

# **RCC Bylaws**

## **REVISION OF FOUNDING BYLAWS FOR ROLANDO COMMUNITY COUNCIL, INC.**

Revised February 16, 2010 by a vote  
of the membership at the previously announced General Meeting.

**Note:** The revisions are to articles V and VI to expand the number of officers and to modify the terms of offices from one- to two-years to respond to the growth of the organization. No changes have been made to the objectives or policies as stated in the founding bylaws.

### **ARTICLE I – NAME**

The name of this organization shall be ROLANDO COMMUNITY COUNCIL.

### **ARTICLE II – OBJECTIVES**

Section 1. The General Objectives of this Organization are to promote the welfare of the community and citizens within it by promoting neighborhood cohesion and lessening neighborhood tensions.

### **ARTICLE III – BASIC POLICIES**

Section 1. The Council shall be noncommercial, nonsectarian, nonracial and nonpartisan.

Section 2. The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of this organization.

Section 3. The boundaries for membership in this Council shall be anyone living or owning property within the boundaries of Henry Clay Elementary School. (Designated street boundaries are included at the end of these Bylaws.)

Section 4. The Council declares its policy to promote the general welfare of the Rolando Community by supporting existing organizations organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or for the prevention of cruelty to children or animals. In furtherance of this goal, all disbursements of the Council, other than expenses of fundraising and administration, shall be made only to exempt organizations that are qualified under Internal Revenue Code section 501 (c) (3).

### **ARTICLE IV – MEMBERSHIP AND DUES**

Section 1. Membership in this organization shall be made available to any individual who subscribes to the objectives and basic policies of the Council and who lives, works, or owns property within the boundaries of this Council.

Section 2. New members shall be admitted at any time.

Section 3. Each member of this Council shall pay annual dues, which shall be set in amount by majority vote of the membership. Until changed by majority vote of the membership, the initial dues of

the organization shall be \$7.00 per member.

## ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1. The offices of this Council shall be:

President  
Vice-President  
Second Vice-President  
Secretary  
Treasurer  
2 Directors

All officers shall be elected for two year terms by secret ballot of members voting at the annual meeting during which the election is held.

Even years: President, 2nd Vice President, Secretary, first Director

Odd years: 1st Vice President, Treasure, second Director

Section 2. Nominations of officers shall be made by a nominating committee of five (5) members who shall be elected by a majority vote of the membership voting at the April meeting. Two alternates shall also be elected. The nominating committee shall report at the May meeting and shall continue to exist until the election is held. The consent of each candidate must be obtained before his / her name is placed in nomination. (The exception to this section requiring the nominating committee to be elected in April exists for the first nominating committee only which will be elected after the acceptance and ratification of these Bylaws.)

Section 3. The privilege of voting for officers as well as holding office shall be limited to members of the Council who are in good standing and eligible to vote in accordance with Article II Section 4.

Section 4. Election shall be held by ballot at the annual meeting in June at which time any person in addition to those name(s) presented by the nominating committee may be made by any member qualified to vote. Provided, however, that no person shall be eligible to serve as an officer who shall not be a member of the organization and who shall not have been eligible to vote for the office to which he or she is nominated in accordance with Article VII Section 4. If there is but one candidate for an office, the ballot may be dispensed with and the election held by hand vote count.

Section 5. Officers shall serve for two years or until their successors have taken office. In order to provide for appropriate change and active participation by as many members of the organization as possible, persons are discouraged from seeking to hold the same office for more than two consecutive terms. However, nothing in these Bylaws shall be construed to forbid any person from holding the same or any office for more than two consecutive terms. Officers shall assume their duties on July 1.

Section 6. Any member of the Council Executive Board who does not comply with the policies of the Council or fails to perform his / her duties may be removed from office by the President, with the consent of two-thirds (2/3) of the full membership of the Executive Board.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected in a special election by the Executive Board, notice of such election having first been given by the

President no less than seven days prior to the special election to each member of the Executive Board. In case a vacancy occurs in the office of the President, the Vice President shall serve notice of the special election.

Section 8. Meetings of the Executive Board shall be called by the President to ratify chairmen, fill vacancies in office, and provide for the general business of the organization.

Section 9. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the Board Elect, subject to ratification at the next general meeting.

## ARTICLE VI – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Council and Executive Board; shall be a member ex-officio of all committees, except the nominating committee; and, with the ratification of the Executive Board, shall appoint parliamentarian and the chairmen of the standing committees. The President shall be responsible for getting reports from officers and chairmen at the end of the year and making the annual report. The President may call a special meeting of the Executive Board at any time deemed necessary and shall call such a meeting upon written request of a quorum of the Executive Board.

Section 2. The Vice President shall preside at all meetings in the absence of the President, shall serve as program chairman, shall aid the President, and shall assume such other duties as shall be assigned by the President or the Executive Board. The Vice President shall also serve as membership chairman, and shall make and keep available the membership count, coinciding with cash receipts of the Council, for the President as well as the Secretary / Treasurer, prior to all meetings.

Section 3. The Secretary / Treasurer shall assume the following duties until such growth of the Council warrants separate offices:

As Secretary: Shall keep an accurate record of the proceedings of all meetings of the Council and of the Executive Board; shall be prepared to refer to minutes of previous meetings; shall prepare a summary of all unfinished business for the use of the President.

Shall conduct such correspondence as shall be delegated to him / her by the President, the Executive Board, or the Council.

Shall notify officers of their election and chairmen of their appointments and shall send out notices of any special meetings.

As Treasurer: Shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Council, including specifically the number of members and dues collected from the members.

Shall receive all monies of the Council and shall keep an accurate record of receipts and disbursements; shall present a statement of account at every meeting of the Council and at other times when requested by the Executive Board. All checks will be signed by two (2) members of the Executive Board – President, Vice President, Treasurer / Secretary.

Shall give receipts for all monies received and shall get receipts for all monies paid out. The books of account and records shall, at reasonable times, be open to inspection of the Council.

Shall be responsible for filling out and completing all reports and forms necessary in conducting the business of the Council when necessary.

Section 4. The duties of the second vice-president and the two directors will be determined by the Executive Board each year.

Section 5. The Parliamentarian shall attend all meetings of the Council and of the Executive Board; shall give necessary advice in parliamentary procedures when requested; and shall call the first meeting of the nominating committee to give instructions in procedures, and preside until a chairman has been elected, and then withdraw unless he is an elected member of the committee.

Section 6. Officers and chairmen shall be required to attend all Board and Council meetings. When an officer or chairman has failed to attend two (2) Executive Board meetings, the membership shall give notice by U.S. Mail that a third absence without adequate excuse shall automatically expel such member from his / her position and the office declared vacant.

Section 7. Each officer and chairman, upon the expiration of the term of office, or in case of resignation, shall give promptly to the President or Parliamentarian without delay his / her books, funds, records, and all other materials pertaining to the office.

Section 8. Annual reports shall be made by all officers and chairmen and filed with the President.

## ARTICLE VII – MEETINGS

Section 1. Regular meetings shall be held monthly on the third Tuesday of each month, unless otherwise ordered by the Council or the Executive Board. The annual meeting shall be held in June.

Section 2. Special meetings of the Council may be called by the President by written request of a quorum of the Board or by a majority of the membership of the Council.

Section 3. A minimum of four (4) meetings shall be held each year. The regular meeting in June shall be the annual meeting, at which time the officers shall be elected.

Section 4. The privilege of making motions, debating and voting shall be limited to members of the Council whose dues are paid 30 days prior to voting.

Section 5. A majority vote of the voting members present at any duly noticed meeting shall constitute a majority vote of the membership.

## ARTICLE VIII – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of officers of the Council.

Section 2. The Executive Board shall transact necessary business between meetings of the Council and such other business as may be referred to it by the Council. It shall create such standing committees as are deemed necessary to carry on the work of the Council. It is subject to all orders of

the Council and none of its acts shall conflict with action taken by the membership of the Council. It shall present a report at the regular meetings of the Council.

Section 3. The Executive Board shall authorize the payment of bills; this action to be reported at the next regular meeting.

Section 4. The Executive Board shall meet monthly, unless otherwise ordered by the members. Special meetings of the Executive Board may be called by the President or called by written request of a majority of the Executive Board.

Section 5. When an officer or chairman fails to attend three (3) consecutive meetings without adequate excuse, the Executive Board may, by two-thirds (2/3) affirmative vote, declare the office or chairmanship vacant.

Section 6. Each officer or chairman, upon the expiration of his / her term of office or in the case of resignation, shall turn over to the President or President-elect without delay all records, books, funds, and other materials pertaining to the office or chairmanship.

Section 7. A majority of the members of the Executive Board shall constitute a quorum of the Executive Board.

#### ARTICLE IX – STANDING COMMITTEES

Section 1. There shall be such standing committees created by the Executive Board as may be required to carry on the work of the Council. The chairmen of the standing committees shall be appointed by the President subject to the approval of a majority of the elected officers. The term of office for these chairmen shall be one (1) year or until their successors are appointed. Annual reports shall be made by the chairmen and filed with the President if requested.

#### ARTICLE X - AMENDMENTS

Section 1. These Bylaws may be amended or added to by a two-thirds (2/3) vote at any regular meeting of the Council, provided notice has been given at the previous regular meeting or by thirty (30) days written notice to the membership.

#### ARTICLE XI – FISCAL YEAR

Section 1. The fiscal year of the Council shall end on September 30.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. "Robert's Rules of Order, Revised 1971" shall govern this Council in all cases in which they are applicable and not in conflict.

CERTIFICATE OF SECRETARY

I certify:

That I am the duly elected and acting officer of the Rolando Community Council, Inc, a nonprofit corporation; and

That the foregoing Bylaws, comprising seven (7) pages, constitute the Bylaws of such corporation on the date hereof.

IN WITNESS WHEREOF, I have executed this Certificate and affixed the seal of such corporation on the date set forth below.

Dated: \_\_\_\_\_, 2010

\_\_\_\_\_  
Signature

Print name: \_\_\_\_\_

Designate office: \_\_\_\_\_