

Liberal Area Civic Group
By-laws
Accepted on 2-15-11

I. Name

1. The name of the organization shall be The Liberal Area Civic Group.

II. Officers

1. Officers shall serve terms of 2 years with elections held on even numbered years.
2. To hold an office the candidate must be a member in good standing, having been a member at least one year.
3. Any person wishing to be nominated for an office must first file in writing with the President his intention to be a candidate. Such filing must be made by December 1. Officers whose terms are expiring shall not be required to file and may therefore be nominated.
4. The President will fill by appointment any positions that become vacant prior to the next election.
5. Officers are expected to attend all meetings, and are expected to voluntarily relinquish their office should they be unable to serve in the elected capacity.
6. The officers of the organization shall consist of a President, Vice President, Secretary and Treasurer nominated and voted on by the membership the first meeting held after the first of the year.
7. Officers and Duties-
 - A. President
 1. Preside at all meetings.
 2. Appoint committee chairmen and oversee their successful endeavors.
 3. Fill by appointment any position vacated by an officer or committee chairman.
 4. Serve as Public Relations liaison for community, county and state affairs.
 5. Custodian of all Event Records.
 6. Other duties as associated with the office.
 - B. Vice President
 1. Assume the duties of the President in case of the President's absence.
 2. Serve as assistant to the President.
 - C. Secretary
 1. Record and maintain minutes of all meetings and submit to the Liberal News for publishing in a timely fashion.
 2. Handle written correspondence as directed by the President or membership.
 3. Serve as assistant to the President and in rare circumstances be willing to make decisions on behalf of the President or Vice President should they be unavailable.
 - D. Treasurer
 1. Responsible for all funds of the Civic Group.
 2. Must reconcile checkbook on a monthly basis.
 3. Keep and maintain all financial records and shall prepare and present a financial report for each meeting.
 4. Have balances available upon request of the President or officer acting on behalf of the President.
 5. Two signatures are required for check signing purposes-these can be from any two officers.
 6. Serve as assistant to the office of President, and in rare circumstances be willing to make decisions on behalf of the President, Vice President or Secretary should they be unavailable.

III. Membership

1. Annual membership drive will run from January thru March 31st.
2. Membership dues are \$10. per person.
3. Each member must complete and submit Background Certification with annual payment of membership dues.
4. Paid membership allows voting privileges.
5. To hold an office or chair an event you must hold active membership.

IV. Committees

1. Chairman of the Committees
 - A. The President shall appoint standing and ad hoc committees as needed.
 - B. The Chairman of the committee must be a paid member in good standing.
 - C. Committee Chairman must be willing to submit required paperwork both prior to and following their event.
2. Members of committees
 - A. Volunteers may serve on committees without being a paid member providing they complete and submit the necessary paperwork 2 weeks prior to the event.

V. Meetings

1. Regular meetings will be held as called by the President or Proxy and as posted on the group web site &/or published in the Liberal News.
2. Special meetings may be held at any time as called by the President or by a majority of the membership.
3. Agendas shall be posted the day of the meeting at the site of the meeting.
4. Items to be presented at the meeting are requested but not required to be presented to the President prior to the day of the meeting.

VI. Voting

1. 8 members present constitute a quorum.
2. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
3. Passage of a motion requires a simple majority except to amend the By-laws.
4. The President shall cast a vote in the case of a tie.

VII. Fiscal Policies

1. The fiscal year of the organization shall run from January 1st through December 31st of each year.

VIII. Amendments

1. The by-laws may be amended by a two thirds vote of members present at any meeting provided a quorum is present and proper notice is given.
2. Notice of change in by-laws
 - A. Must be recorded in the minutes of the previous meeting and published in the Liberal News prior to said meeting.
 - B. Must be posted on the agenda of the meeting.