

**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 promote fair legislative initiative in the state of Colorado for both the landlord and the tenant.
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 education to landlords, tenants and legislators 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 of single family homes and small multi family properties.
  - 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 with an emphasis on single family homes and small multi family properties.
  - 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 dues and donations. CLLC funds can be used for a number of items including, but not limited to, issue 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 goods, 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. CLLC members pay monthly or annual dues based on membership level.

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.
- 3 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.
- 4 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.
- 2 Upon request, provided that dues have been paid.
- 3 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.
- 4 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 Board, 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 be approved by majority vote of the Board.
- 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 Board shall be composed of 5 officers as follows:

- 1 President: The President shall:
  - a. Serve a one-year term commencing with the beginning of the new calendar year. However, the full term on the Board shall be three years (as President Elect, President and Past President)
  - b. Be the chief executive officer of the CLLC.
  - c. Preside at all meetings of the CLLC.
  - d. Act as an alternate signatory for funds withdrawn from the CLLC account(s).
  - e. Sign all legal documents.
- 2 President Elect: The President-Elect shall:
  - a. Serve a term of one year commencing with the beginning of the calendar year. However, the full term on the Board shall be three years (as President Elect, President and Past President)
  - b. Fulfill the responsibilities of the president during his/her absence.
  - c. Undertake other activities as are deemed appropriate by the president.
  - e. Coordinate and ensure that updates are sent out to membership.
  - f. Undertake responsibility as deemed appropriate by the President and Board.
- 3 Secretary: The Secretary shall:
  - a. Serve a term of two years commencing with the beginning of the calendar year.
  - b. Maintain current CLLC records.
  - c. Record, maintain and distribute minutes of all regular and special meetings of the Executive Board and Advisory Council Minutes as appropriate.
  - d. Coordinate with Accountant to ensure minutes and paperwork is properly filed.
  - e. Assist with administrative dues as required by the Board
  - f. Undertake responsibility as deemed appropriate by the President and Board.





4 Treasurer: The Treasurer shall:

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

5 Past President: The Past President shall:

- a. Serve a term of one year commencing with the beginning of the calendar year. However, the full term on the Board shall be three years (as President Elect, President and Past President)
- b. Shall serve as Chairman of the Advisory Council Nominating Committee.
- c. Undertake responsibility as deemed appropriate by the President and Board.
- d. Review CLLC Bylaws with President to recommend amendments as needed.

6 Lobbyist Liaison: The Lobbyist Liaison shall:

- a. Serve a term of two years commencing with the beginning of the calendar year.
- b. Serve as primary contact with Lobbyist.
- c. Provide regular updates of lobbyist activities to Executive Board
- c. Undertake responsibilities as assigned by the President.
- d. Coordinate with President Elect regarding communication to membership.
- e. Lead the Lobbyist Liaison Team, which should consist of several members

Section C: Advisory Council

- 1 The Advisory Council should consist of NARPM chapter Legislative Chairs and legal counsel. The Advisory Council may be used as a resource for the Board, as the Board sees fit, to help evaluate legislative positions, to bolster calls to actions or to mobilize political testimony.

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

Section A –Unfilled Executive Board Positions

The Executive Board may fill any unfilled Board positions by appointment

Section C: Executive Board Elections

Any member who is in good standing 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.
- c. Selection and acceptance of the nominee by the Board.

Section E: Elections

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

Nominating Committee -The Nominating Committee shall be chaired by the Past President - and any recommendations shall be presented to the Board for final vote

Section E: 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 November of each year to help determine and guide the legislative goals for the coming year.

Section F: 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 G: Filling a Vacated Office

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

- 1 When more than two (2) calendar months remain before the next election at which the vacancy shall be filled by an individual nominated and approved by the Executive Board to fill the remaining year of the term.

ARTICLE VI: Meetings, Locations and Majority Rules

Section A: The Executive Board shall meet 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

- 1 In the event the Board schedules a meeting with the membership, meetings can be held electronically in order to conduct the business of the CLLC.

Section B: Location



All meetings of the CLLC shall be held within the geographic definition of the CLLC unless otherwise waived by all the members of the Board.

Section C: Quorum

1 A Majority of the Executive Board Officers shall constitute a Quorum

Section D: Simple Majority Vote

All actions and decisions of the Board shall be made official by simple majority vote of the Board or Members unless otherwise precluded by law.

ARTICLE VII: Committees

Section A: Appointment

The chairpersons and members of all sub-committees shall be appointed by the President with the advice and consent of the Board.

Section B: Responsibilities

Committees shall undertake such responsibilities as are identified by the President with the advice and consent of the Board. No sub-committee may take any action on behalf of or representative of the CLLC unless specifically authorized by the Board.

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 A: 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: 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 Board.

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

ARTICLE X: Proposals and Procedures for Amending

Section A: Proposals

Amendments to these bylaws may be proposed by the Board or the Advisory Council, at any time through a letter addressed to the Board and presented or to the agent of record (accountant). Any proposal shall be studied by the entire 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 Board with its findings and proposed recommendations of actions. A simple majority of the Board is necessary in order to amend these bylaws.

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 effect 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 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 passed to other real estate industry non-profit organizations as the Board deems appropriate.

X *daniel muldoon*

Daniel Muldoon - President 1/12/2023

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*Alex Yoder - Past President*  
1/10/23 *ay*

