

BY-LAWS OF THE OLDE TOWNE CIVIC LEAGUE

BY-LAW I - OFFICERS

1.1 EXECUTIVE OFFICERS

- 1.1.1 This organization shall be governed by a President, First Vice-president, Second Vice President, Treasurer, and Secretary.
- 1.1.2 Each officer shall be elected at the annual May meeting to serve for a term of one year.
- 1.1.3 No officer shall serve more than two successive years in anyone office.
- 1.1.4 All officers shall promptly turn over to their qualified successors any property of the League that may be in their possession upon vacating their offices.

1.2 PRESIDENT

- 1.2.1 The President shall preside impartially over all meetings.
- 1.2.2 The President shall have ultimate authority and responsibility for the supervision of all affairs of the League.
- 1.2.3 The President shall appoint chairs to the Nominating Committee, Audit Committee, Membership Committee, the Newsletter Committee, and such special committees as may be required.
- 1.2.4 The President shall serve as ex-officio member of all committees.

1.3 FIRST VICE-PRESIDENT

- 1.3.1 The First Vice-President shall be responsible for promoting the League's interests that are affected by the local, state, or federal government.
- 1.3.2 The First Vice-President as directed by the President shall attend or designate representatives to attend governmental meetings and report to the Executive Committee on same.

1.4 SECOND VICE-PRESIDENT

- 1.4.1 The Second Vice-President shall be responsible for promoting the League's interests that are affected by other non-governmental organizations.
- 1.4.2 The Second Vice-President, as directed by the President, shall attend or designate representatives to attend meetings of non-governmental organizations and report to the Executive Committee on same.

1.5 TREASURER

- 1.5.1 The Treasurer shall collect and distribute all monies received by the organization.
- 1.5.2 The Treasurer shall be responsible for keeping accurate records, preparing the annual budget for his or her term of office, and assisting the incoming successor treasurer in the preparation of the budget for the following year.
- 1.5.3 The Treasurer shall chair the Finance Committee as provided in 2.5.

1.6 SECRETARY

- 1.6.1 The Secretary shall be responsible for maintaining accurate records of all meetings and of all official League correspondence.
- 1.6.2 The Secretary shall be responsible for notifying the membership of all meetings.

BY-LAW II - COMMITTEES

2.1 EXECUTIVE COMMITTEE

- 2.1.1 The Executive Committee shall assist the President in the administration of the League's activities and provide guidance for other committees.
- 2.1.2 The Executive Committee shall meet no less than once every three months to set goals, review progress in meeting these goals, and in performing those duties specified in the constitution.

2.2 STANDING AND SPECIAL COMMITTEES

- 2.2.1 The following committees shall be appointed as stated in By-Law I.
- 2.2.2 The President may appoint additional committees to serve for no more than one year.

2.3 NOMINATING COMMITTEE

- 2.3.1 The President shall appoint a Nominating Committee to suggest and to help recruit qualified members to serve as officers.
- 2.3.2 At the April meeting each year, the Nominating Committee shall present a recommended slate of officers who have indicated their willingness to serve for the coming year.

2.4 AUDIT COMMITTEE

2.4.1 The committee shall audit the financial records at the end of each Treasurer's term of office or whenever directed to do so by the President.

2.5 FINANCE COMMITTEE

2.5.1 The Treasurer shall appoint a Finance Committee to help the Executive Committee in preparing the annual budget and to advise the League on funding requests, and to assist the Treasurer in carrying out the duties of that office.

2.5.2 This committee shall oversee the investment of surplus funds in insured investments whenever surplus funds are available.

2.6 MEMBERSHIP COMMITTEE

2.6.1 The Membership Committee shall recruit new members, maintain a current membership list, and provide said list to the Executive Committee.

2.6.2 The Membership Committee shall initiate activities that encourage rapport among members and increase participation in League activities.

2.7 NEWSLETTER COMMITTEE

2.7.1 The Newsletter Committee shall be responsible for the design, publication and distribution of the League's Newsletter, The Olde Towne Lantern, which shall be published monthly unless otherwise directed by the Executive Committee.

BY-LAW III -DUES

3.1 DUES

3.1.1 Dues shall be due and payable at the May meeting for the ensuing year.

3.1.2 Animal dues shall be \$5 per person, and life membership dues shall be \$50 per person.

3.1.3 Dues must be current in order for a member to vote.

3.1.4 There are no family or group memberships.

BY-LAW IV - MISCELLANEOUS

4.1 PARLIAMENTARY PROCEDURE

4.1.1 Meetings shall be conducted in accordance with Robert's Rules of Order.

Newly Revised:

A parliamentarian appointed by the president shall serve as advisor on rules and procedures at membership meetings.

4.1.2 These By-Laws may be amended by a three-fourths vote of the entire membership or at two consecutive regularly scheduled meetings by a majority of the members attending the meetings.

4.2 NOTICE

4.2.1 For purposes of these By-Laws, written notice shall be considered to have been made if notice is made by flier or the regularly distributed newsletter of the Olde Towne Civic League with a best faith effort to distribute said notice to the entire membership.

4.3 FISCAL YEAR

4.3.1 The fiscal year of this organization shall be the twelve month period from July 1st to the following June 30th.

4.4 IMPLEMENTATION

4.4.1 At the June meeting, the Executive Committee shall present a schedule of proposed meetings and major activities for the following year.

4.4.2 At the June meeting, the budget, which has been prepared by the Executive Committee and the immediate past Treasurer, shall be presented for the next year.