

BY-LAWS OF THE OLDE TOWNE CIVIC LEAGUE

BY-LAW I - OFFICERS

1.1 EXECUTIVE OFFICERS

1.11 This organization shall be governed by a President, First Vice-President, Second Vice-President, Treasurer, and Secretary.

1.12 A call for the nomination of candidates for office shall be made at the annual March and April meetings. Nominations must be made not less than one week prior to the annual May meeting. The President shall designate a member in good standing to receive nominations and shall inform the membership of the identity of that person and that person's contact information. The designated person shall inform the Executive Committee of the nominees promptly upon the closing of the nomination period, and the Secretary shall promptly give notice to the membership of the nominees.

1.13 Each officer shall be elected at the annual May meeting to serve for a term of one year. All voting shall be by secret ballot unless a sole nominee is elected by acclamation. Officers shall assume their positions after the close of the May meeting.

1.14 No officer shall serve more than two successive years in any one office.

1.15 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

1.21 The President shall preside impartially over all meetings.

1.22 The President shall have ultimate authority and responsibility for the supervision of all affairs of the League.

1.23 The President shall appoint chairs to the Audit Committee and the Membership Committee, and the chairs to such special committees as may be required.

1.24 The President shall serve as ex-officio member of all committees.

1.3 FIRST VICE-PRESIDENT

1.31 The First Vice-President shall be responsible for promoting the League's interests that are affected by the local, state, or federal government.

1.32 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

1.41 The Second Vice-President shall be responsible for promoting the League's interests that are affected by other non-governmental organizations.

1.42 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

1.51. The Treasurer shall collect and distribute all monies received by the organization.

1.52 The Treasurer shall be responsible for keeping accurate records, preparing the annual budget for his or her term of office, assisting the Executive Committee in the preparation of the budget, and, at the end of his/her term, assisting the incoming Executive Committee in the preparation of the budget for the following year.

1.6 SECRETARY

1.61 The Secretary shall be responsible for maintaining accurate records of all meetings and of all official League correspondence.

1.62 The Secretary shall be responsible for notifying the membership of all meetings.

BY-LAW II - COMMITTEES

2.1 EXECUTIVE COMMITTEE

2.11 The Executive Committee shall assist the President in the administration of the League's activities and provide guidance for other committees.

2.12 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

2.21 The following committees shall be appointed as stated in By-Law I.

2.22 The President may appoint additional committees to serve for no more than one year.

2.3 AUDIT COMMITTEE

2.31 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.

2.4 MEMBERSHIP COMMITTEE

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

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

BY-LAW III -DUES

3.1 DUES

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

3.12 Annual dues shall be \$10 per person.

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

3.14 There are no family or group memberships.

BY-LAW IV - MISCELLANEOUS

4.1 PARLIAMENTARY PROCEDURE

4.11 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.

4.12 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

4.21 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

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

4.4 IMPLEMENTATION

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

4.42 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.

REVISED March 21 and September 19, 2013