

BALLSTON COMMUNITY CLUB BYLAWS

INTRODUCTION

The Bylaws of the Ballston Community Club, as herein set out and amended, were approved and adopted by two-thirds majority of the voting membership present at a regular business meeting, and replace in its entirety and previous bylaws per Robert's Rules of Order.

BALLSTON COMMUNITY CLUB BYLAWS

ARTICLE 1

Name and Mission

- Section 1 This Organization shall be known and designated as the Ballston Community Club also referred to as BCC.
- Section 2 This Mission of this organization shall be to

ARTICLE 2

Members

- Section 1 Regular Member – any citizen 16 years of age or over, resident of the Ballston Community within the zip codes of 97378 and 97101 of good moral character shall be eligible to apply for membership in the Association. Membership is attained through application and background check.
- Section 2 Associate Member – any Ballston Community member shall be eligible to apply for membership in the Association. Membership is attained through application and an acceptance vote by the association. Associate Members shall have the same rights and privileges as Regular Members except the right to vote on matters that they are unable to participate in.

ARTICLE 3

Duties of Members

- Section 1 It shall be the duty of each Regular Member to attend monthly meetings and participate in as many activities as possible.
- Section 2 All Members shall conform to all by-laws.

ARTICLE 4

Association Officers

- Section 1 The elected officers of the Association shall be (a) President (b) Vice-President (c) Secretary (d) Treasurer (e) Sergeant of Arms (f) Parliamentary-Historian and shall be a member in good standing with the Ballston Community Club.
- Section 2 The election of officers of the Association shall be conducted annually as follows: The President shall appoint a nominating committee at the October business meeting. The appointed committee shall report at the November business meeting at least two candidates for each office. Nominations from the floor may be made at the November and December business meetings. Elections by secret ballot will follow at the closing of the nominations at the December business meeting. Each office shall be elected by a majority of the members present. The newly elected officers will take office at the January business meeting.
- Section 3 Any member may be impeached by a secret ballot of three fourths of the members present at a regular business meeting. After a written notification of the charges have been presented to the member that is being considered for impeachment at the previous regular business meeting.
- Section 4 Any vacancy of an elected office shall be filled by election at the next regular business meeting.

BALLSTON COMMUNITY CLUB BYLAWS

ARTICLE 5

Duties of Officers

- Section 1 President – shall preside at Association business meetings and see that all covenants of this document are strictly adhered to and that all meetings are governed by Robert's Rules of Order.
- Section 2 Vice – President – shall assume the duties of the president in their absence or at their request. The Vice-President shall head the budget committee.
- Section 3 Secretary – shall keep and preserve a record of all proceedings of the Association and shall keep a record of attendance by taking roll call at all business meetings. **Secretary shall keep all original copies of rental agreements.**
- Section 4 Treasurer – shall keep a regular accounting of all moneys received and paid out of the Association and shall give a monthly **written** report of accounts at the business meeting with an annual written report of accounts on July 1 of each year. **There shall be a monthly report on rentals, including rental amount, cleaning deposits, monies returned, etc.** There shall be an annual audit performed by the budget committee. The President may also call for an audit at any time.
- Section 5 Sergeant of Arms – shall maintain the order of business meetings, prepare the podium for the meeting and assess fines for tardiness, vulgarity or breach of decorum. It shall also be their duty of assign eats detail for each business meeting.
- Section 6 Parliamentarian-Historian – shall respond from Robert's Rules of Order when a point of order is called for and shall maintain such rules in good order at all meetings. It shall also be their duty to keep a scrapbook of any articles, pictures, etc of the interest to the Association.

ARTICLE 6

Association Meetings

- Section 1 The business meeting of the Association shall be held on the first **Thursday** of each month at 7:00 PM unless otherwise ordered by the President. Fifty percent (50%) +1 of the voting membership constitutes a quorum. **Any member arriving after the ringing of the bell shall be considered tardy.**
- Section 2 The President may call a special meeting at any time, notice of such meeting shall be given by **phone calls, email, or any acceptable means of communication to the members.**
- Section 3 Order of Business for Association Meetings
- A Call meeting to order
 - B Pledge of Allegiance
 - C Roll Call
 - D Reading of previous minutes
 - E Treasurer's report/Presentation of bills
 - F Introduction of guests
 - G Committee reports
 - H Old business
 - I New business
 - J Good of the order
 - K Sickness

BALLSTON COMMUNITY CLUB BYLAWS

L Adjournment

Section 4 All motions brought before this Association shall be passed by a majority voting members present unless otherwise specified by the document.

ARTICLE 7

Committees

Section 1 The President will appoint standing or temporary committees which shall function until excused by the President.

ARTICLE 8

Rental of Hall

Rental fees will be as follows:

Event Reservation \$100.00 per event

Cleaning deposit will be \$75.00 per event

48 hour cancellation notice will be required in order to get full rental fees returned. 24 hour notice will be required for 50% of fees returned. After that time, all fees will be forfeited.

The hall cannot be rented to anyone on a date if there is already a reservation with deposits made. Tables and chairs can be reserved and removed from the premises with a deposit and rental fee listed below:

Deposit to be returned if items returned on time and in same condition \$25.00

Tables \$6.00 each

Chairs \$.75 each

A rental agreement will be filled out, and signed by "owner" and "tenant". A copy will be kept with the tenant. Once the rental date has passed, the rental committee will determine if the cleaning deposit will be returned, finish filling out the rental agreement, and forward the paperwork to the secretary and monies to the treasurer for deposit.

ARTICLE 9

Amendments

Section 1 Amendments to these bylaws, with exception to Article 8, shall be proposed in writing at a regular business meeting then may be voted on at the next regular business meeting. Amendments must be passed by two thirds majority of the voting membership.

Section 2 Amendments to Article 8 shall be proposed in writing at a regular business meeting by members of the Rental Committee then may be voted on at the next regular business meeting. Amendments must be passed by two thirds majority of the voting membership.