

Willowbend Civic Club Constitution

ARTICLE I - NAME

Sec 1:

The name of this Corporation shall be the Willowbend Civic Club.

ARTICLE II - PURPOSE AND OBJECT

Sec 1:

The purpose of this club shall be Educational in promoting interest of our citizens in education through forum meetings so as to provide the best educational facilities available; all for the betterment and welfare of our city. This organization shall be operated on a non-profit basis.

Sec 2:

The objects of this organization shall be to protect the restrictions within the subdivision and prevent violations thereof; develop social welfare and establish public unity in the community; obtain needed improvements and benefits for the community and assist in economic, civic, and social enterprises and activities that are for the welfare of the community.

ARTICLE III - OFFICERS

Sec 1:

The officers of this organization shall consist of a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer, who shall be elected as prescribed in the By-Laws.

ARTICLE IV - EXECUTIVE COMMITTEE

Sec 1:

The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and the Immediate Past President. The duties of such Committee shall be as prescribed by the By-Laws.

ARTICLE V - BOARD OF DIRECTORS

Sec 1:

The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Immediate Past President and ten Directors. These officers and directors shall be elected from throughout the Civic Club's area with no more than two from the same street. These officers and directors shall be elected as prescribed by the By-Laws.

ARTICLE VI - MEMBERSHIP

Sec 1:

The membership in this organization shall be limited to adult residents in the Willowbend subdivision. Each adult resident attending a Civic Club meeting shall be entitled to one vote.

Sec 2:

All meetings of this organization shall be open to the general public; however the privilege of making motions, debating, voting and participating in the affairs of the organization shall be limited to members as described in Section 1.

Sec 3:

The officers of this organization shall be elected from the members in good standing of this organization and shall serve for a period of one year, or until their successors are elected and have qualified.

Sec 4:

The Directors of this organization shall be elected from the members in good standing of this organization and shall serve for a period of two years, or until their successors are elected and have qualified.

ARTICLE VII - FISCAL YEAR

Sec 1:

The Fiscal Year of this organization shall be from the first day of June until the last day of May of the following year.

ARTICLE VIII - QUORUM

Sec 1:

Twenty-five members of this organization in good standing shall constitute a quorum for any and all business that may come before the meeting of the membership.

Sec 2:

Eight members of the Board of Directors shall constitute a quorum for the transaction of all business.

ARTICLE IX - AUDIT

Sec 1:

Prior to the last meeting of the membership in May of each year, the President, with the advice and consent of the Board of Directors, shall appoint an auditing committee of three members to audit the books and records of the Treasurer of this organization and make a detailed report in writing to the membership at the last meeting there of in May of each year.

ARTICLE X - AMENDMENT

Sec 1:

This Constitution may be revised, changed or amended at any regular or special meeting of the membership by a majority vote of the members present. However, a copy of the proposed revisions, change or amendment shall be delivered to the residence of each member at least three days before the meeting at which same is submitted.

Sec 2:

Previous note on Constitution and By-Laws Revision was given in Willowbend Newsletter dated October 6, 1971, and were voted upon and adopted at General Meeting held October 12, 1971, at Red School.

Sec 3:

If a vacancy occurs in the Board of Directors, the President shall fill such vacancy for the unexpired term by appointment.

Sec 4:

The Board of Directors shall be the governing body of the organization, with full right and authority to determine its policy, outline, plan, determine and carry into execution all business, activities and policy, enter into and execute necessary agreements, together with the instruments and contracts in connection therewith, in the name of the organization, through the President, or Vice-President, in the absence of the President, and constitute the representatives of the organization. The aggregate of all moneys which can be spent by the Board of Directors and officers and pledged in said agreements and contracts during any fiscal year, except however, in regard to matters specially and specifically approved and authorized by the membership in regular and special meeting after written noticed of the proposed matter to be considered, delivered to the residences of the members at least three days prior to the meeting date. Any donations or gifts of money or property made to the club may be used for the purpose for which contributed or for worthy club purposes. Written minutes and records of all proceedings of the Board of Directors shall be kept and shall be open to the inspection of the members in good standing at reasonable times.

Sec 5:

All resolutions adopted, plans and projects agreed upon, and all other matters adopted and acted upon by the Board of Directors shall be submitted to the membership for its information at the next following meeting thereof.

ARTICLE IV - MEETINGS

Sec 1:

A general meeting of the membership of this organization shall be held at the time and place designated in the notice by the Board of Directors at least one time a year.

Sec 2:

Special meetings of the membership may be called by the President or Vice-President, with the consent of five Directors or any fifteen members of this organization who are in good standing, upon at least three days notice.

Sec 3:

Social gatherings of the membership of this organization are also desirable and shall be held from time to time as may be determined upon by the Board of Directors or the membership.

Sec 4:

A regular meeting of the Board of Directors shall be held as deemed necessary and at a time and place as designated by the President.

Sec 5:

Special meetings of the Board of Directors shall be held at a time and place designated upon call of the President, or the Vice-President in the absence of the President, upon the request of any five Directors or upon request of any fifteen members of this organization in good standing.

ARTICLE VII - COMMITTEES

Sec 1:

There shall be appointed by the President, or in his absence, the Vice-President with the advice and consent of the Board of Directors these standing committees:

- a) Membership Committee
- b) Finance Committee
- c) Restriction Committee
- d) Publicity Committee
- e) Community Betterment Committee
- f) Welcoming Committee
- g) Program Committee

Sec 2:

There shall be appointed from time to time by the President, or in his absence, by the Vice-President, with the advice and consent of the Board of Directors such other committees deemed advisable.

Sec 3:

The number of members of each and all committees to be within the discretion of the appointing authority, the President, or in his absence the Vice-President, shall be ex-officio members of all committees.

Sec 4:

There shall be appointed by the President a Nominating Committee, consisting of five

members, at least sixty days prior to the May meeting.

ARTICLE VIII - PROCEDURES

Sec 1:

Robert's Rules of Order shall be authority for procedure in conducting all business and meetings connected with this organization.

Sec 2:

The following shall be the recommended order of business for all meetings:
Program-Introduction of visitors and new members - Reading Minutes of preceding meeting - Reports of Committees - Old Business - New Business - General Discussion.

ARTICLE IX - AMENDMENT

Sec 1:

The By-Laws may be revised, changed, or amended at any regular or special meeting of the membership by a majority vote of its members present who are in good standing. However, a copy of the proposed revision, change or amendment shall be delivered to the resident of each member in good standing at least three days before the meeting at which same is submitted.