

CLEAR LAKE SHORES CIVIC CLUB  
By-Laws

Article One – Name

Section One. The name of the organization shall be the Clear Lake Shores Civic Club.

Article Two – Purpose

Section One. The purpose of the club shall be to promote civic pride, develop the general welfare and establish public unity in the community, to suggest needed improvements in the community and to assist in all economic and social enterprises and activities that are in the interest of the community.

Section Two. The attitude of the club shall be strictly non-partisan.

Article Three – Membership

Section One. The membership of the club shall be composed of the inhabitants or property owners of the city of Clear Lake Shores.

Section Two. Any inhabitant or property owner of good character may become a member by paying the annual membership fee of \$10.00 to the treasurer. This fee includes all members of the household.

Section Three. Dues are payable on or before the first day of July each year and membership shall terminate unless dues are paid on or before that time.

Article Four – Meeting

Section One. This club shall meet on the first Thursday of the month at 7:00 PM or on dates determined by a vote of the board of directors. A regularly scheduled Civic Club meeting can be cancelled by a vote of the members present if any future meeting is deemed unnecessary.

Section Two. Special meetings of the members may be called at the request of any of the officers. The Secretary shall cause written notice of the time and place of each special meeting, indicating briefly the purpose thereof, and notice is to be e-mailed to each member at such address as appears on the membership records, at least three days prior to such meeting. No business shall be transacted at special meetings except that for which the meeting was called.

Section Three. All meetings shall be open to the general public. The privilege of making motions, debating and voting shall be limited to members in good standing.

Section Four. No member shall speak more than once on the same subject or question until all that wish to speak shall have had the opportunity to do so, not twice without permission from the chair.

Section Five. Four (4) members in good standing shall constitute a quorum.

Section Six. The following shall be the usual order of business at all meetings:

1. Call Meeting to Order
2. Opening remarks and introduction of visitors
3. Reading of the minutes of the previous meeting

4. Treasurer's report
5. Communications
6. Committee reports
7. Old and unfinished business
8. New business
9. Program
10. Adjournment

#### Article Five – Election of Officers

- Section One. The officers of the club shall consist of a President, a Vice President, Recording Secretary and Treasurer, all of whom shall be nominated and elected at the regular meeting in April and shall be installed at the regular meeting. Officers shall serve for a period of one year, or until their successors have been installed.
- Section Two. The above named officers shall constitute the Executive Committee. All resolutions passed by the Executive Committee shall be submitted to the club for approval.
- Section Three. In case a vacancy occurs in any office, the club shall elect a successor to serve the unexpired term, except in the office of President. Should a vacancy occur in that office, the Vice President becomes the President for the unexpired part of the term.
- Section Four. Any member in good standing for three months prior to nomination to office becomes eligible to hold that office if elected.
- Section Five. The officers in the order named, shall in the absence of the President or Vice-President perform the duties of the President.
- Section Six. Terms of the Officers shall be limited to three consecutive years.

#### Article Six – Duties of Officers

- Section One. The President shall preside at all meetings, preserve order, enforce the by-laws and exercise supervision over the affairs of the club generally. She/He shall not be entitled to vote, except at the election of officers, or in case of a tie vote. She/He shall appoint all committees, except as hereinafter provided and is a member of all committees. She/He shall see that all members and officers respond properly to all duties that may be assigned them. She/He shall write a monthly article for the Islander outlining Cub past and future club events, donations and other items of interest to the membership.
- Section Two. The Vice-President shall assist the President in the discharge of her/his duties and shall occupy the chair in her/his absence. She/He shall act as a activities chairman and shall select an Activities Committee
- Section Three. The Recording Secretary shall keep a record of the proceedings of all meetings of the club, shall have custody of all past minutes, by-laws and records pertaining to the club, except those of the Treasurer. She/He shall notify all members of all special meetings. The secretary shall keep a written record of all memberships. She/He shall notify all members by e-mail of meetings, events and special meetings. She/He will publish the

club minutes to the City web-site and keep officer contact information and by-laws on the web-site current.

**Section Four.** The Treasurer shall receive all monies of the club, keep an accurate record of all receipts and expenditures, and shall pay all expenses as voted upon by the club. She/He shall present a detailed report at each regular meeting of the club. At the end of each fiscal year her/his books and records shall be audited by a committee appointed by the President.

**Section Five.** Expenditures without a vote of the Members present. After a majority vote of the elected Officers of the Club, any Officer may spend on the Club's behalf a sum of Club funds not to exceed \$300.00 without a vote of approval by the Club's members present. Any expenditure under this Article 6, Section 5 will be reported to the Membership on the financial statement at the next regularly scheduled meeting of the membership.

#### Article Seven – Miscellaneous Proceedings

**Section One.** These by-laws may be amended or revised at any regular meeting, by a two-thirds majority vote of the member's present, notice having been given of the proposed amendment or revision at two previous meetings.

**Section Two.** Roberts Rules of Order shall be the authority for conducting meetings, when not in conflict with the by-laws.

**Section Three.** The use of the electronic mail (email) distribution list is for the exclusive use of the current elected board. The distribution list will not be shared or distributed to any organization or club member without prior consent of the majority of the current membership. Prior to release to any organization or member, all members will have the opportunity to have their current electronic mail address removed from the distribution list. Former board members in custody of hard copies will turn over all copies current or otherwise to newly elected board members. The office holder responsible for maintaining the current distribution list will, upon leaving office, relinquish all electronic copies current or otherwise to the person identified by the sitting Club President. The responsible officer also agrees to remove all electronic copies from any personal computer not owned or operated by the Clear Lake Shores Civic Club. Until otherwise decided by a majority vote of the Clear Lake Shores Civic Club board, the office of Secretary will be responsible for the maintenance and security of the distribution list.

#### Article Eight – Club Events

**Section One.** The Civic Club hosts a number of "recurring" community focused events annually. A recurring event can be cancelled or discontinued for the following reasons 1.) a chairman cannot be found to sponsor the event 2.) the members present vote to discontinue the event 3.) the club does not have sufficient financial resources to fund the event.

**Section Two** Civic Club recurring events should be planned and executed according to the following guidelines: 1.) a chairman for the event will be appointed by the president 2.) the chairman will present the funding needs for the event

to the members present for approval. 3.) The chairman will organize a committee as needed, plan and execute the function. 4.) The chairman will write an article for the Islander promoting the event and forward to the editor of the Islander for publication and to the Secretary to be e-mailed to the membership. Additional promotion can be pursued by the chairman individually. 5.) The chairman will write a follow-up article for the Islander describing the event and the success thereof.

Section Three New club events can be proposed to the membership at any time and must be approved by a majority of the members present. Guidelines for approving and executing a new event are the same as for recurring events with the additional steps: 1.) the sponsor of the idea for the proposed event will present the idea for the new function to the members present at a regularly scheduled Civic Club meeting, including high-level resource needs, profit potential and/or other benefit to the community 2.) The members present will vote to pursue the idea in more detail including the development of detailed funding requirements for the event.

Section Five. The chairman will keep a record of all funds spent for an event and other resource requirements. This information will be passed on to the Secretary for safe-keeping and provided to subsequent chairs of these events. The chairman will present receipts for all expenditures to the Treasurer for reimbursement. The chairman can also request a check from the Treasurer to pay for all necessary expenditures and will submit corresponding receipts to the Treasurer.

#### Article Nine – The Islander

Section One The Islander is a publication of the Clear Lake Shores Civic Club and will be funded by same. The Civic Club will provision the Islander Editor with the operating supplies that the Editor needs. All equipment purchases must be approved by a vote of the members present.

#### Article Fourteen – Miscellaneous Expenditures

Section One Occasionally the Club identifies or is asked to donate to charitable and other causes. A vote of the members present is required to fund these expenditures. The expenditures should 1.) be of a charitable nature and/or 2.) benefit the Clear Lake Shores or surrounding areas.

Amended and Revised 10/05/06