Frequency:
- a. Is the action consistent with the general character of this individual? An isolated incident would justify a more lenient sentence than a repeat offence. The committee must consider the likelihood of a recurrence of the act and the likely effects on the club of a recurrence.
 - b. In the event that there are repeat complaints against an individual, the committee must consider that:
 - i. Previous actions of the committee (or previous committees) have been ineffective.
 - ii. Members find the offense(s) problematic enough to warrant repeat complaints.
 - iii. The interests of the club may dictate more substantial sanctions against this individual.
6. Drainage:
- a. This is related to frequency of attendance at the club, frequency of offensive actions, and severity of offensive actions. A mild offense by a weekly attendee that is repeated one year later might suggest a mild action or possibly no action at all, while that same offense and frequency by an annual offender might suggest a significant action. At some point in time, based on Severity and Frequency, the individuals "record" might be considered clean enough that a repeat offense might be considered as a first (or almost first) offense.
7. Potential actions:
- a. Though corporal, even capital punishment may at times seem appropriate, we are somewhat limited in the extent to which we may act.
 - b. Available actions include:

- i. Restitution: As a general rule this will accompany another action. The intent is to make the club, and/or an injured party whole. To this end, the club may require payment. Until such time as the fine is paid, or the member is current on a repayment schedule, the member is not in good standing, and may not use any club facilities.
- ii. Probation: A member may be put on probation for a specific amount of time. The terms of the probation are at the discretion of the committee. These terms may extend to successive boards and committees.
- iii. Temporary Suspension of Privileges: A member's privileges may be suspended for any defined period of time. This period must be specific and the member so notified. The privileges suspended may include any or all privileges associated with membership. These terms may extend to successive boards and committees.
- iv. Termination of Privileges: A member's privileges may be permanently suspended. In this case, the committee could decide that the member may never again enter the club.
- v. Service to the Club: The committee may determine that service to the club is appropriate as a part of the action, or as the entire action. The committee will determine the appropriate service required and the method by which it will be monitored and judged as being complete.

8. Subsequent Board Review and Reversal:

- a. Boards subsequent to the one that imposed an action may overturn any continuing action (with the exception of restitution). This will require specific board action, which will entail a review of the record of the infraction and a review of the action(s) taken by the committee. This includes a reading and discussion of the minutes of the original hearing.

9. Records:

- a. When the board of directors deals with these issues it is the responsibility of the Secretary to create and maintain these records. When it is a committee that deals with these issues it is the responsibility of the committee to appoint its own secretary to create these records. These records must then be conveyed to the Board Secretary, digitally, in order to become part of the historic record.
- b. At a minimum, the record of the proceeding should include:
 - i. Copies of any complaint(s) filed if written, otherwise a detailed description of the charges.
 - ii. Description of the accused defense including all pertinent mitigating circumstances.
 - iii. A description of the deliberations by the judicial body or, if they chose not to have a hearing on the charges, the reasoning that lead to that decision.
 - iv. A statement of the decision by the judicial body regarding guilt/innocence.
 - v. A description of the logic used in the action phase and the any action taken. It is incumbent upon the judicial body to refer to historic precedent in deciding appropriate action(s).
 - vi. If actions includes service to the club, the terms of the service and an epilogue by the individual responsible for oversight.
- c. This historic record shall be maintained by successive secretaries, in digital form, and shall be conveyed to successive secretaries. The secretaries shall maintain the information consistent with our rules and make it available as needed for the board or the committee to do its job. With the exception of necessity for proper job performance, these records shall be confidential.

10. Communication of Actions:

- a. Board members should be careful in the manner in which they communicate the events of closed BOD meetings to others. The subject material is sensitive and oftentimes disputed. The result(s) are generally a split decision. Because the standards applied are less stringent than the standards of guilt in a criminal trial, the club is at risk if the communication is improper or inaccurate. Therefore, the policy regarding communication is as follows:
 - i. Communication of the evidence must be parsed within a phrase similar to; "the evidence presented indicated or included" It must be clear that though the statement is true, the evidence itself may or may not be.

- ii. Communication of the result must also be parsed properly. The statement should refer to the board's action based on the evidence presented; again there is no statement as to the truthfulness of the evidence. An example of a proper statement would be; "After hearing the complaint and considering the evidence presented, the board decided to ..."
- iii. Many people are uncomfortable with confronting aggressors. They may have difficulty, or even refuse to, file a complaint. When this is the case, the club's interests dictate that their identities not be made public.

Chapter 8 – Definitions and Interpretations

DEFINITIONS

1. Member: Someone who has paid dues and been approved by the board and has renewed their membership within 90 days of the current membership's expiration.
2. In good standing:
 - a. Membership dues are current (includes the 30 day grace period allowed before imposition of a late fee)
 - b. Member is not suspended pending a disciplinary hearing or as a result of a disciplinary action, and
 - c. Member has no outstanding financial obligations to the club, d) member is not on probation (see effects of probation under "probation").
3. Of legal age: The legal drinking age in NM
4. Probation: Not a member in good standing. Other than holding elective office all other privileges of membership are available. However, the board may specifically withhold any other privileges associated with membership, from a member placed on probation. The board shall determine, at the time of the imposition of the probation, the duration of the probation and any specific privileges (other than holding elected office) withheld.
5. Management's authority: Regarding the disposition of a member who has been removed by the Bartender, the manager may, on a subsequent day, determine whether or not the member will be refused access to the clubhouse until the next board meeting. The manager will then notify the board and the member in a timely manner. (Aug 05)
6. When a bartender fails to eject a member for violating our policies or rules the Manager may eject the member until the next board meeting and in this circumstance will file a written complaint with the board. (Aug 05)
7. Signed: As relates to communications to the club will include electronic communication with the author's name attached and communications from a specific individual to the president, secretary, or club manager.

7.

Chapter 9 – Campaigning

CAMPAIGNING

1. Distributing campaign materials from prospective board members to the membership at large is of benefit to the club and should be promoted. Following are the rules for collection and distribution of these materials.
 - a. Those (and only those) who are nominated by the nominating committee may provide a single piece of campaign literature to the nominating committee that will be e-mailed (or snail mailed as part of the newsletter or as a supplement if the motion is made and approved by the board)
 - b. To be provided in MSWord format, Max ½ page, with 1" margins on 8-1/2" paper, Times New Roman 12 point font. (Failure to meet this maximum will result in editing or truncating the piece by the nominating committee)
 - c. To be submitted within 7 days after the close of nominations,
 - d. To be submitted to the chair of the nominating committee

- e. To be combined with all other nominees literature for a single mailing
 - f. To be compiled by the nominating committee
 - g. The order of listing shall be by office: President, Vice-President, Secretary, Treasurer, and Director. Order within office designations to be at the discretion of the acting APC President or his designee.
 - h. To be e-mailed (no paper copies mailed) to all members who have elected to receive e-mail from the APC. The e-mail list shall remain on the APC computer. The list will not be provided to anyone.
 - i. To be e-mailed no later than 7 days prior to the election. In order to accomplish this, the committee will provide this digitally, as a complete document, to the manager or newsletter editor (whoever has access to the e-mail list) in a timely manner.
 - j. Each year's board will decide whether to provide additional (paper) copies of this campaign literature at the house prior to or at the annual meeting.
 - k. The nominating committee will explain this policy to all those who wish to be nominated.
 - l. The annual announcement of the nominating committee will refer to this policy, making it and the benefit of being nominated by the committee known to the membership.
2. Reasoning:
- a. This benefits those who make their wishes known early. This will facilitate better campaigning around the club. It will remain the Presidents prerogative to determine if candidates will be given the opportunity to speak to the general membership meeting in December.
 - b. Though it seems to be picky to predetermine the font and font size for submission, there is logic behind it. To make things completely even, we will not have submissions in fonts that allow for a greater amount of text. The text submitted in the completed literature will be the same font and size for all campaigns. By doing it this way there will be no wiggle room, and hopefully less potential for creating animosity and dissent.

Chapter 10 – Schedule of Actions

SCHEDULE OF ACTIONS

1. Schedule of Necessary Board Actions:

- a. January:
 - i. The secretary must file a “NONPROFIT CORPORATE REPORT, SUPPLEMENTAL” with the NM corporation commission. It is critical that this be done in order to get the liquor license renewed in a timely manner. The blank document can be found on line at the NM State Government Website, through the Corporation Commission. The document may be found at “www.nmprc.state.nm.us/nonprosupp.pdf”.
 - ii. Officers and Directors must get fingerprinted. Fingerprint cards are required for liquor license renewal and are good for three consecutive years. If a new officer has a criminal record (a felony conviction) it may be impossible to get the license renewed. If a new director or officer has an arrest record, even without a felony conviction, it may be much more difficult for the president to get the renewal.
 - iii. A qualification for board members is that they have no felony convictions. An individual elected to a board position is disqualified from that position and may not serve.
 - iv. All board members must complete a “Personal Affidavit”
 - v. The Treasurer will provide all the needed documents to the accountant in order to do our taxes
- b. February:
 - i. President should start liquor license renewal. Documentation is available as part of the operations manual.
- c. August:

- i. The president should appoint a nominating committee. The final committee report, including nominations, is due to be presented in mid-October (at least 45 days prior to the annual meeting).
 - d. November:
 - i. The Board is to determine membership rates for the following year. This information must be communicated to the person managing the membership database immediately following the meeting.
 - e. December:
 - i. The Secretary will provide the newly elected Secretary digital copies of all documents related to the management of the Club. These will include the following:
 - 1. Operations Manual
 - 2. Liquor License Renewal Manual
 - 3. Facilities Rental Agreement and related documents
 - 4. Artists Release Agreement
 - 5. APC Constitution document in booklet form
 - 6. House Rules Posting Sheet
 - 7. Guest Sign-In Sheet form
 - 8. Membership Application form
 - 9. Membership Renewal form
 - 10. History of the APC handout sheet
 - 11. Apartment lease Document
- 2. Checklists for incoming president
 - a. In December, prior to first board meeting
 - i. Newsletter:
 - 1. Appoint newsletter editor (January newsletter needs to be mailed in December)
 - 2. Appoint newsletter publisher/distributor
 - ii. Appoint membership chair (database) and have them work with the previous person to learn the database and be prepared for the January meeting.
 - iii. Appoint Audit Committee Chair. Meet with audit committee and incoming Treasurer to establish the guidelines (see committee description) so the committee report is ready for the January meeting.
 - iv. Talk to the incoming secretary about providing all the necessary materials at the January board meeting. See “Schedule of Necessary Board Actions, January”
 - v. Select committee chairs and members. You may select chairs and let them appoint their own committees or you may select the chair and full committee. In any event, this all needs to be worked out prior to the January board meeting when the president specifically appoints and the board approves all committee chairs and members.
 - vi. Newsletter Committee
 - 1. Editor
 - 2. Publisher/distributor
 - vii. Membership Committee
 - 1. Database manager
 - 2. Promotions manager
 - viii. Social Committee
 - ix. Audit Committee
 - x. Art Committee
 - xi. Finance Committee
 - xii. Buildings and Grounds Committee
 - xiii. Property Management Committee (apartments)
 - xiv. Personnel Director/Liaison
 - xv. Neighborhood Liaison
 - xvi. Facilities Renovation Committee

- b. Update signature cards for checking account at bank. Only officers and the club manager are allowed to be signatories on the checking account. The managers account needs only one signature, the regular account requires two. Take a copy of the annual meeting minutes, signed by the secretary, showing the newly elected board to the bank along with updated signature cards (that were previously provided by the bank). Change of managers also requires the same updates with secretary signed minutes showing the boards selection of a new manager.
- c. January (At first board meeting (in addition to regular agenda items))
 - i. Follow a pre-defined agenda. This makes it easier for the Secretary
 - ii. Officially appoint committees/committee chairs
 - iii. Get started on the liquor license (this is a really big deal) Maurice Howland wrote a book to guide you through this. Read it prior to the January meeting.
 - iv. Personal information forms
 - v. Fingerprints

The Albuquerque Press Club

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ABQPRESSCLUB.COM

The Constitution of the Albuquerque Press Club

ARTICLE I – NAME AND PURPOSE

Section 1. Name

1. The name of this organization is the *Albuquerque Press Club*, a nonprofit corporation under the laws of the State of New Mexico.

Section 2. Purpose

1. The purpose of this Club is to promote fellowship and understanding among men and women engaged in journalism and its allied fields; to sponsor such cultural, educational and social activities as may promote good fellowship and professional growth among members; and to extend reciprocity to similar clubs in other parts of the nation and world.

ARTICLE II – BOARD OF DIRECTORS

Section 1. Composition.

1. Government and management of the Club is vested in a Board of Directors, hereinafter referred to as the Board, which consists of Club officers and six additional directors elected in accordance with procedures set forth in Article VII. The immediate past President shall serve as a non-voting Board member ex-officio. Employees may not serve on the board. (Modified 03/2017)

Section 2. Qualifications.

1. All members of the Board must comply with State law regarding liquor licenses at the time of their elections. This shall include, but is not limited to:
 - a. Be a Club member in good standing;
 - b. Possessing the legal right to hold a New Mexico liquor license;
 - c. Have no felony convictions;
 - d. Provide all necessary information, including fingerprints, as required by the Liquor License application to the President or their appointed representative within 60 days of assuming office; and
 - e. Qualify to hold a New Mexico alcohol servers license. The server's license must be obtained within 30 days of assuming office as defined in Article VII, Section 3. (Modified 03/2017)
2. The Board has the prerogative to review and reverse, if necessary, the acts of any officer, director, Club, committee, or individual member with respect to club related activities. (Modified 03/2017)

Section 3. Powers and Duties.

1. The Board has control of the general affairs, funds and properties of the Club; approves expenditures and audits all accounts; employs such personnel as it deems necessary for the operation of the Club; passes on applications for membership; and otherwise provides general supervision of the Club in conformity with the duties and authority commonly conferred on such bodies by custom and the recognized rules of order.

Section 4. Authorization.

1. The vote of a majority of Directors present at a duly convened Board meeting is sufficient to authorize any action taken, provided a quorum exists.

Section 5. Dereliction.

1. Dereliction is defined as Board officers or directors who are not in good standing or who have three consecutive unexcused absences from Board meetings. At the Board's discretion, such dereliction may be accepted as a resignation. (Modified 03/2017)

ARTICLE III – MEMBERSHIP

Section 1. Eligibility and Classification.

1. Membership in the Club is open to men and women of legal age who qualify, in the Board's judgment, under one of the following classifications:
 - a. Journalist
You may qualify for Journalist membership if your primary activity fits into one of the following groups or if you have worked for 10 years or more in one of the following groups:
 - i. Reporter, editor, writer, publisher; editorial and news cartoonist or artist; news photographer or videographer; producer, president or general manager; librarian, web master or other editorial employee of a regularly issued news outlet that is supported by advertising, paid subscriptions, or funded by a non – profit organization (Organization must operate with editorial independence from any political, government, commercial or special interest and must be published for the primary dissemination of the news.)
 - ii. Journalism instructors, professors and deans at the college level.
 - iii. Non-fiction authors.
 - b. Communicator
You may qualify for Communicator membership if your primary activity fits into one of the following groups or if you spent 5 or more years in one of the following groups or the groups listed as Journalist.
 - i. Non-editorial employees for qualified news outlets such as business managers, advertising managers, circulation managers, promotion managers and system operators.
 - ii. Current and retired press aides for foreign or domestic governments.
 - iii. News Source members have regular contact with the 'working press,' such as public relation/communications professionals.
 - iv. Authors of books or plays, editors of books or film, poets, television or film script writers, book publishers, and those who work in the film and television industry.
 - v. Blogger or other internet media publisher
 - vi. Student members who are enrolled full-time in undergraduate or graduate journalism programs; or work on campus publications, broadcast outlets or news internet sites; or who otherwise intern or work part-time for qualified news outlets.
 - vii. Writers, editors, publishers of company or industry newsletters who spend 40 or more hours monthly in these endeavors.
 - c. Social membership
 - i. Is open to persons who live or work in New Mexico, and have common interests with the Club's members and purposes.
 - ii. Social membership Sub Categories
 1. Service Industry
 - a. Is open to persons with a valid NM alcohol server permit employed at a local bar or restaurant, who have common interests with the Club's members and purposes. The employing bar or restaurant must serve alcohol.
 2. First Responder
 - a. Is open to Police officers, Fire Fighters and Emergency Medical Technicians, whose primary employer is a NM emergency response organization.
 - d. Honorary membership
 - i. May be awarded to any person the Board may wish to honor with membership, subject to annual review by each incoming Board. (Modified 4/11)

- e. Retired membership
 - i. Is open to any Journalist, Communicator, or Social member who has retired from his or her employment or occupation. One year of Club membership in the Journalist, Communicator or Social category is required before a Member may apply for status as a Retired Member.
- f. Life membership
 - i. Is open to members who fulfill the membership requirements of Subsection A, B, C, or F of this Section. A Life member shall enjoy all the rights of membership. Modified 12/00)
- g. Spousal
 - i. Membership is open to the spouse, as defined by New Mexico State Law, of a member in good standing. A spousal membership shall be attached to the sponsoring member's membership and shall expire concurrently with said membership. A spousal member shall enjoy all the rights of membership except for the right to vote and hold elective office.
- h. Corporate
 - i. Membership is open to any business or organization, with operating interests in New Mexico, that operates in the communications industry, or that supports the interests of the APC. Persons individually eligible for membership rights under the corporate membership are subject to Board approval as with any new applicants. Corporate memberships may include any number of individuals, providing they are bona-fide employees of said company or employees or members of said organization.

Section 2. Classification Authority.

1. The Board shall by vote be the sole and final authority with regard to the membership classification to which an applicant or Club member is entitled. Any member who ceases to be eligible for a given classification may be transferred to the appropriate classification at such time as the Board deems.

Section 3. Rights and Privileges.

1. All members in good standing shall enjoy equal rights and privileges except as stated in Article 3 Section I above.
2. All members in good standing are automatically granted membership in the Whittlesey House Preservation Foundation. (Modified 03/2017)

Section 4. Liability.

1. No member will be personally liable for any liability of the Club, and creditors may look only to the assets of the Club for payment.

Section 5. Reciprocity

1. Reciprocal membership privileges may be extended by the Board to members of similar clubs in other parts of the nation and world while such members are temporarily in New Mexico, for periods of time not to exceed 60 consecutive days.

Section 6. Admission Procedures

1. Applicants for membership must set forth in satisfactory detail, on the Club application form, their qualifications for membership; and must accompany the application with the initiation fee and dues for the classification requested.
2. The Board must act upon properly submitted applications in a timely manner. Action may be by secret ballot, and three or more dissenting votes constitutes rejection of the application.
3. An applicant rejected for membership will forthwith be refunded the initiation fee and dues, which accompanied the application and may not re-apply for one year. (Modified 12/00)

Section 7. Resignation.

1. A member may resign by delivering a written request to the Board, except that such resignation will not excuse the member from any outstanding financial obligations to the Club.

Section 8. Termination.

1. The Board may terminate a member for failure to meet financial obligations to the Club, for unbecoming conduct or violation of this Constitution or of posted Club rules, in accordance with procedures set forth in Article IX. Notice of termination is deemed to have been given when such notice is mailed to the member's last known address, postage prepaid, return requested.

Section 9. Readmission.

1. A member who has resigned, or whose membership has been terminated, may seek readmission by filing an application in accordance with provisions of Section 6, except that such application need not be accompanied by an initiation fee. However, if the applicant for readmission had outstanding financial obligations to the Club at the time of the resignation or termination, full payment of those obligations must accompany the application. All applicants for readmission, after resignation or termination, must be approved by the Board of Directors. (Modified 12/2019)

Section 10. Late Renewals

1. Anyone whose membership has lapsed for more than 90 days must re-apply for membership and be approved for renewal by the Board of Directors. (Modified 12/2019)

ARTICLE IV – FEES AND DUES.

Section 1. Initiation Fees.

1. Regular and Life membership initiation fees for Club membership for the next calendar year will be established annually by the Board. Members who are reclassified from one membership category to another (except Life membership) shall be exempt from any initiation fee.

Section 2. Administrative Fees.

1. Administrative fees relating to Club membership for the next calendar year will be established annually by the Board.

Section 3. Late renewal fees

1. Any application for membership renewal in excess of 30 days after the membership has expired shall be assessed a late renewal fee. This fee will be established annually by the Board.

Section 4. Dues.

1. Dues to be paid by Club members for the next calendar year will be established annually by the Board except that Life and Honorary members will be charged no dues.

Section 5. Adjustment

1. The Board may, for such cause as it deems sufficient, adjust an individual's dues in whole or in part.

ARTICLE V — OFFICERS

Section 1. Titles

1. Officers of the Club are a President, a Vice-President, a Secretary, and a Treasurer, who must continuously meet the qualifications of Article II, Section 2. (Modified 03/2107)

Section 2. President

1. The President is the chief executive officer of the Club, and presides at all general membership and Board meetings. With the Secretary, the President signs as the legal representative of the Club all documents approved by the Board.

Section 3. Vice-President

1. The Vice-President assists the President as directed. In the absence or disability of the President, the Vice-President assumes the powers and duties of the President.

Section 4. Secretary

1. The Secretary maintains official records of the Club, records the minutes of general membership and Board meetings, conducts such official correspondence as the President and Board direct, and performs such other duties as customarily pertain to this office.

Section 5. Treasurer

1. The Treasurer is the custodian of all Club funds, makes expenditures authorized by the Board, and makes a report on the Club's financial status at each regular Board meeting and at the Annual Meeting.

ARTICLE VI — MEETINGS

Section 1. Annual Meeting.

1. The Annual Meeting of the Club membership is held in Bernalillo County, New Mexico, on a date in December each year, at a time and place set by the Board. Written or email notice of the Annual Meeting

will be given all members no less than 10 days prior to the meeting. The order of business at the Annual Meeting shall include the following:

- a. Call to order
- b. Reading and approval of last meeting's minutes
- c. Board of Directors' report
- d. Treasurer's report
- e. Committee reports
- f. Unfinished business
- g. New business
- h. Election of officers and directors
- i. Adjournment (Modified 03/2017)

Section 2. Special Meetings.

1. A special meeting of the Club membership may be called by the President, and must be called by the President upon written request by a majority of the Board or 10 percent of the members. At least 10 days prior notice of the time, place, and purpose of such special meetings must be mailed or emailed to all members.

Section 3. Board Meetings.

1. The Board must meet monthly at such times and locations as it shall determine. Special Board meetings may be called by the President, and must be called by the President upon written request by three or more Board members. (Modified 12/00)

Section 4. Open Meetings.

1. All general membership and Board meetings, except executive sessions, are open to any Club member in good standing, and Club members attending such meetings are permitted free expression of their views, within the confines of accepted rules of order, on matters under discussion. (Modified 12/00)

Section 5. Presiding Officer Vote.

1. The presiding officer at any Club meeting shall vote only to make or break a tie. (Modified 03/2017)

Section 6. Parliamentary Procedure.

1. On parliamentary questions not otherwise provided for in this Constitution, the authority is Robert's Rules of Order.

Section 7. Quorum.

1. Five Board members present either physically or virtually by real-time communications constitute a quorum for the transaction of business at a Board meeting. Members in good standing and present constitute a quorum for the transaction of business at the Annual Meeting and at special meetings of the Club membership, provided proper notice of the meeting has been given. (Modified 03/2017)

ARTICLE VII — ELECTIONS

Section 1. Officers

1. At each Annual Meeting, the Club elects the President, Vice-President, Secretary, and Treasurer to one-year terms of office. All nominees must meet the qualifications listed in Article II, Section 2 at the time of their nomination. (Modified 03/2017)

Section 2. Directors

1. At each annual meeting and thereafter, three directors shall be elected, each to serve a two-year term on the board. All directors shall be elected from the membership and serve representing the members of the Club. All nominees must meet the qualifications listed in Article II, Section 2 at the time of their nomination. (Modified 03/2017)

Section 3. Terms

1. Terms of office will commence January 1 following the election and end on December 31 or at such time as successors have been elected and qualified.

Section 4. Nominations

1. No less than 60 days prior to the Annual Meeting, the President appoints a Nominating Committee consisting of five Club members in good standing, no more than two of whom may be Board members. No less than 45 days prior to the Annual Meeting, the Nominating Committee presents a slate of

nominees consisting of at least one candidate, and are, in the opinion of the Committee, qualified to appropriately fill the position. This list of nominees must be posted forthwith on the Club bulletin board. Additional nominees may be made from the floor at the Annual Meeting. (Modified 12/00)

Section 5. Procedures

1. The President appoints three members to serve as the Election Board, with responsibilities to conduct balloting and certify election results. If the majority of qualified voters present request a secret ballot, voting must be by secret ballot. Each member present and qualified to vote, and in good standing, may cast one vote. (Modified 12/00)

Section 6. Vacancies

1. When a vacancy occurs in the office of the President, the Vice-President becomes the President for the unexpired balance of the term. When a vacancy occurs in the office of the Vice-President, Secretary, or Treasurer, the office shall be filled by Board appointment for the unexpired balance of the term. When a vacancy occurs in the position of a Director, the Board may appoint a qualified replacement to serve until the next Annual Meeting, at which the club membership shall elect a Director to serve the unexpired balance of the term. All appointees must meet the qualifications of Article II, Section 2. (Modified 03/2017)

ARTICLE VIII – COMMITTEES

Section 1. Membership.

1. Three different types of committees may be formed to assist the Board: an Executive Committee, Standing Committees, and Special Committees. Membership on the Executive Committee shall be determined by Article V, Section 1. Standing and special committee chairs shall be appointed by the President subject to the approval by the Board. Each committee chair shall recruit as many members as they deem necessary for their committee's assigned task(s), subject to approval by the Board. (Modified 03/2017)

Section 2. Terms.

1. Executive committee members serve until December 31 of the year they were elected or appointed. Standing committee members serve until December 31 of the year in which they were appointed, or until their successors have been appointed. Special committee members serve for such time as the President directs, except that their term may not extend beyond December 31 of the year in which they were appointed. (Modified 03/2017)

Section 3. Executive Committee Powers.

1. The President, Vice President, Secretary, and Treasurer constitute the Executive Committee of the Board; it may have no other members. This Committee has the power to act on behalf of the Board when the Board is not in session provided:
 - a. Such action is not counter to any previous Board action or position;
 - b. All Executive Committee actions must be unanimously agreed upon;
 - c. Any Executive Committee action must be presented and ratified by the Board at its next meeting. Failure to present and obtain Board ratification Executive Committee actions.
 - d. All Executive Committee actions not presented to the Board at its next meeting shall be null and void upon adjournment of said meeting.
 - e. Failure to present Executive Committee actions to the Board at its next meeting are grounds for dismissal of any or all members of the Executive Committee. (Modified 03/2017)

Section 4. Standing Committees and Powers

1. Standing committees perform continuous support to the Board. Each standing committee automatically is delegated the necessary power for completion of their assigned task(s); however, no standing committee may commit either the Board or the Club without express approval from the Board. Standing Committees shall provide a report of activities to the Board at each regular Board meeting. (Modified 03/2017)

Section 5. Special Committees and Powers

1. Special committees perform a one-time directed task on behalf of the Board. Each special committee automatically is delegated the necessary power for completion of their assigned task(s); however, no

special committee may commit either the Board or the Club without express approval from the Board. Special Committees shall provide a report of activities to the Board at each regular Board meeting. (Modified 03/2017)

ARTICLE IX – DISCIPLINE OF MEMBERS

Section 1. Disciplinary Powers

1. The Board, upon finding a Club member guilty of unbecoming conduct or a violation of this Constitution or posted Club Rules, may discipline the guilty member by reprimand, restriction of any or all Club privileges, requiring restitution, requiring service to the club, or termination of membership. However, termination may be effected only by a majority vote of the entire Board membership. All procedures and actions must be consistent with this constitution and written policy.

Section 2. Charges

1. Charges against a member, which allege cause for disciplinary action, must be made in writing to either the President or Secretary and must be signed by the person making the charge. The Board, upon recognition of an escalating or continuing pattern of misbehavior, may interject itself into the situation as it deems appropriate without a written complaint being filed.

Section 3. Hearing Procedures

1. Charges made in accordance with Section 2 must be presented to the Board at its next regular meeting, and the Board must either dismiss the charges, refer them to a discipline committee, or set a time and location for a hearing of the charges. If a hearing is to be held by the Board or Committee, the member against whom the charges have been made must immediately be given written notification of the nature of the charge and the time and location of the hearing. The Board, or Committee conducts the hearing, and may designate any member as the presiding officer at the hearing. If the committee and the member cannot reach an agreeable conclusion, the matter will be referred back to the Board. The member against whom charges have been made may testify and/or produce witnesses. Refusal of the accused Club member to appear at the hearing, without reasonable excuse, may be construed by the Board as an admission of guilt. (Modified 12/00)

Section 4. Appeal

1. A disciplined member who is aggrieved by the Board's decision may appeal the decision to the Club membership, by so notifying the President or Secretary in writing. The officer so notified must promptly call a special meeting of the Club membership for the purpose of hearing the appeal, such special meeting to be held no less than five nor more than 15 days after receipt of the appeal notification. Provided a quorum exists, the Club membership present and qualified to vote at the special meeting may, by a two-thirds majority vote, overturn or modify the disciplinary action of the Board. (Modified 03/2017)

ARTICLE X – INTERPRETATION AND AMENDMENT OF THE CONSTITUTION

Section 1. Interpretation

1. On all questions arising as to interpretation to this Constitution or any provision herein, the decision of the Board is final.

Section 2. Amendment

1. This Constitution may be amended at the Annual Meeting or a duly called special meeting of the Club membership, or by a mail referendum. To be effected, a proposed amendment must receive a two-thirds affirmative vote from those present and entitled to vote at the Annual Meeting or a special meeting or a two-thirds affirmative vote from those entitled to cast ballots in a mail referendum.
2. Amendments may be proposed by the Board, or by petition signed by no less than 20 percent of the members.
3. The entire text of the proposed amendments must be mailed or emailed to the membership and posted on the Club bulletin board no less than 20 days before the Annual or special meeting or beginning of a mail referendum. (Modified 03/2017)

Section 3. Members Bound

- a. All Club members, at the time of the adoption of this Constitution and thereafter, are bound thereby.