

# (Sample By-Laws)

## ARTICLE 1: NAME

- A. This group shall be known as \_\_\_\_\_ (name) \_\_\_\_\_.
- B. The boundaries of this group are: \_\_\_\_\_.

## ARTICLE 2: PURPOSE

The primary purpose of the \_\_\_\_\_ (name) \_\_\_\_\_ shall be:

- A. To encourage interest in the \_\_\_\_\_ (name) \_\_\_\_\_ programs and activities.
- B. To promote and encourage residents to be engaged with their neighborhood and city.
- C. To exchange ideas and information relative to the \_\_\_\_\_ (name) \_\_\_\_\_ participants and residents.
- D. To actively support the Roanoke Police Department's anti-crime initiatives.
- E. To cultivate safe streets and stimulate pride among \_\_\_\_\_ (name) \_\_\_\_\_ residents.
- F. To secure and distribute information, literature, etc. received from Roanoke Police and/or city departments regarding safe, clean and vibrant neighborhoods.
- G. To have fun and socialize with neighbors.

## ARTICLE 3: MEMBERSHIP

- A. Membership in \_\_\_\_\_ (name) \_\_\_\_\_ is open to responsible individuals over the age of 18 who reside or do business in the defined boundaries of \_\_\_\_\_ (name) \_\_\_\_\_ area.
- B. A member is one who actively volunteers to assist the \_\_\_\_\_ (name) \_\_\_\_\_ in accordance with Article 2 above in achieving the purpose of the organization and has met any other requirements as established by a majority vote of the organization.

## ARTICLE 4: OFFICERS AND DUTIES

- A. Only members as defined in Article 3 above shall be eligible to hold office or to vote.
- B. The \_\_\_\_\_ (name) \_\_\_\_\_ Executive Board shall consist of a Chair (or President), Vice Chair (or Vice President), Secretary, and Treasurer elected by the members of the \_\_\_\_\_ (name) \_\_\_\_\_ in \_\_\_\_\_ (month) \_\_\_\_\_ of each year .
- 1) The Chair person will:
    - a) preside over all organization meetings and coordinate information and activities with the Roanoke Police Community Resources Officer.
    - b) represent the \_\_\_\_\_ (name) \_\_\_\_\_ in all extra-curricular events except when this is not possible. In such cases he or she may appoint another member to represent him or her.
    - c) have the power to appoint special committees as directed by the needs of the \_\_\_\_\_ (name) \_\_\_\_\_.
  - 2) The Vice-Chair shall:
    - a) perform the duties of the Chair person in their absence
  - 3) The Secretary shall:
    - a) take minutes at every \_\_\_\_\_ (name) \_\_\_\_\_ meeting and be responsible for the care of said minutes.
    - b) handle all necessary correspondence at the direction of the \_\_\_\_\_ (name) \_\_\_\_\_.
    - c) maintain custody of the \_\_\_\_\_ (name) \_\_\_\_\_ By-Laws.
  - 4) The Treasurer shall:
    - a) keep an accurate account of and be responsible for the \_\_\_\_\_ (name) \_\_\_\_\_ resources, financial and otherwise, during their term of office and sign all checks drawn upon funds of this organization. All checks shall also require the signature of the Chair person.
    - b) provide a financial report at each \_\_\_\_\_ (name) \_\_\_\_\_ meeting and prepare an annual report of the \_\_\_\_\_ (name) \_\_\_\_\_ finances showing all receipts and disbursements during the current year. The annual report shall be submitted by the retiring Treasurer to the incoming Treasurer when his or her term is finished.
- C. Other officers may be added to the executive Board as deemed necessary by a majority vote of the organization.

## ARTICLE 5: ELECTION OF OFFICERS

The election of officers shall take place in accordance with Article 4 above. Each member can nominate a member for a position or volunteer to fill a position

### A. Method of Elections:

1. A majority vote is required by those members present plus members voting by proxy for election to office.
2. An individual may hold only one (1) elective position.
3. Terms of office shall be \_\_\_\_\_ year commencing on \_\_\_\_\_.

### B. Resignation from Office

1. In the event of an officer's resignation from office, a special election shall be held at the next membership meeting in which the resignation is accepted to fill the vacancy for the balance of the term. Election shall be in accordance with Article 5, Paragraph A above.

### C. Removal from Office

1. Officers may be removed for cause including violation of the By-laws or dereliction of duty by three-quarters vote of the members at a regular meeting of the organization provided that the officer to be removed has been notified in writing of the proposed removal at least thirty (3) days before the meeting.

## ARTICLE 6: MEETINGS AND ORDER OF BUSINESS

- A Regular \_\_\_\_\_ (name) \_\_\_\_\_ meetings will be held \_\_\_\_\_ (quarterly, monthly, weekly) \_\_\_\_\_ on \_\_\_\_\_ (day of week) \_\_\_\_\_ at \_\_\_\_\_ (time of day) \_\_\_\_\_ at \_\_\_\_\_ (location) \_\_\_\_\_.
- B. Special meetings may be called by the chair person, or by petition of one-third of all members in good standing. Such meetings may act upon any business proper to the organization provided that written notice of the meeting was provided to each member in good standing at least 15 days prior to the meeting date.

C. The order of business shall be:

1. Introduction of all guests.
2. Introduction of all members (optional).
3. Approval of previous Meeting's Minutes
4. Approval of Treasurer's Report
5. Committee Reports (if applicable).
6. Old business.
7. New business.
8. Open Forum / Announcements.
9. Adjournment.

**ARTICLE 7: RATIFICATION AND AMENDMENTS**

A. These By-Laws shall be reviewed periodically and may be altered, amended, or changed by vote of two-thirds majority of the members present at a scheduled membership meeting. Members must be notified at least thirty days in advance of intent to vote to alter, amend or change these by-Laws. If amended, the date when the vote took place shall be noted