

Constitution

I. Name

The name of this association shall be the Washington Area Concierge Association, Hereinafter referred to as the Association.

II. Legal Description

- A. The Association shall conform in legalities to the designation of an unincorporated association, and therefore all actions of the association shall be by majority consent of the voting membership.
- B. The Association shall comply with the designation of a non-profit organization as described in Section 501(c)(3) of the Internal Revenue Code of the United States and as such exempt from federal income tax.
- C. The Association shall not seek pecuniary gain of profit and no part of the net earning or income shall inure to the benefit of any member or individual, with exception of the payment of reasonable compensation for services rendered.
- D. The designation of the Association as above outlined may not be altered without securing the consent of the membership and engaging legal counsel.

III. Purpose

- A. To develop friendship and solidarity among the concierges of the hotels and buildings of the Washington , DC area, through social interactions.
- B. To invite non-member concierge to join and to encourage members to participate in activities of the Association.
- C. To work for the development of trade and tourism in the Washington , DC area and to promote the positive working image of the Washington , DC area.
- D. To promote a level of competence and professionalism among members of the Association by holding regularly scheduled meetings and seminars, and circulating information and providing materials and activities of educational value.
- E. To encourage greater cooperation from Washington , DC area businesses and cultural organizations in providing quality service to clients.
- F. To work for the recognition of the concierge profession in the Washington , DC area.

IV. Concierge Definition

The term CONCIERGE shall refer to a hotel staff member or building employee with the title

of concierge or assistant concierge whose primary function is to personally assist clients. Individuals who are engaged in guest service related positions in Hotels or building without a concierge may apply to the membership committee for approval on a case-by-case basis

V. Membership

- A. Eligibility** – Eligibility is based on job function of the individual, without regard to sex, race, age, national origin, religion, sexual orientation or political or union affiliation.
- B. Approval** – Membership in the Association is gained through the approval of the membership committee and must be re-applied for each year.
- C. Categories of Membership**
 - 1. Full membership may be granted to individuals who have performed the duties of concierge as approved by the membership committee for a period of at least six months.
 - 2. Apprentice member may be granted to any individuals fulfilling the duties of concierge as approved by the membership committee for periods of less than six months. The individual shall be considered for full membership once he/she has held the position for at least six months.
 - 3. Affiliate membership may be granted to individuals whose business or organization has a direct relationship to the services, which a concierge offers a guest/client.
 - 4. Honorary membership may be granted to individuals who provide unusual or meritorious service to the Association. The duration of such memberships shall receive approval of the voting membership.
- D. Responsibilities, Rights and Privileges**
 - 1. Dues – The individual who is granted full, apprentice or affiliate membership shall pay annual dues. Honorary members shall not be required to pay dues.
 - 2. Attendance – Members are required to attend minimum of three Association general membership meetings per year prior to the November elections meeting. If this requirement is not fulfilled, said member may not be elected to office or vote in the election.
 - 3. Good Standing – Members shall be in good standing if their dues are paid in full, and a minimum of three meetings have been attended in the previous year.
 - 4. Voting – Only full and honorary members in good standing may vote in Association matters
 - 5. Office – Only full and honorary members in good standing may be elected to

an office in the Association.

6. Membership

- a.** Concierge membership resides in the individual, is non-transferable and non refundable. If a concierge ceases to be employed as a concierge, he/she shall retain said membership as a non-voting member until the end of the calendar year.
- b.** Affiliate membership resides both with the business/organization and with their representative and is non-refundable. If the representative leaves the business/organization the membership shall revert solely to the business/organization but may be transferred to another representative with the approval of the membership committee. Written acknowledgement of the change must be made immediately to the Vice President of Development.

VI. Executive Committee

- A.** Members – The Association shall be administered by and Executive Committee, composed of: President, Vice President of Operations, Vice President of Development, Secretary, Treasurer, Parliamentarian elected by full and honorary members in good standing, and 2 Affiliates Representatives elected by Affiliate members in good standing.
- B.** Term – The offices shall be elected at a general membership meeting of the Association to serve a one-year term of office. Terms shall be limited to two consecutive terms in the same office.
- C.** The officers shall have the following responsibilities:
 - 1.** President – Shall be Chief Executive Officer of the Association, and shall represent the Association in all functions. Shall chair meetings and finalize the agendas for meetings. Shall sit on the Constitutional Committee.
 - 2.** Vice President of Operations – Shall coordinate the Standing committees, as well as any temporary committees deemed necessary by the general membership or the Executive Committee. Shall chair meetings in the absence of the President. Shall secure meeting sites, and act as liaison with the host.
 - 3.** Vice President of Development – Shall chair the Membership Committee. Shall oversee the expansion/development plan coordinated by the committee and approved by the general membership. Shall be the Public Relations officer of the Association. Shall be responsible for the publication of the quarterly newsletter.
 - 4.** Treasurer – Shall sit on the Charity Committee. Shall keep written records of all accounts of the Association. Shall coordinate activities with an outside accountant. Shall file the proper tax forms in a timely manner.

5. Secretary – Shall keep written records of all meetings, and publish and distribute concise minutes of each meeting. Shall keep an updated membership roster, to insure that the correct persons receive the meeting minutes.
6. Affiliate Representative – Shall represent the affiliate members on the Executive Committee. Shall coordinate Special Presentations by Affiliate Members (SPAMs). Shall sit on the Charity Committee.
7. Parliamentarian – Shall ensure that proper rules of order are adhered to at meetings. Shall be the final arbiter in matters of parliamentary procedure.

VII. Voting

- A. The eligible voting members present shall constitute a quorum.
- B. A simple majority of the quorum shall carry a sway in all elections, by-law changes and actions other than constitutional amendments.
- C. Constitutional amendments shall be motioned and discussed. They will be tabled until the next meeting. They will be published and mailed to all members in the Association. The amendment will then be voted on at the next meeting, and carried by two-thirds of the quorum.
- D. Proxy voting shall be permitted for amendments to the constitution and election of officers.

VIII. Dissolution

Dissolution of the Association requires the affirmative vote of two-thirds of all voting members to become in force. The assets of the Association, after all outstanding debts are paid, shall be donated to Les Clefs d'Or, USA Foundation.