

# Bylaws

## Greater Raleigh Court Civic League, Inc.

### ARTICLE I. Title

- 1.1 The name of this association shall be the Greater Raleigh Court Civic League, Inc. The Board of Directors shall establish the geographical boundaries for membership in this league. The Greater Raleigh Court Civic League, Inc. is further referred to as the "League" or "GRCCCL".

### ARTICLE II. Purpose

- 2.1 The purpose of the League shall be educational and charitable within the meaning of section 501 (c) (3) of the Internal Revenue Code: to combat community deterioration and juvenile delinquency; to lessen neighborhood tensions; to bring together citizens, businesses and organizations in the Greater Raleigh Court Area to identify areas of neighborhood concern and coordinate responses with the goal of providing information concerning the improvement of the image, appearance, safety and economic status of this local area.

### ARTICLE III. Functions

- 3.1 The functions of the GRCCCL shall include the following:
  - a. To identify, participate in and support appropriate action to maintain or improve the quality of the neighborhood.
  - b. To apprise the membership of hearings, meetings and issues which might affect them individually and collectively.
  - c. To encourage participation in and understanding of the City Government.
  - d. To voice neighborhood concerns to appropriate public officials.
  - e. To support the merchants, public schools and houses of worship serving the neighborhood to maintain a thriving community.

### ARTICLE IV. Members

- 4.1 Membership in the GRCCCL is open to residents, businesses and organizations located within the GRCCCL area who support the purpose and functions of the

League and to other persons and organizations who share mutual interest and concern for the purpose and functions of the league.

- 4.2 The membership year shall be a consecutive period of twelve (12) months, beginning with the month in which the member first pays dues.
- 4.3 Only those persons whose membership dues are current are eligible to vote or to hold office.
- 4.4 Application for membership shall be made on a form provided by the League.
- 4.5 The Board of Directors may deny membership or may cancel membership for cause, provided that the Board of Directors provides for a fair hearing on the issue.

#### ARTICLE V. Dues

- 5.1 Dues for the GRCCCL shall be established by the Board of Directors as part of the budget process and shall be voted upon by the membership at the annual meeting.

#### ARTICLE VI. Officers

- 6.1 The Officers of the GRCCCL shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer and five Directors-at-Large who shall be elected as hereinafter provided.
- 6.2 Officers shall be elected for two-year terms at the annual meeting and vacancies in office shall be filled as hereinafter provided.
- 6.3 No Officer or Director shall serve more than two consecutive terms in the same office. In case of vacancy filled under the provisions of these Bylaws, a person who serves more than half a term shall be considered to have served a term in that office.
- 6.4 Officers and Directors of the GRCCCL shall perform the duties usually performed in such offices and such duties as are specified in these Bylaws and such duties as designated by the Board of Directors.

#### ARTICLE VII. Duties of the Officers

- 7.1 The President shall:

- a. Serve as Chairman of the Board of Directors and the Executive Committee.
- b. Preside at all meetings of the GRCCCL and conduct such meetings by formal order of business.
- c. Serve as ex officio member of all committees, except the Committee of Nominations.
- d. Appoint all Standing and Special Committees with the approval of the Board of Directors.

7.2 The Vice President shall:

- a. Assume the duties of the President in the absence of the President.
- b. Serve as President in the event of vacancy occurring in that office until the next annual meeting or until a successor is elected.
- c. Maintain membership records.
- d. Serve as a member of the board of Directors.

7.3 The Recording Secretary shall:

- a. Keep the minutes of all meetings, including those of the GRCCCL membership, the Executive Committee and the Board of Directors.
- b. Notify all Officers, Directors and committee members of their election or appointment.
- c. Preserve all minutes, papers, letters and transactions of the GRCCCL.
- d. Authenticate records of the GRCCCL.
- e. Serve as a member of the Board of Directors.

7.4 The Corresponding Secretary shall:

- a. Conduct the general correspondence of the League, the President, the Executive Committee and the Board of Directors
- b. Give appropriate and timely notice of the time and place of meetings as directed by the President.
- c. Serve as a member of the Board of Directors.

7.5 The Treasurer shall:

- a. Receive and be custodian of all funds of the GRCCCL, deposit such funds in a bank designated by the Board of Directors and disburse funds as authorized.
- b. Keep an itemized account of all receipts and disbursements and give a written report at all regular meetings of the Board of Directors and the membership.
- c. Serve as Chairman of the Budget Committee.

- d. Submit all books of account for audit annually as specified by the Board of Directors.
  - e. Serve as a member of the Board of Directors.
- 7.6 The Directors-at-Large shall perform duties as specified by the Board of Directors. Such duties shall be directly related to the purpose and functions of the GRCCCL and the projects undertaken thereunder.
- 7.7 All Officers and Directors-at-Large shall deliver to the President or to their successor all accounts, record books, papers and other property belonging to the GRCCCL within two (2) weeks following the end of their term of office.

#### ARTICLE VIII. Elections

- 8.1 The GRCCCL Officers and Directors-at-Large shall be elected at the annual meeting (May) of the membership.
- a. The President, the Vice President, the Treasurer and two (2) Directors-at-Large shall be elected in the even-numbered years.
  - b. The Recording Secretary, the Corresponding Secretary and three (3) Directors-at-Large shall be elected in odd-numbered years.
- 8.2 The terms of office shall be to (2) years and shall begin at the adjournment of the annual meeting at which the election is held and the results are announced.
- 8.3 The Committee on Nominations shall present a nominee for each office for which an election is being held. Other nominations shall be accepted from the floor provided that the person so nominated is qualified to be a candidate and has consented to serve, if elected.
- 8.4 Each member may cast only one vote for each office.
- 8.5 All elections shall be by secret ballot. However, in the event there is but a single nominee for each office, a secret ballot shall not be required and the President shall declare the nominees duly elected.
- 8.6 If ballots are used, the President shall appoint three (3) members as tellers to count the ballots and report the results of the election.
- 8.7 If ballots are used, the Recording Secretary shall preserve all marked ballots for a period of one (1) year.

## ARTICLE IX. Membership Meetings

- 9.1 Regular meetings of the GRCCL shall be held on the second Thursday of September, November, January and March at the time and place decided upon by the Board of Directors.
- 9.2 The annual meeting shall be held on the second Thursday in May at the time and place decided upon by the Board of Directors.
- 9.3 Special meetings of the GRCCL shall be called by the President upon a majority vote of the Board of Directors or upon the written request of ten (10) members. Notice shall be given not less than seven (7) days nor more than twenty one (21) days prior to such special meeting and such notice shall include the agenda, time and place of the meeting. A special meeting shall consider only those items included on the agenda in the call for the meeting.

## ARTICLE X. Representation at Meetings

- 10.1 The voting body at any meeting of the GRCCL shall consist of the members who are in attendance. No member shall be permitted to cast more than one (1) vote on any matter coming before the meeting.

## ARTICLE XI. Board of Directors

- 11.1 The Officers and Directors-at-Large of the GRCCL plus the immediate Past President shall constitute the Board of Directors.
- 11.2 No member of the Board of Directors shall be eligible to serve more than two (2) consecutive terms in the same office.
- 11.3 Regular meetings of the Board of Directors shall be held preceding each meeting of the GRCCL membership.
- 11.4 Special meetings of the Board of Directors shall be called by the President with no less than seven (7) days' notice to each member of the Board either in person or by mail and shall be called by the President in like manner and on like notice upon the written request of four (4) or more members of the Board of Directors. Special meetings shall be held at such time and place as may be specified in the notice thereof and shall consider only those matters given in the call for the meeting. However, if all members of the Board of Directors declare in writing that an emergency exists and that each member has received notice of a meeting concerning that emergency, no time restraint need be placed upon the calling of the special meeting

- 11.5 If any member of the Board of Directors is absent from three (3) regular meetings in succession, unless excused by the Board of Directors, the office shall automatically become vacant and such vacancy shall be filled as hereinafter provided.

## ARTICLE XII. Duties of the Board of Directors

- 12.1 The Board of Directors shall:
- a. Transact the general business of the GRCCCL in the interim between meetings of the membership.
  - b. Establish administrative policies governing the affairs of the GRCCCL and devise methods for the League's growth and development.
  - c. Report to the membership the business transacted in the interim between regular membership meetings.
  - d. Provide for such work of the Officers, Directors and committees as may be deemed necessary, provide for the appropriate care of properties, funds and materials and for payment of legitimate expenses and appoint a committee to audit the Treasurer's books annually.
  - e. Appoint, in cooperation with the President, standing Committees and all committees not otherwise provided.
  - f. Fill vacancies on the Board of Directors, including those in elected offices, except for those occurring in the offices of President and Vice President.
  - g. Set the time and place for the regular and the annual meetings; hold meetings of the Board of Directors as herein provided.
  - h. Appoint a parliamentarian.
- 12.2 There shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. This committee shall have all powers of the Board of Directors to transact business of an emergency nature between board meetings. All transactions of this committee shall be reported at the next meeting of the Board of Directors.

## ARTICLE XIII. Standing Committees

- 13.1 Standing Committees shall be appointed and duties assigned by the Board of Directors.
- 13.2 Absence without good cause from three (3) consecutive meetings shall constitute a resignation by the committee member and the vacancy shall be filled by the Board of Directors.

## ARTICLE XIV. Quorum

- 14.1 Three (3) Officers who must include the President or the Vice President and twenty (20) members shall constitute a quorum for the transaction of business at any meeting of the league.
- 14.2 A majority of the Board of Directors, which must include the President or the Vice President, shall constitute a quorum at any meeting of the Board of Directors.
- 14.3 Four (4) members shall constitute a quorum at any meeting of the Executive Committee.

#### ARTICLE XV. Fiscal Year

- 15.1 The fiscal year of the GRCCCL shall be June 1 through May 31.

#### ARTICLE XVI. Parliamentary Authority

- 16.1 The rules contained in the most recent edition of Roberts Rules of Order shall govern all meetings of this League in all cases where they are applicable and in which they are not inconsistent with the Articles of Incorporation, these Bylaws or the Standing Rules of the GRCCCL.

#### ARTICLE XVII. Amendments

- 17.1 These Bylaws may be amended at any annual or regular meeting by a majority of members present and voting provided that the membership is given notice of the proposed amendment(s) at least ten (10) days but not more than sixty (60) days prior to the vote.

#### ARTICLE XVIII. Implementation

- 18.1 The Board of Directors is empowered to effect a transition to implement the change in composition of the Board of Directors as set out in these Bylaws, with the transition period encompassing two (2) annual meetings. At the time of completion of this transition period, Article XVIII shall cease to be a portion of the Bylaws.

Presented for vote to the Regular Meeting  
Of the Membership on September 9, 1993

