

EGGERTS CROSSING CIVIC LEAGUE, INC. CONSTITUTION AND BY-LAWS

Article 1 (name)

The name of the organization shall be the Eggerts Crossing Civic League, Inc.

Article II (purpose)

The purpose of this association shall be as follows:

1. To promote civic welfare such as health, physical improvement and the development of good moral behavior.
2. To promote social and recreational programs and facilities.
3. To promote interest in better education

Article III (membership)

There shall be two classes of membership as follows:

Section I Active

- a. All active members should be 18 years of age or older.
- b. Shall be residents of Lawrence Township.
- c. Shall be in good financial standings and attend 2/3rds of all meetings.
- d. All new members will be voted in by two-thirds of the members present.

Section II Honorary

- a. Any worthy citizen who contributes financial aid to the promotion of the organization.
- b. Any Honorary member can be voted in by two-thirds of the members present.

Section III Dues

- a. Dues shall be fixed by the executive committee with the approval of membership.

Article IV (officers)

The officers of the Eggerts Crossing Civic League shall consist of:

President	Vice President
Recording Secretary	Corresponding/Financial Secretary
Treasurer	

Section I Election of Officers

All officers shall be elected by secret ballot (where there is a contest) or by acclamation. Elections will be held at the December meeting.

Section II Eligibility for Office

Any person holding individual membership in the Eggerts Crossing Civic League shall be eligible for office.

Section III Term of Office

Elections will be held every year.

Section IV Vacancies in Office

When the office of President becomes vacant, the Vice President shall assume the presidency and serve the remainder of the un-expired term of his or her predecessor or appoint a new President subject to the approval of the Executive Committee. Vacancy in the office of the Vice President shall be filled by presidential appointment, subject to the approval of the Executive Committee, who shall assume all those duties of the Vice President. Vacancies in the office of Recording Secretary, Corresponding Secretary, and Treasurer shall be filled by presidential appointment subject to the approval of the Executive Committee.

Section V Installation of Officers

The newly elected officers shall be installed by the outgoing president of the civic league or his or her designee immediately after their election.

Section VI Duties of the Officers

- a. The President shall preside over and call at all regular meetings. The President shall also appoint all chairpersons of various committees and authorize expenditures and payments of group funds with the approval of the Executive Committee.

- b. The Vice President shall perform the duties of the President during his or her absence or disability and shall perform such other duties as assigned by the President. The Vice President shall also chair all committees unless otherwise appointed.
- c. The Recording Secretary shall record minutes of meetings and record collections. The Recording Secretary shall also act as the Civic League Historian by preparing a narrative and pictorial account of the civic leagues activities during his or her term of office, which when approved by the Executive Committee, will become a permanent part of the civic league's official history.
- d. The Corresponding Secretary shall distribute copies of the records to appropriate individuals and groups, maintain an accurate list of the membership of the Civic League, collect dues, and conduct necessary correspondence and perform such duties as may be assigned.
- e. The Treasurer shall receive all moneys for the Civic League, make payments of the civic league funds upon authorization by the President. The authorization shall include signatures of both the President and Treasurer on all checks. The Treasurer will submit to civic league at all regular meetings a written report of receipts and expenditures.

Article VI (committees)

Section I Executive Committee

- a. The Executive Committee shall consist of the President, Vice-President, Recording Secretary, Corresponding/Financial Secretary, and Treasurer.
- b. The Executive Committee shall have the following duties:
 - 1. Carry out the activities of the Civic League

Section II Nominating Committee (ad hoc)

- a. An Ad Hoc Nominating Committee shall be appointed by the president with the approval of the Executive Committee.
- b. The chairman of the Nominating Committee shall be appointed by the President and the committee shall elect such officers as it deems necessary.
- c. The Nominating Committee shall place in nomination one or more candidates for the positions of President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer at the elections meeting.

Section III Program Committee

The Program committee shall be composed of the Vice-President as Chairman and two other Executive Committee Members appointed by the President. It shall be the duty of the Program Committee to provide programs or activities for the Association when called upon by the Executive committee.

Section IV Scholarship Committee

The Scholarship committee shall be composed of individuals appointed by the President. It shall be the duty of the Scholarship Committee to establish the guidelines for awarding scholarships. The Executive Committee shall be responsible for the approval of all such scholarship.

Section V Membership Committee

The Membership Committee shall be composed of individuals appointed by the President. It shall be the duty of the Membership Committee to establish ways and means of soliciting new members.

Section VI Sunshine Committee

The Sunshine Committee shall be composed of individuals appointed by the President. It shall be the duty of the Sunshine Committee to contact and 'spread sunshine' to the sick and shut-in, and the deceased/bereaved families of the community.

Article VII (compensation)

The Association is a nonprofit organization and does not contemplate pecuniary gains or profits to the members there of.

Article VIII (finance)

The Executive Committee shall have the full responsibility for accepting gifts, grants, or other income from appropriate sources.

Article IX (amendments and by-laws)

Section I Amendments

The Constitution may be amended at the regular meeting of active members by a two-thirds vote. The proposed change has been submitted in written for to the Corresponding Secretary by a member at least forty (40) days before the regular meeting. The Corresponding secretary shall distribute such proposed changes in written form to all members at least two weeks prior to the regular meeting.

Section II By-Laws

Proposed By-Laws or changes thereto shall be submitted in written form to the Corresponding Secretary by a member at least forty (40) days before the regular meeting. The Corresponding Secretary shall distribute such proposed changes in written form to all members at least two weeks prior to the regular meeting. Such By-Laws or changes thereto may be adopted by a majority vote of members present.

Article X (parliamentary authority)

Roberts' Rules of Order Newly Revised shall be the controlling authority on all procedural matters before the Civic League, except where it may be inconsistent with this constitution and by-laws pursuant thereto.

Article XI (agenda)

1. Call to Order
2. Reading and approval of minutes of the previous meeting.
3. Correspondence
4. Treasurer's Report
5. Standing Committees' report
6. Ad Hoc Committee Report
7. Old Business
8. New Business
9. Announcements
10. Adjournment

**EGGERTS CROSSING CIVIC LEAGUE
BY-LAWS**

Section I Fiscal Year

The fiscal year for the Eggerts Crossing Civic League shall begin January 1 of each year and extend through the following December 31.

Section II Dues

Annual individual membership dues shall be \$20.00 for the period beginning after the second membership meeting.

Section III Record Keeping and Reports

The Eggerts Crossing Civic League shall maintain records and reports of all meetings and events.

Section IV Revenues

The Eggerts Crossing Civic League shall adopt By-Laws for their governance and for the regulation and control of the revenues.

Section V Audit

There shall be an annual independent audit of the financial records of the Eggerts Crossing Civic League's financial records.