

## **BY LAWS FOR ROLANDO PARK COMMUNITY COUNCIL**

### **ARTICLE I – NAME**

The name of this organization shall be the Rolando Park Community Council.

### **ARTICLE II – OBJECTIVES**

Section 1. The objectives of this Council are: to promote the welfare of the community and the citizens within;

Section 2. To secure adequate representation before any legislative body dealing with the education, security and well-being of our community; and

Section 3. To serve as a channel of communications between public and private bodies and the community.

### **ARTICLE III – BASIC POLICIES**

Section 1. The Council shall be non-commercial, non-sectarian, nondiscriminatory and non-partisan.

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 the boundaries of South of University Avenue to the North, North of Interstate 94 to the South, West of 69<sup>th</sup> Street to the East, and East of College Avenue to the West.

### **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 live, work, or own property within the boundaries of this Council without regard to race, color, creed, gender, sexual orientation, or national origin under such rules and regulations, not in conflict with the provisions of these By Laws.

Section 2. This Council shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3. Each member of this Council shall pay such annual dues as may be prescribed by the Council.

Section 4. The Executive Board of the Council shall review annual membership dues from time to time. Ratification of any changes to the membership dues shall require a majority vote of the membership present at the next following membership meeting. Additional contributions will be accepted.

Section 5. Annual dues, fees and assessments shall be non-refundable unless specific Executive Board approval is given.

### **ARTICLE V – OFFICERS AND THEIR ELECTION**

Section 1. The officers of this Council shall be a president, a vice president, a secretary, a treasurer and between three and five members at large. These officers shall be elected annually by ballot.

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### **ARTICLE V – OFFICERS AND THEIR ELECTION Continued**

Section 2. Nominations for officers shall be made by a nominating committee of three (3) members appointed by the Council's Executive Board at the June meeting. Two alternates may also be appointed to fill any vacancy/vacancies of the initial three members. The Nominating Committee shall announce their slate of officers to the general membership present at the October meeting and shall continue to exist until the election is held at the November meeting. The consent of each candidate must be obtained before his/her name is placed in nomination.

Section 3. The privilege of holding office shall be limited to members of the Council whose dues are paid and who live, own, or work within the boundaries of this Council.

Section 4. The election shall be held by ballot at the annual meeting in November at which time members shall have the opportunity to nominate candidates from the floor. Candidates for each office shall be elected by a majority of the voting members present. The consent of each candidate, including floor nominees, must be obtained before his/her name is placed in nomination. If there is but one candidate for an office, the ballot may be dispenses with and the election held by hand vote count.

Section 5. Officers shall serve for a term of one (1) year, or until their successors have been elected. No officer shall be eligible to serve in the same office for more than two (2) consecutive terms. Vacancies in the positions of President, Treasurer or Secretary may be filled by the same person for more than two consecutive terms IF no other candidate is willing to fill these key positions and there is unanimous consent of the Executive Board and the majority of voting members present at the next general meeting. Officers shall assume their duties on January 1. Vacancies in office shall be filled by the Council's Executive Board, subject to ratification by a majority vote of the membership present at the next general meeting.

Section 6. Any member of the Council's 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 two thirds (2/3) majority of the full membership present at the next following meeting.

Section 7. A person elected by the Executive Board, notice of elections having been given, shall fill a vacancy occurring in any office for the unexpired term. In the event a vacancy occurs in the office of the president, the vice president shall serve notice of the election.

Section 8. The president-elect shall call a meeting of the board-elect to ratify committee chairmen, fill vacancies in office and make plans for the coming year.

Section 9. In the event an office remains unfilled after elections, it shall be considered a vacant office and filled by the board-elect, subject to ratification by a majority of the membership present at the next general meeting.

### **ARTICLE VI – DUTIES OF OFFICERS**

Section 1. PRESIDENT: The President shall serve as Chief Executive Officer of the Council and 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 the

## ROLANDO PARK COMMUNITY COUNCIL BY LAWS

### **ARTICLE VI – DUTIES OF OFFICERS Continued**

getting reports from officers and chairmen at the end of the year and make an 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 board.

Section 2. VICE PRESIDENT: 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 of the Executive Board.

Section 3. SECRETARY: The Secretary shall be responsible for keeping accurate records of the proceedings of all meetings of the membership and the Executive Board, respectively, shall be prepared to refer to minutes of previous meetings; shall prepare a summary of all unfinished business for the use by the President, maintain historical records, and handle all general correspondence of any nature pertinent to the Council. The Secretary shall serve as the Agent for Service of Legal Process, if an attorney is not acting as such and if one is required.

Section 4. TREASURER: The Treasures shall be responsible for the collection of dues and meeting fees, if any, from the membership, and the deposit of funds received in a bank designated by the Executive Board. The Treasurer shall be responsible for the disbursement of funds for meetings and other purposes as authorized by the Executive Board.

The 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 the dues collected from the members. The Treasurer shall also serve as membership chairman and shall make and keep available the membership count along with cash receipts for the Council. The treasurer shall present a statement of account at every meeting of the Council and at other times when requested by the Executive Board.

The Treasurer shall have equal signatory powers on checks with the President and shall provide financial reports at least annually to the membership. In the absence of the Treasurer, the Vice President shall have signatory powers on checks with respect to disbursements approved by the Executive Board. All checks will require two signatures by two members of the Executive Board.

Further, the Treasurer shall be responsible for filling out and completing all reports and forms necessary in conducting the business of the Council whenever necessary.

Section 5: The parliamentarian shall attend all meetings of the Council and of the Executive Board; shall give necessary advice in parliamentary procedure when requested; and shall call the first meeting of the nominating committee to give instructions in procedure, and preside until a chairperson has been appointed, and thereafter withdraw unless an appointed member of the committee.

Section 6: The member at large shall serve as a voting member of the board and shall serve on a minimum of one committee in and active lead position.

Section 7: Officers and chairmen shall be required to attend all Executive Board and Council meetings. When an officer or chairman has failed to attend two (2) Executive Board meetings annually, the

## **ROLANDO PARK COMMUNITY COUNCIL BY LAWS**

### **ARTICLE VI – DUTIES OF OFFICERS Continued**

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 8: Each officer and chairman, upon 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 9: 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 unless otherwise ordered by the Council or the Executive Board. The last regular meeting of the year shall be December. This meeting shall be a social meeting.

Section 2: The President may call special meetings of the Council by written request of a quorum of the Executive Board, or by a majority of the Council.

Section 3: A minimum of four (4) meetings shall be held each year.

Section 4: The Executive Board shall meet prior to each general meeting. Special meetings of the Executive Board may be called by the President, or alternatively, by written request of four (4) members 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-elect without delay, all records, books, funds and other materials pertaining to the office or chairmanship.

Section 7: Four (4) members shall constitute a quorum of the Executive Board.

Section 8: The powers of the Executive Board shall be those permitted to not-for-profit corporations under the laws of the State of California.

Section 9: The business of the Executive Board may be conducted by telephone conference call, provided that those officers participating in a conference call constitute at least a majority of the Executive Board.

Section 10: Meetings of the Executive Board shall be open unless the President declares an executive session and a majority of the Executive Board approves.

Section 11: Proxy voting will not be allowed at any time.

Section 12: Resolutions shall be considered adopted if passed by a majority of the members present, unless they conflict with these by laws.

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### **ARTICLE IX – STANDING COMMITTEES**

Section 1: There shall be such standing committees created by the Executive Board as may be required to carry out the work of the Council. The chairmen of standing committees shall be appointed by the President subject to the approval of the elected officers. The term of office for these chairmen shall be one (1) year, and shall coincide with the Council's fiscal year, or until their successors are appointed. Annual reports shall be made by 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 of those present at any regular meeting of the Council, provided however that notice has been given at the previous regular meetings or alternatively by providing the membership with thirty days (30) written notice beforehand.

### **ARTICLE XI – FISCAL YEAR**

Section 1: The fiscal year of the Council shall be the calendar year and shall begin January 1 and end December 31.

### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

Section 1: Roberts Rules of Order (as revised) shall govern this Council in all cases in which they are applicable and not in conflict with these by laws.

### **ARTICLE XIII – DISSOLUTION**

Section 1: This organization shall continue in perpetuity unless terminated by a two thirds (2/3) vote of its membership.

Section 2: Upon vote of dissolution, all assets shall be liquidated. After paying any outstanding expenses, any balance shall be distributed to the endowment of a not-for-profit organization (as described in IRC Section 170) represented by a member that is selected by a majority vote of the voting members.

**ORGANIZED: May 20, 2004**

**REVISED: June 8, 2015**