

## ARTICLE I

### Purpose

Sec. 1. The purpose of this club shall be to bring together at frequent intervals those who are interested in civic betterment of any nature, with the purpose of promoting the cause of good citizenship. For this purpose, we shall study civics, public health, community recreation and other topics which may improve local conditions and create more friendly and sympathetic relations in the club, and we shall also take such practical action as seen wise and desirable to us after such study.

Sec. 2. The club is a non-profit organization.

## ARTICLE II

### Membership

Sec. 1. Members shall be property owners of the Palm Beach Subdivision. Full-time residents who are not property owners have the benefits of membership and may attend meetings, but have no voting rights.

## ARTICLE III

### Dues

Sec. 1. Annual dues are to be set by the Officers and Directors.

Sec. 2. Annual dues are voluntary, but active membership is required to be able to vote at the stated meetings. Dues are due and payable January 1 – May 31<sup>st</sup> for the current year. Members whose dues are current are designated as active members.

Sec. 3. Members who have failed to pay their dues by May 31 shall be declared to be in arrears. Members who have been declared to be in arrears in the payment of dues shall not be eligible to vote in the regular membership meetings or any special meeting that may be called.

Sec 4. New arrivals to the neighborhood may pay up for the year to become active members.

## ARTICLE IV

### Directors and Officers

Sec. 1. This club shall be governed by a Board of Directors which shall be composed of a President, Vice President, Secretary, Treasurer, and four (4) Directors who shall be elected from the active members of the club by ballot at the yearly meeting.

A. The Palm Beach Civic Club shall hold title to the real and physical property of the club, and shall formulate plans and decide all purposes and procedures of the club.

B. Members of the Board of Directors shall serve until their successors are duly elected as provided in these by-laws.

C. The President of the club shall be the presiding officer of the Board.

D. The Secretary of the club shall be the secretary of the Board.

E. In the event of the death or disqualification of a member of the Board, the remaining Board members may appoint an interim member to serve until the next regular election, provided that the officer must be chosen from among the active members.

F. The President shall issue calls for meetings as provided in these bylaws or as directed by the Board.

Sec. 2. President. The President shall preside at all meetings at which he (she) is present; shall exercise general supervision over the affairs and activities of the club; and shall serve as ex-officio member on all committees.

Sec. 3. Vice President. The vice president shall perform the duties of the president in his (her) absence and shall serve as program chairman.

Sec. 4. Secretary. The secretary shall keep the minutes of all meetings of the club which shall be an accurate and official record of all business transacted. The secretary shall also be custodian of the club records, unless a special officer shall be appointed for that purpose.

Sec. 5. Treasurer. The treasurer shall receive all club funds, and keep them in a bank or depository which is selected by the Board of Directors. The treasurer and one other appointed officer, who has a primary residence in Palm Beach, shall be authorized to sign all checks. Two signatures are required on all checks over \$500.

Sec. 6. Auditing shall be done by the Board of Directors at regular intervals.

Sec. 7. Directors and officers of the club shall meet together to formulate plans and decide all purposes and procedures of the club.

## ARTICLE V

### Meetings

Sec. 1 The club shall meet at times designated by the president at least quarterly.

Sec. 2. A meeting will be called between August and November to hear reports from all the officers and the standing committees, and for electing officers. An audit shall be done prior to this meeting.

Sec. 3. Officers will take office on January 1, or the first meeting thereafter.

Sec. 4. Special meetings for special purposes may be called by the President of the Board of Directors at such times as are thought advisable. Such special meetings may transact only such business as is specified in the call and special meetings may not supersede regular meetings.

## ARTICLE VI

### Committees

Sec. 1. Committees shall be appointed by the Directors.

Sec. 2. The standing committees shall be organized as required.

## ARTICLE VII

### Quorum

Sec. 1. At any regular meeting seven (7) members in good standing of which two (2) are officers or at any special meeting ten (10) members in good standing shall constitute a quorum for the transaction of business.

Sec. 2. At a Board of Directors meeting five (5) members shall constitute a quorum.

## ARTICLE VIII

### Order of Business

Sec. 1. The order of business at all regular meetings of this club shall be as follows:

- A. Meeting called to order.
- B. Reading of the minutes of the previous meeting.
- C. Reports of officers and committee chairmen.
- D. Unfinished business.
- E. New business.
- F. Adjournment.

Sec. 2. Roberts' RULES OF ORDER REVISED shall be the parliamentary authority.

## ARTICLE IX House Rules

Sec. 1. Use of the club property shall be in accordance with the rules adopted by the club as provided by the Board of Directors, and shall be administered by a committee appointed by the Directors.

## ARTICLE X

### Amendments

Sec. 1. Any proposed amendment to these by-laws may be submitted in writing at any regular meeting of the club. Such proposed amendments must be signed by three active members of the organization before being submitted, and shall be read to the meeting by the recording secretary. After such notice it shall be voted on at the next regular meeting, and shall become a part of the by-laws, if adopted by a majority vote.