

NORTH SUBURBAN GAVEL ASSOCIATION BY-LAWS

ARTICLE 1 NAME

The name of this organization is the North Suburban Gavel Association.

ARTICLE 2 PURPOSE

The purpose is to facilitate the communication and cooperation among community organization leaders in the North Suburban area, to keep leaders informed of activities and programs in the community, and to recognize outstanding leaders.

ARTICLE 3 OBJECTIVES

The objectives are:

- 1) To provide opportunities to coordinate community activities by encouraging cooperation and avoiding duplication of efforts.
- 2) To provide opportunities for the exchange of ideas.
- 3) To provide an opportunity for sharing community concerns.

ARTICLE 4 MEMBERSHIP

Membership in the North Suburban Gavel Association is open to all organizations and agencies in the North Suburban area.

- 1) Membership organizations and agencies shall be entitled to be represented in the North Suburban Gavel Association by one voting representative (the president or an alternate appointed by the president of the organization or agency).
- 2) Any past representative of a member organization, agency of the North Suburban Gavel Association or past award recipient, shall be eligible for individual membership. An individual member shall have full voting privileges.
- 3) To remain an active member, dues must be paid in full no later than March 1. The dues amount will be set annually.
- 4) Past representatives of a member organization or agency of the North Suburban Gavel Association may be eligible for Honorary Membership. Approval of Honorary Membership will be by 50% affirmative vote at any regular meeting. Honorary members are exempt from the payment of dues, and have voice but no voting privileges.
- 5) It is the duty of each member to organize, promote, create, improve and increase activities promoting the North Suburban Gavel Association.

ARTICLE 5
DISTINGUISHED LEADERSHIP AWARD

North Suburban Gavel Association members (organizations, agencies, and individuals) and past recipients may submit nominations for the Distinguished Leadership Award. Nominator's dues must be paid for the current year. Past awardees are not eligible for a second award.

ARTICLE 6
REGULATIONS AND AUTHORITY

- 1) The North Suburban Gavel Association encourages each member organization or its representative to report in writing of their organization's activities to the Secretary of the North Suburban Gavel Association.
- 2) Representatives of the North Suburban Gavel Association, or the Association itself, cannot bind the member organizations.
- 3) Every member organization, agency or individual member shall be given a copy of the By-laws.

ARTICLE 7
MEETINGS

- 1) Regular meetings shall be held at least six (6) times each year.
- 2) The annual meeting shall be held at the regular meeting in December.
- 3) All meetings shall be open to the public.
- 4) Special meetings may be called by the President, or at the request of a minimum of five (5) members.
- 5) At all meetings of the members, ten members shall constitute a quorum for the transaction of business.
- 6) All meetings shall be conducted according to Robert's Rules of Order, latest edition.

ARTICLE 8
OFFICERS

The officers shall be:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer

The officers will act as the Executive Committee.

ARTICLE 9
ELECTION OF OFFICERS

- 1) Officers shall be elected at the annual meeting each year and shall hold office for one calendar year and/or until their successors have been elected and installed.

2) Any vacancy occurring among the officers prior to an election shall be filled by the vote of the membership. Such officers shall serve for the unexpired term of his/her predecessor.

3) Method of Election:

The President shall appoint no later than November 1st a Nominating Committee consisting of a minimum of three (3) members, who shall submit a slate of one or more candidates to each office to each member at least two (2) weeks prior to the annual meeting. Nominations may be made from the floor at the annual meeting.

4) Officers' terms begin immediately following the annual meeting.

ARTICLE 10 **DUTIES OF OFFICERS**

1) The President shall preside at all meetings. The President shall appoint any necessary committees.

2) The Vice President shall perform the President's duties and responsibilities in the absence of the President. The Vice President shall be responsible for the programs of the regular meetings.

3) The Secretary shall maintain minutes and keep records of attendance. Meeting notices and agendas shall be mailed to each member a minimum of one week prior to meeting dates.

4) The Treasurer shall maintain and submit a record of all financial transactions to members at each meeting. Annual membership renewals should be sent 30 days prior to the annual meeting. The Treasurer shall submit a written financial statement to the membership at the annual meeting.

ARTICLE 11 **FINANCES**

1) The Fiscal year shall be from January 1 to December 31.

2) A committee of two members (excluding the Treasurer) appointed by the President shall audit the Treasurer's financial statement. This committee shall examine the Treasurer's books within thirty (30) days after the end of the fiscal year and shall make its report to the members at the next regular meeting.

ARTICLE 12 **AMENDMENTS**

The By-laws shall be amended by a majority vote of the members present at any Regular meeting, provided a copy of such proposed amendment(s) have been submitted in writing to each member two weeks prior to the vote.

Revised 18 October 1995.

Revised 17 April 1996.

Revised April 2000 by committee consisting of Lu Zibell, Chairman, Mary Ann Palmer and Chris Schmitz.

Revised 17 June 2010 by committee consisting of Lu Zibell, Chairman, Don Anderson, Kevin Keenan, Betty Link-Ettel, and Mary Ann Palmer.

Revised 29 September 2010 by committee consisting of Betty Link-Ettel, Sara Merz, Kevin Keenan, Mary Ann Palmer, and Kara Thomas.