

Bylaws of
The Colorado Landlord Legislative Coalition

ARTICLE I: Name, Purposes, Powers and Definitions

Section A: Name

The name of this organization shall be the Colorado Landlord Legislative Coalition, hereinafter referred to as CLLC.

Section B: Purpose

The purposes for which the organization is established are to:

1. To educate and promote legislative initiative in the state of Colorado
2. Establish a legislative coalition to promote the interest of the residential property management industry in the state of Colorado and be recognized by the State and Legislators as stake holders in the single-family and small multi-family rental industry.
3. To promote a standard of ethics, professionalism, and fair practices among its members.
4. To provide and promote an exchange of ideas regarding legislation affecting Landlords and professional Property Managers

Section B: Colorado Landlord Legislative Coalition Dedication

The CLLC will dedicate energy and resources to:

- a. Legislative Activism
 - i. Support and promote legislation that is beneficial to Landlords and Property Managers
 - ii. Oppose and contest legislation that is detrimental to Landlords and Property Managers
 - iii. Educate the public and legislators about the business of providing housing to the general public
 - iv. Establish relationships with legislators for the purpose of negotiating fair and balanced housing laws
 - v. Becoming known as a qualified source for Landlord laws and Resources
 - vi. Assemble and Organize Colorado Landlords and Property Managers for the purpose of strengthening the rental industry
- b. Ethics
 - i. Promote industry standard business practices
 - ii. Promote fairness when working with Tenants
 - iii. Promote and support Fair Housing

Section C: Powers

The CLLC may exercise all powers granted to it as a corporation organized under the non-profit corporation laws of the State of Colorado.

- 1 The CLLC shall be subject to all rules, regulations, ethics, industry standards and bylaws as set forth in this document.
- 2 The CLLC will be supported by CLLC membership and donations. CLLC funds can be used for a number of items including, but not limited to, issues mobilization, lobbying/staffing/administrative costs associated with lobbying, the creation of legislative programs, travel costs associated with governmental affairs, the creation and dissemination of collateral resources for governmental affairs, and administrative cost for managing membership. The CLLC does not make contributions to any candidates for office.
- 3 The CLLC may participate in, set up, and sponsor Legislative Events.

Section D: CLLC Service Area

This chapter's geographical definition shall be the state of Colorado.

ARTICLE II: Membership

Members of the CLLC are landlords, real estate associations or organizations, real estate investors, property management firms, property managers, and affiliated businesses

Section A: Member

Any individual who works within the single-family or small multi-family rental industry whether as a Colorado Licensee managing rental properties, an individual owner/investor or an association/organization that supports the management industry who pays their annual dues and is in good standing with the CLLC may become a member of the CLLC. Membership levels are outlined below.

Section B: Company Member

A licensed company as required by the Colorado Division or Regulatory Agencies working in the single-family or small multi-family industry providing management services.

Section C: Affiliate Member

Any individual or company that provides services or support to landlord, property managers, or other CLLC members.

Membership Application and Voting:

- 1 Acceptance into membership:
 - a. An applicant for membership to the CLLC must complete the current membership application which at minimum will include their working relationship within the industry and the number of rentals they own, manage or support.
 - b. Membership dues are a requirement of the CLLC and must be paid annually at a minimum.

- 2 Voting members shall be eligible to vote at the annual meeting of the CLLC in which officers are elected. All voting members may do so by proxy or electronically as offered by the CLLC.

ARTICLE III: Suspension, Termination and Resignation of Membership

Section A: Suspension of Membership

Suspension of membership shall result in a member being made inactive within the organization for a period of time designated by the Executive Board of the CLLC, for any one of the following reasons:

- 1 Failure to pay membership dues

- 2 Unauthorized use of the CLLC name or logo.

- 3 Business practices outside the industry standard, ethics violation, fraud or illegal or other activities deemed by the Executive Board to be in contrast to the mission of the CLLC.

Section B: Termination of Membership

Membership shall be terminated for reasons identified below. Upon termination, a member shall lose all rights and interests in the CLLC.

1. Resignation:
 - a. Any member may resign at any time by forwarding a letter stating such intent to the CLLC. The letter shall indicate the date on which the resignation is effective. No refund of CLLC dues shall be made for any reason.

2. Failure to Pay Obligations: Membership shall terminate automatically when a member fails to pay annual dues within 75 days of the due date. Members may file a letter of appeal to the executive committee should an extension be needed to pay obligation.

- 4 Termination may also take place for unauthorized use of the CLLC name or logo, business practices outside the industry standard, fraud or illegal or other activities deemed by the Executive Board to be in contrast to the mission of the CLLC.
- 5 Code of Ethics Violations: Any reported violation of the CLLC Code of Ethics will be reviewed by the Executive Board and may result in termination of membership.

Section C: Reinstatement of Membership

A former member still meeting all membership requirements shall be reinstated:

- 1 Upon request, if such request is received during the calendar year during which a resignation occurred.
- 6 Upon request, provided that all financial indebtedness incurred has been paid and is current.
- 7 After a waiting period of one calendar year from the date of termination as a result of a Presidential request or by an action of the Executive Board.
- 8 Upon request through the normal application procedures, if the resignation occurred beyond the current fiscal year.

ARTICLE IV: Executive Board

Section A: Responsibilities

The CLLC Executive Board of directors, hereinafter known as the committee, shall have responsibility for the management of the CLLC and shall exercise all rights and powers not expressly reserved by these bylaws. Such management responsibilities shall include, but not be limited to:

- 1 Establishing and implementing an organization framework for the CLLC.
- 2 Establishing new or modifying existing operating rules that are not inconsistent with these bylaws. Changes to the bylaws must first be approved by majority vote of the Advisory Council and then be approved by the Executive Council.
- 3 Establishing dues, application fees and special assessments.
- 4 Managing all funds collected by the Membership and providing accurate and transparent accounting

- 5 Establishing new committees and dissolving existing committees.

Section B: The Executive Board

All CLLC Executive Board members should faithfully attend all CLLC Executive Board meetings whether in person, by phone or internet, the Executive Board, hereinafter known as the committee, shall be composed of 5 officers as follows:

1. President: The president shall: 2 year term
 - a. Be the chief executive officer of the CLLC.
 - b. Preside at all meetings of the CLLC.
 - c. Act as an alternate signatory for funds withdrawn from the CLLC account(s).
 - d. Sign all legal documents.
 - e. Undertake responsibility for such other activities as deemed appropriate by the Advisory Council.
 - f. Serve a term of two years commencing with the beginning of the new calendar year.
 - g. Must have served on the Advisory Council.
2. President-Elect: The president-elect shall: 1 year term
 - a. Fulfill the responsibilities of the president during his/her absence.
 - b. Coordinate the release of press releases to papers throughout Colorado
 - c. Undertake other activities as are deemed appropriate by the president.
 - f. Serve a term of one year commencing with the beginning of the calendar year.
 - g. Must have served on the advisory council.
 - h. Notify all CLLC members of upcoming meetings
 - i. Coordinate and ensure that monthly updates are sent out to membership.
 - j. Undertake responsibility for such other activities as deemed appropriate by the Advisory Council or President.
3. Secretary: The secretary shall: 1 year term
 - a. Maintain current CLLC records.
 - b. Record, maintain and distribute minutes of all regular and special meetings of the Executive Board and Advisory Council Minutes as appropriate.
 - c. Coordinate with Accountant to ensure minutes and paperwork is properly filed.
 - d. Undertake responsibility for such other activities as deemed appropriate by the committee.
 - e. Serve a term of one year commencing with the beginning of the calendar year.
 - f. Must have served on the Advisory Council.
3. Treasurer: The treasurer shall: 2 year term

- a. Be a signatory for funds withdrawn from the CLLC account(s).
- b. Distribute notifications regarding membership dues and special assessments.
- c. Deposit all funds into a federally insured financial institution.
- d. Prepare a financial report for the committee upon request.
- e. Prepare and maintain annual budget
- f. Provide regular statements of account to Membership
- e. Prepare an end-of-fiscal year report for the accountant.
- f. Coordinate with the accountant to ensure proper filing of tax and other financial reports with the appropriate government agencies as required.
- g. Undertake responsibility for other such activities as deemed appropriate by the President.
- h. Serve a term of two year commencing with the beginning of the calendar year.
- i. Must have served on the Advisory Council.

4. Past President: 1 year term

- a. Shall serve as Chairman of the Advisory Council Nominating Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of one year commencing with the beginning of the calendar year.
- d. Review CLLC Bylaws with president to recommend amendments as needed.

5. Lobbyist Liaison: 2 year term

- a. Shall serve as primary contact with Lobbyist.
- b. Provide regular update of lobbyist activities to Executive Board and Advisory Committee
- b. Undertake responsibilities as assigned by the President
- c. Serve a term of two years commencing with the beginning of the calendar year.
- d. Shall attend all Advisory Council Meetings and report to Executive Board for confirmation of Lobbyist directives.
- e. Shall coordinate with Vice President regarding communication to membership.

Section C: Advisory Council

The Advisory Council shall be comprised of the President; Vice President; Secretary; Treasurer; Past President; and Lobbyist Liaison, along with one the legislative chair from the Colorado Springs Chapter of NARPM, the Denver Chapter of NARPM, the Northern Colorado Chapter of NARPM and the Western Slope Chapter of NARPM. The local chapter can appoint an advisory Council representative if the legislative chair is unable to fulfill the obligations of the position. If a chapter does not submit a candidate for the Advisory Council by November of any calendar year, the Executive Board shall have the authority to fill the position for that calendar year from another NARPM Chapter. Additionally, the Advisory Council shall be made up of at

minimum two attorneys, two silver members elected by membership and any Platinum level member who wishes to serve on the advisory council.

ARTICLE V: Eligibility, Nominations, Elections, Terms of Office and Vacancies

Section A Executive Board

To serve on the Executive Board a member must first have served at least 2 terms on the Advisory Council.

Section B Unfilled Executive Board and Advisory Council Positions

The Executive Council will fill any position by appointment if an Executive Council member cannot fulfill the required term of office from a member of the sitting Advisory Council.

Section A: Executive Board Elections

Any member who is in good standing and has met the Executive Board requirements can be placed on the ballot and elected by:

- a. Voluntarily offering to fulfill the duties and run for office.
- b. Write-in: Any member who writes in the name of a nominee shall provide a signed letter from the individual so nominated indicating the said individual's willingness to serve if elected and signed by five percent (5%) of the Membership
- c. Selection and acceptance of the nominee by the CLLC Advisory Council Nominating Committee.

Section C: Elections

Elections shall be conducted no later than the month of September of the calendar year.

- 1 Presiding Authority: The advisory council shall conduct the election by electing – appointing an Elections Chair.
- 2 Nominating Committee -The Nominating Committee shall be chaired by the Past President and be formed from Advisory Council members. The recommendation of the Nominating Committee shall be approved by the whole advisory committee and presented to the membership for final vote.

- 3 Uncontested Offices: The presiding authority shall identify to the membership those offices for which there is only one nominee. Upon a motion to close the nominations for such offices, that nominee shall be considered duly elected.
- 3 4 Contested Offices: In the case of contested office(s), each office shall be dealt with through a ballot presented to those who are in attendance at a CLLC meeting, or electronic vote. Voting will be time sensitive and the nominee receiving a simple majority shall be elected to the position.
- 5 The CLLC shall not allow nominations from the floor. If electronic elections take place write-in candidates must be solicited. Write-in candidates shall be added to the slate if said candidate's names are presented in writing to the Nominating Committee thirty (30) days before the election, accompanied by the signatures of five percent (5%) of the members in good standing recommending the candidate.

Section D: Term of Office

An officer's term of office shall commence with the beginning of the calendar year and conclude at the end of the same.

Incoming officers will work with outgoing officers and the lobbyist starting in October of each year to help determine and guide the legislative goals for the coming year.

Section E: Vacancy

An office shall be declared vacant when an officer:

- 1 Resigns that office through written notification to the president or the secretary.
- 2 Is no longer eligible for membership
- 3 Is no longer capable of fulfilling duties of the office involved.

Section F: Filling a Vacated Office

In the event that the position of President is vacated, the Vice President shall automatically fill that position and shall continue to serve as both President and Vice President. In the case of other officers, a vacated office shall be filled:

- 1 When more than three (3) calendar months remain before the next election at which the vacancy shall be filled.
- 2 Procedure: By an individual nominated and approved by the Executive Board to fill the remaining year of the term. At the next election, the remainder of the term for the office must be filled through the nominations process.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The Executive Board shall meet with the same frequency as the CLLC meetings, or at a time approved by the Executive Board, which must be no fewer than four (4) meetings annually. All executive and board meetings may be held electronically as determined by the executive committee

- 1 Notice of Regular Meeting: With the advice and consent of the president, the secretary shall notify all members of the executive committee of the date, time and place by electronic, email, or regular letter mailed to each member of the committee.
- 2 Waiver of Notice: Attendance by any member of the executive committee at a regularly scheduled meeting at which date, time and place is established for the next meeting shall constitute a waiver of notice of the next regular meeting of the committee.
- 3 Electronic Meetings: Meetings can be held electronically in order to conduct the business of the CLLC. Membership must be notified of all open board meetings held electronically and have the opportunity to attend.

Section B: Location

All meetings of the CLLC shall be held within the geographic definition of the CLLC. All meetings of the executive committee shall be held within the geographic definition of the CLLC unless otherwise waived by all the members of the executive committee. Annual meeting location of the CLLC shall be approved by the Executive Committee.

Section C: Quorum

- 1 A Majority of the executive committee officers and advisory council members in attendance shall constitute a quorum.
- 2 Quorum: A quorum to conduct business by the members shall be 10% of the members eligible to vote at a regularly scheduled meeting. An event can be held without a quorum but no business can be conducted

Section D: Simple Majority Vote

All actions and decisions of the executive committee shall be made official by simple majority vote of the members present at any regular or special meeting of the committee, unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

Except as otherwise stated in these bylaws, the chairpersons and members of all sub-committees shall be appointed by the president with the advice and consent of the executive committee.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified in these bylaws or as may be assigned to them by the president with the advice and consent of the executive committee. No sub-committee may take any action on behalf of or representative of the CLLC unless specifically authorized by the executive committee.

Section C: Creation and Dissolution

The president, with the advice and consent of the Executive Board, shall have the authority to create and dissolve committees and sub-committees according to the needs of the CLLC.

ARTICLE VIII: Code of Ethics & Standards of Professionalism.

Acknowledgment and Enforcement

As a condition of membership, all members agree to agree to the CLLC Ethics and agree to strive for “standard industry business practices which protect the owner of properties and the tenants that rent them.

Section B: Enforcement

It is the duty of the President of the CLLC to investigate any violations of the bylaws by a member.

ARTICLE X: Financial Considerations

Section A: Calendar Year

The chapter's financial year shall be a calendar year.

Section B: Membership Dues

Dues are a requirement of Membership.

- 1 Payable: Dues are variable and can be paid monthly or annually. Membership status is determined by annual dues contribution.
- 2 Non-payment of Dues: Failure to pay dues within 90 days after the first day of the year shall result in automatic termination of membership unless there are extenuating circumstances.

- 3 Member Dues: The amount CLLC membership dues for all members and each class of membership shall be established annually by the board of directors during the budgeting process.

Section C: Special Assessments

Special Assessments may be established by the executive committee and imposed upon its members for a specific funding purpose. The purpose and amount of any special assessment shall be announced at a regular or special meeting prior to the imposition of such an assessment. No more than one special assessment may be imposed in any calendar year.

Section D: Budget

The treasurer, in conjunction with the executive committee, shall prepare an itemized budget of income and expenses for each calendar year. The budget shall not exceed the CLLC ability to pay the same and shall be approved by the Executive Board.

A reserve of 25% of the annual budget shall be put in place within 5 years of CLLC formation

ARTICLE X XI: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by the Executive Board or the Advisory Council, at any time through a letter addressed to the Executive Board and presented or to the agent of record (accountant). Any proposal shall be studied by the entire Executive Board, the Advisory Council or by a sub-committee created and/or assigned for that purpose as appointed by the president.

Section B: Procedure for Amending

The entity assigned for the purpose of reviewing proposed Bylaw revisions shall present the proposed amendment to the executive committee with its findings and proposed recommendations of actions. A simple majority of the Executive Board is necessary in order to amend these bylaws.

Once approved by the Executive Board, amendments shall be subject to approval by a two – thirds vote of the attending members of the Advisory Council.

ARTICLE XI: Miscellaneous

Section A: Invalidity

The invalidity of any provision of these bylaws shall not impair or affect in any manner the validity, enforceability or affect of the remainder of these bylaws.

Section B: Waiver

No provision of these bylaws shall be deemed to have been abrogated or waived by reason of any failure to enforce the same, regardless of the number of violations or breaches which may have occurred.

Section C: Hold Harmless and Indemnify

The CLLC shall hold harmless and indemnify members of the executive committee, officer(s), sub-committee chairperson(s) and sub-committee members who are acting within the scope of their responsibilities, duties or these bylaws.

Section D: State Laws

These bylaws may be amended to conform and comply with the laws, statues, rules and regulations of the governing bodies of local, county and/or state authorities that have jurisdiction.

Section E. Sexual Harassment

Any member of the CLLC may be reprimanded, placed on probation, suspended or expelled for harassment of another CLLC member after a hearing in accordance with the established procedures of the CLLC. As used in the Section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contact, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, and Vice President and one member of the Executive Board selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the CLLC. If the complaint names the President, or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Executive Board selected by the highest ranking officer not named in the complaint.

Section E: Dissolution

Should the membership vote by majority to dissolve the operations of the CLLC, all remaining funds shall be split and returned equally by the Membership