Constitution of the Washington Area Concierge Association

Amendments

Amendment I. Membership Requirements
Article V, Section D, Paragraph 2 has been amended to change the attendance requirement to a minimum of five (5) Association meetings or educational outings, with three (3) of these required events being Association general membership meetings.
Passed by unanimous vote on February 10, 1994

Amendment II. Past Presidents Honorary Membership
Article V, Section C, Paragraph 4 be amended to include that upon the completion of 2 terms of office of President of the Washington Area Concierge Association the person shall be granted honorary membership upon the commencement of the new year.
Passed by unanimous vote on April 12, 1994

Amendment III. Age for Liability Requirement
Article V be amended to include the following section C: That membership in the Association shall be available to persons who have reached 21 years of age.
Passed by unanimous vote on April 12, 1994

Amendment IV. Meeting Attendance of Guests
Guests of the Washington Area Concierge Association shall be allowed to attend a total of two (2) meetings and a guest before they will be given an application and assessed a membership fee.
Passed my majority vote on April 12, 1994

Amendment V. Incorporation of the Association
Article I, Section A shall be amended to read, “The Association shall conform in legalities to the designation of and incorporated association, and therefore all actions of the Association shall be by majority consent of the voting membership.”
Passed by unanimous vote on May 12, 1994

Amendment VI. Financial Responsibility
The Washington Area Concierge Association financial records are required to be audited and minimum of once yearly, while also being made available for viewing by any member with prior written notice.
Passed by unanimously vote on July 14, 1994

Amendment VII. Arbitration
Article V, Section E shall be added as follows: When a member of the

Washington Area Concierge Association has a dispute involving matters pertaining to the Association – and impartial arbitrator or mediator will be chosen by the disputing parties and the rules and regulations of the American Arbitration Association will be the guidelines of which to follow.
Passed by majority vote on October 13, 1994

Amendment VIII. Legal Description
Article II, Section B shall be amended to read, “The Association shall comply with the designation of a non-profit educational organization as described in Section 501(c)(4) of the Internal Revenue Code of the United States of America and as such is exempt from Federal income tax.
Passed by unanimous vote on February 9, 1995

Amendment IX. Executive Committee
Section VI, Section, Paragraph 8, shall be added to read, “The past President shall sit on the Executive Committee and a non-voting member. Shall be responsible as an advisor until the immediate President becomes the past President.
Passed by Unanimous vote on April 13, 1995

Amendment X. Concierge Definition
Section VI, the following passage will be deleted from the concierge definition, “Individuals who are engaged in guest service related positions in hotels or buildings with out a concierge may apply to the Membership Committee for approval on an case-by-case basis.”
Passed by membership, October 9th 1997

Amendment XI. Good Moral Conduct
Article V, Section A, shall be amended to read, “Eligibility is based on job function of the individual, without regard to sex. Race, national origin, religion, sexual orientation, political or union affiliation, and of good moral conduct.”
Passed by unanimous vote on October 9, 1997

Amendment XII. Removal of Category of Membership
Article V, Section A, Paragraph 2, shall be removed from the Constitution, and all references to apprentice membership be considered null and void, as in Article V, Section D, paragraph 1.
Passed by unanimous vote on October 9, 1997

Proposal XIII. Change of Category of Membership
Article V, Section C, paragraph 1, Shall be amended to read “full membership may be granted to individuals who have performed the duties of concierge as approved by the Membership Committee.”
**Proposal has been tabled for further committee discussion regarding “what a concierge does”.

Amendment XIV. Termination, Expulsion or Suspension of Membership

Article V, Section F, shall be added as follows:

F. Terminations, Expulsion or Suspension of Membership

1. No member may be expelled or suspended, and no membership in the Association shall be terminated or suspended except pursuant to a procedure that is fair and reasonable and is carried out in good faith.
    a. Written notice – an intent to terminate, expel or suspend a member shall be preceded by twenty (20) days written notice of the date of a hearing to be held to determine whether the member shall be expelled, suspended or terminated. Such written notice shall set forth the reasons therefore. Written notice must be given by first-class or certified mail sent to the last address of the member to be expelled, suspended or terminated, as shown on the organization's records.
    b. Hearing – An opportunity shall be provided for the member to be heard, orally and in writing. The member shall be entitled to have counsel present at and to participate in the hearing at his of her expense, and to present and cross-examine any witnesses.
    c. Liability – A member who has been expelled or suspended may be liable to the organization for dues, assessments of fees, as a result of obligations incurred or commitments made prior to expulsion of suspension.
    d. Challenges – Any proceeding challenging an expulsion or suspension, including a proceeding in which defective notice is alleged, must be commenced within six months after the effective date of the expulsion or suspension.

Passed by unanimous vote on October 9, 1997

Amendment XV. Vacancy, Resignations & Succession

Article V, Section D, shall be added As follows:

D. Vacancy, Resignations & Succession – Any member of the Executive Board may resign at any time by giving written notice to the President, Vice President or Secretary. Such resignation shall take place at the time specified therein, if no time is specified, it shall take effect upon acceptance of said letter. Any vacancy occurring on the Executive Board, for any reason, may be filled by the affirmative vote of a majority of the remaining board members. A member elected to fill a vacant position shall be elected for the unexpired term of his/her predecessor, or until his/her death, resignation or removal.

Passed by unanimous vote on October 9, 1997

Amendment XVI. Members of the Executive Board

Article VI, Section A, shall be amended to read, “ The Association shall be administered by an Executive Committee, composed of President, and four additional board members, elected by full and honorary members in good standing, and 2 affiliates representatives elected by Affiliate members in good standing. The immediate past President shall sit as a voting member on this committee.

Passed by the membership vote on October 9, 1997

Amendment XVII. Executive Board Position Changes

Article VI, Section C, shall be deleted, and the actual duties of each position shall be determined through agreement of the elected members of the Executive Board.

Passed by unanimous vote on October 9, 1997