

**RYAL SIDE CIVIC ASSOCIATION
PROPOSED BY-LAWS**

ARTICLE ONE – NAME

SECTION ONE

The organization shall be known as the Ryal Side Civic Association.

SECTION TWO

The association shall be a non-profit organization.

ARTICLE TWO – OBJECTIVES

SECTION ONE

The Ryal Side Civic Association is established for the purpose of promoting fraternity and goodwill among the members. Additionally, the Association will strive to disseminate information relating to the material interests and welfare of all residents of Ryal Side¹.

ARTICLE THREE - MEMBERSHIP

SECTION ONE

Any person of good moral character, residing in or owning real estate in Ryal Side and having attained the age of eighteen shall be eligible for membership. Membership shall commence upon payment of dues to the Treasurer of the Association. The Executive Board holds the option of rejecting any membership with a two-thirds majority vote.

SECTION TWO²

For the purpose of promoting good will, assistance in various projects or participating in social activities any person of good moral character, eighteen or older and not a resident of Ryal Side may become an Associate Member. Associate members must abide by Article Three Section One regarding payment of dues and will have no voting rights.

SECTION THREE

Any member who shall act in any manner that is a detriment to the Articles and principals of the Association may be expelled by a two-thirds vote of the members present at any regular meeting. The defendant shall have the opportunity to a hearing before the Executive Board. A majority vote to expel, by the Executive Board, is required before the issue can be brought to the floor of the regular scheduled meeting of the membership.

ARTICLE FOUR - FEES

SECTION ONE

Dues for annual membership shall be fifteen dollars (\$15.00)³ per person or family. A provision for an increase, of no more than five dollars (\$5.00), is allowed with a two-thirds majority of members at any regularly scheduled meeting, providing that the

¹ All references to "Ryal Side" were previously "Ward One"

² Old Section Two dealing with members moving and ward redistricting, was not relevant and deleted.

³ Was "ten dollars (\$10.00)"

proposal has been advertised in the monthly Newsletter no later than seven days before the meeting. Further increases require a change to these by-laws (see Article 9 Section 1).

SECTION TWO⁴

If the dues of any member remains unpaid at the end of the calendar year, the member will be notified in writing and given thirty days to pay. Failure to pay within the thirty days will result in the termination of membership.

ARTICLE FIVE - OFFICERS

SECTION ONE

The Officers of the Association shall consist of a President, Vice-President, Treasurer, Recording Secretary and Corresponding Secretary. If approved by a majority of the members present at the November elections, the President and Vice-President positions can be replaced by two Co-chairpersons, who will share the duties of President on an equal basis.⁵

SECTION TWO

Nominations for each office shall be accepted at the October and November monthly meetings.⁶ Elections for all Officers shall be conducted at the November meeting.

SECTION THREE

The President or Co-chairpersons shall preside at all meetings and perform all duties of the office.

SECTION FOUR

In case of the absence of the President, the Vice-President or other Co-chairperson shall preside over the meeting. In the absence of both, the following shall preside, in this order, Recording Secretary, Treasurer or Corresponding Secretary.

SECTION FIVE

The Recording Secretary shall keep a true and accurate record of all meetings of the Association and Executive Board meetings.

SECTION SIX

The Treasurer shall take charge of all funds received from any source, collect all dues and other money due the Association and notify members of arrearage. The Treasurer shall make an oral report to the Association at each monthly meeting. A written report shall be made available, for review, by any member who requests as such. The Treasurer shall deposit all monies of the Association in such banks as may be approved by the Executive Board. The Treasurer shall pay all bills presented by mail or in person by check. A receipt for each expense shall be required.⁷

⁴ Changed to clarify the due date and that dues are for the calendar year

⁵ Added provisions for Co-chairpersons throughout the document

⁶ Eliminated provision for nominations to be accepted by mail

⁷ Eliminated requirement to have petty cash on hand

SECTION SEVEN

The Corresponding Secretary shall be responsible for all external communications of the Association except matters that may be assigned by the President, Vice-President or Co-chairpersons. Monthly Newsletters shall be mailed to all members which will include:

- 1) Notification of Meeting times and purpose.
- 2) Information regarding upcoming functions of the Association and it's Committees.
- 3) Other matters deemed to be of interest to the membership.

SECTION EIGHT

No member of the Association shall hold the Office of President, Co-Chairperson, Vice-President, Treasurer, Recording Secretary or Corresponding Secretary⁸ while holding any Public Elective Office. Such members will be allowed to fulfill the current year's commitment until such time as the annual election of Officers is held.

SECTION NINE

Any Officer of the Association or member of a Committee may be removed by a vote of two-thirds of the members present at any regular or special meeting. Notice of such action must be given to the individual at least two weeks prior to the next regularly scheduled or special meeting. The individual will have the opportunity to request a meeting with the Executive Board prior to the regular meeting.

ARTICLE SIX - COMMITTEES AND BOARDS

SECTION ONE

All Committees shall be appointed annually by the President or Co-Chairpersons and their term shall be concurrent with that of the Officers. It shall be the goal of the Civic Association and it's Officers to fill as many Committee openings as possible.⁹

SECTION TWO

An Auditing Committee to consist of a Chairperson and two other members of the Association shall be appointed by the January meeting. The books and all financial records of the Treasurer of the Association shall be turned over to the Audit Committee by the first of April. The Auditing Committee Shall report it's findings at the May meeting of the Association, providing they have had at least twenty one days to review the records.

SECTION THREE

The Executive Board shall consist of the President or Co-Chairpersons, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary and the Chairperson of each committee.¹⁰ The Executive Board shall have charge of all personal property of the Association, approve all bills and have the charge of the general business and welfare of the Association. The President or Co-Chairpersons shall schedule Executive Board meetings as needed.¹¹

⁸ Eliminated references to Club Marcs throughout the document

⁹ Last sentence added

¹⁰ Added "Chairperson of each committee"

¹¹ Eliminated need for monthly Executive Board meetings

SECTION FOUR

A Program Committee shall be appointed and consist of a Chairperson¹² and two other members. They will provide social and instructive entertainment, from time to time, as approved by the Executive Board and/or the Association as a whole.

SECTION FIVE

There shall be a Public Relations Committee appointed and consisting of the Corresponding Secretary as Chairperson and two other members. The functions of the Committee includes the dissemination of information to the community regarding Association activities, purposes and accomplishments. All correspondence from this Committee must be approved by the Executive Board.

SECTION SIX

There shall be a Civic Action Committee appointed consisting of a Chairperson and two other members.¹³ Their duties will include the investigation of all matters of public concern. The Committee shall pursue duties assigned as defined in Article Eight, Section Three and recommend the nature of action to be taken by the Association to the Executive Board.

SECTION SEVEN

There shall be a Membership Committee consisting of a Chairperson and two other members. This committee shall maintain the membership database and work to increase the Association's membership.
¹⁴

ARTICLE SEVEN - INDEBTEDNESS

SECTION ONE

No indebtedness shall be incurred unless approved by the Association at a regularly scheduled meeting of the whole. The Executive Board shall have the authority to expend an amount not to exceed two hundred dollars¹⁵ monthly for routine or emergency business.

ARTICLE EIGHT - MEETINGS

SECTION ONE

Regular monthly meetings shall be held on the second Wednesday¹⁶ of each month, except July and August. Officer elections shall be held during the November meeting. Special meetings may be called if requested by at least ten members in good standing. Notices of Special meetings must be delivered a minimum of seven days prior to the proposed date. Nine¹⁷ members in good standing constitute a quorum and must include a minimum of four officers¹⁸.

¹² Added Chairperson requirement to all committees

¹³ Increased members to three and eliminated requirement of one member from each precinct

¹⁴ Section Eight dealing with Club Marcs was eliminated

¹⁵ Increased from one hundred dollars

¹⁶ Was first Sunday

¹⁷ Was fifteen

¹⁸ Added officer requirement

SECTION TWO

At any meeting or special meeting, the order of business shall be as follows:

- 1) Reading of the minutes from the last meeting
- 2) Reading of communications
- 3) Financial report of the Association
- 4) Report from the Executive Board if necessary
- 5) Committee reports
- 6) Unfinished business
- 7) New business

SECTION THREE

Community issues¹⁹ brought up by any member of the Association that may require actions by Public Officials shall be referred to the Civic Action Committee before any action may be taken by the Association.

SECTION FOUR

Robert's Rules Of Order shall govern procedure at all meetings not otherwise provided for in the by-laws.

ARTICLE NINE - AMENDMENTS

SECTION ONE

Alterations to the by-laws may be made at any regularly scheduled meeting by a two-thirds vote of the members present, after having been proposed at a previous meeting. This is providing that notice of such change(s) has been posted and circulated for that meeting, not less than ten days prior to the scheduled meeting.

ARTICLE TEN - ASSETS

SECTION ONE

If the membership of the Association decide to dissolve the Association, the disposition of all properties and monies will be as follows:

- 1) Donate to a Ryal Side Community Organization, Association or charitable agency.
- 2) The use of such monies and property must be to provide for a worthy service to the members of the Ryal Side Community.
- 3) No financial gain is to be derived by any member of the Association or any one individual.

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¹⁹ Was limited to only improvements