

## Spring Hill Civic League Bylaws

### Article I

#### Name and Purpose

Section 1. NAME—This organization shall be known as the SPRING HILL CIVIC LEAGUE, hereinafter called the League.

Section 2. PURPOSE—The purpose of the League shall be to discuss and take action upon matters that affect the home, business, school, community, and the general welfare of the residents of Spring Hill.

### Article II

#### Membership in the League

Section 1. ELIGIBILITY—Any person who is at least 18 years of age and is a resident or business owner in Spring Hill and interested in the industrial, financial, spiritual, or general welfare of Spring Hill, shall be eligible for general membership.

### Article III

#### Directors of the League

Section 1. BOARD OF DIRECTORS—The Board of Directors shall consist of all of the duly elected officers and no fewer than five [5] and no more than nine [9] duly elected members of the League, subject to Article II Section 1, contained in the Bylaws. Three members of the Board of Directors shall be elected at the annual Election Meeting for a term of three years.

Section 1-Sub-Section A---If any vacancy shall occur in the position of Officers or Directors of the League, the Board of Directors shall fill the vacancy at their next regular meeting. The appointed successor to fill said vacancy will do so until the term of that seat expires.

Section 2. DUTIES OF BOARD—The Board of Directors shall have general supervision over the affairs and property of the League, subject to the Charter and Bylaws, and shall provide for the auditing of the accounts of the Treasurer, at least once a year.

Section 3. QUORUM—A quorum for the transaction of business at all Board Meetings shall consist of no less than two-thirds (2/3) of the seated Directors of the League. When a quorum is not present, the minority shall table all voting until a quorum is available for voting. Any Director who shall fail to attend three (3) consecutive Board Meetings shall cease to be a member thereof, unless his or her absence is excused by the Board of Directors, and the vacancy thus created shall be filled in accordance with Article III, Section 1, Sub-Section A contained by the Bylaws.

Section 4. MISUSE OF OFFICE---No Officer or Board of Directors member of the League shall be allowed to use their title or position on any form communication, i.e., phone, letter, handbills, etc., to express a personal opinion in regard to issues that require total Board action. Any willful disregard of this section by any Officers or the Member of the Board of Directors will result in immediate dismissal from the office.

### ARTICLE IV

#### OFFICERS OF THE LEAGUE

Section 1. The officers of the League shall consist of a President, Vice-President, Secretary, and Treasurer, who shall be elected at the Annual Meeting in November, and shall take office on January 1 of the following year and serve two (2) year term thereafter, or until their successors shall be elected.

Section 2. COMPENSATION OF OFFICERS—The Directors and Officers shall serve without compensation.

Section 3. DUTIES OF OFFICERS

**[a] President---**The President shall preside at all meetings of the Directors and the League. He or she shall enforce all laws and Regulations of the League. He or she shall be ex-officio member of all committees.

**[b] Vice President---**In the absence of the President, the Vice-President shall perform such duties of the President. In addition, the Vice-President shall perform such duties as may be assigned to him or her by the President.

**[c] Secretary---**The Secretary shall keep minutes of the meetings and proceedings of the League and of the Board of Directors, issue notices for Regular and Special Meetings, and performs such as other duties as may be assigned by the President of Board or Directors. The Secretary's records shall be open for inspection to any member or members of the League at any Regular Meetings. In the absence of the Secretary, the Secretary Pro-Temp (as appointed by the President) shall perform the duties required by the office of the Secretary. All minutes shall be signed by the Secretary or Secretary Pro-Temp upon approval of the Board of Directors and/or the General Membership.

**[d] Treasurer---**The Treasurer shall receive all funds of the League and shall disburse the funds. He or she shall deposit all monies of the League in its name in such Bank or Banks as may be designated by the Board of Directors, except that funds which may be solicited for any special project or purpose shall be deposited in such Bank or Banks and in such manner as the Board of Directors may direct. He or she shall make an up-to-date report on the financial condition of the League at all Board Meetings, all General Meetings, and at the Annual Election Meeting. The Treasurer shall be required to furnish a minimum Bond of One Thousand Dollars [\$1,000.00] for the faithful performance of his duties. The Board of Directors may at their discretion require an increase or decrease in the amount of the Bond. All costs, expenses, and premiums on the Bond shall be paid by the League and are subject to Article XII.

Section 1. FISCAL YEAR---The fiscal year of the League shall be from January 1 to December 31 of the same year.

## **ARTICLE VI**

### **MEMBERSHIP**

Section 1. Membership-Voting eligibility is determined by attendance of a minimum of two [2] general meetings in the previous calendar year. A record of meeting attendance is kept by the Board.

## **ARTICLE VII**

### **COMMITTEES OF THE LEAGUE**

Section 1. APPOINTMENTS—The President, within thirty [30] days after assuming office, or at such other time as may be necessary or advisable, shall, subject to majority approval by the Board of Directors, appoint such regular and special committees as may be deemed necessary. All committees shall be subject to the control of the Board of Directors. All committees shall be chosen and appointed in conjunction with Article IV Section 3 (a) and 3(b).

Section 2. MEETINGS—Meetings of committees may be called at any time by their respective Chairpersons or by the President.

Section 3. REPORTS—All committees shall submit written reports to the Board of Directors, with a copy to the Secretary, at such time or times as may be required by the President of the Board of Directors.

## **ARTICLE VIII**

### **VOTING FOR DIRECTORS AND OFFICERS**

Section 1. NOMINATING COMMITTEE—A Nominating Committee of no fewer than three (3) and no more than seven (7) shall be appointed by the Board of Directors and announced to the membership at the General League Meeting held in September of each year. The committee must submit its report to the Board of Directors at the Regular Special Meeting of the Board of Directors in September. The report shall consist of names of candidates for the various offices to be filled at the annual November Election Meeting. In addition to the selections of the Nominating Committee, a member of the League in good standing may be nominated from the floor for any office at the October meeting.

Section 1, Sub-Section A—ELIGIBILITY FOR OFFICERS AND BOARD MEMBERS—Any member in good standing for at least one [1] year shall be eligible for nomination for Office or Board Member provided that the candidate is A) a resident of Spring Hill/City View and/or B) is the owner/manager of a business located in Spring Hill/City View.

Section 2. ELIGIBILITY FOR VOTING—Each member in good standing and present at the meeting shall have one vote.

Section 3. BALLOTS—The vote shall be by ballot, and the President shall appoint **up to** three (3) tellers (not officers, directors, or candidates for the office in the League) who shall conduct the election, receive and count the votes and report the results to the Board, except for the voting by ballot shall not be required if the Director or Officer shall receive the unanimous vote of the members present.

Section 4. LIST OF ELIGIBLE VOTERS—The Board of Directors shall furnish to the tellers before the election a correct list of all members entitled to vote.

## **ARTICLE IX**

### **CONDUCT OF MEETING**

Section 1. COMMUNICATIONS AND RESOLUTIONS---All communications and resolutions presented to the League, except those relating to routine business, shall be referred to the proper committee. A

resolution calling for affirmative action by the membership on a matter of civic interest, presented at the General League Meeting, annual Election Meeting, or Special General Meetings, which resolution has not been previously presented to and approved by the Board of Directors for submission to the membership, shall be held over until the next General League Meeting or Special General Meeting for taking of a vote thereon; provided, however, that any resolution or subject may receive immediate consideration and a vote of the membership be taken thereon by a two-thirds consent of the members of the League present at the General Meeting or Election Meeting.

Section 2. ROBERT'S RULES---Unless otherwise provided, all meetings shall be conducted in accordance with Robert's Parliamentary Rules Procedure.

#### **ARTICLE X** AMENDMENTS TO BYLAWS

Section 1. Amendments to the Bylaws, not inconsistent with the character of the League, may be adopted at any General League Meeting or Special General Meeting of the League by an affirmative vote of not less than two-thirds (2/3) of the members of the League present and in good standing, provided due notice of such proposed amendment shall be given in writing at least one month prior to the General League Meeting or Special General Meeting of the League.

#### **ARTICLE XI** MEETINGS OF THE LEAGUE AND BOARD OF DIRECTORS

Section 1. ANNUAL ELECTION MEETING---The Annual Election Meeting of the League shall be held on the first Monday of November of each year. The Officers of the League shall preside over the Annual Election Meeting. General League Meetings for the following calendar year shall be announced by the Annual Election Meeting by the Board of Directors.

Section 2. GENERAL LEAGUE MEETINGS---General League Meetings consisting of the League members and the Board of Directors of the League shall be conducted on the first Monday of a minimum of four (4) months of each year.

Section 3. SPECIAL GENERAL MEETING---The President may call a Special General Meeting of the League when, in his or her judgement, it is necessary, and it shall be his or her duty to do so when requested in writing by three (3) or more of the Board of Directors or by ten (10) or more members of the League in good standing. Notice of Special General meetings shall be posted in Community Bulletin Boards at least three (3) days prior to the day of such meeting. The notice shall clearly state the purpose for which such meeting is called, and no other business shall be transacted at the meeting other than what is set forth in the call.

Section 4. SPECIAL BOARD MEETING---The President may call a Special Board Meeting of the League when, in his or her judgement, it is necessary, and it shall be his or her duty to do so when requested in writing by three (3) or more members of the Board of Directors. Notice of the Special Board Meeting shall be given to each member of the Board of Directors at least three (3) days prior to the day of such

meeting. The notice shall clearly state the purpose of which such meeting is called, and no other business shall be transacted at the meeting other than set forth in the call.

Section 5. QUORUM FOR ANNUAL ELECTION AND ALL GENERAL MEETINGS—A quorum for the transaction of business at the Annual Election Meeting and all other General Meetings shall consist of members of the League present in good standing and at least two thirds (2/3) of the Board of Directors must also be present, including the President or Vice President.

Section 6. RESCHEDULING OF MEETING—Any meeting falling on the same day as National or State Holiday shall be automatically postponed. It shall become the duty of the President to reschedule the meeting for as soon as possible.

## **ARTICLE XII**

### **SIGNATORY POWER**

Section 1. SIGNING CHECKS—The President, Vice President, and Treasurer have the power and authority to sign checks and all negotiable and non-negotiable instruments written on behalf of the League and may draw upon accounts held in the League's name. However, at least two (2) of the signatures of the above three (3) officers must appear on the face of the check, negotiable instrument or non-negotiable instrument so written or so drawn.

Section 2. EXPENDITURES—All legitimate routine expenditures can be processed up to the amount of **\$500** (*change from \$100*) without prior approval of the Board but may be subject to their review.

## **ARTICLE XIII**

### **DISSOLUTION OF THE LEAGUE**

If for any reason the League is dissolved, the remaining funds shall be distributed to a recognized charitable or church-related organization. The Directors shall propose the actual distribution plan for a vote of the General Assembly.