

Constitution

North Gulfport Civic Club, Incorporated

Article I - Name

This organization shall be known as the North Gulfport civic Club Incorporated.

Article II- Purpose

The purpose of this club is to promote the general welfare of the community of North Gulfport, Mississippi and its environs through educational, recreational, political, economic and health programs and projects.

Article III - Membership

Membership in this club shall be open to all residents, property owners and persons with direct employment activities in the North Gulfport Community.

Article IV - Officers

The officers of this club shall be president, first vice president, second vice president, secretary, assistant secretary, treasurer, financial secretary, parliamentarian, and chaplain.

Article V - Meetings and Quorum

- Section 1. Regular meetings shall be held on the fourth Saturday of the month.
- Section 2. The annual meeting shall be the first regular meeting in the year.
- Section 3. Special meetings may be called by the president or on application of seven (7) members, the president shall call such meeting.
- Section 4. Ten (10) members of the club in good standing including at least three elected officers shall constitute a quorum for the transaction of business.

Article VI- Amendments

This constitution may be amended at any meeting, special or regular, following an announcement at a previous meeting of the proposed change and by a 2/3 vote, a quorum being present.

By-Laws of the North Gulfport Civic Club, Incorporated

Article I - Officers and Duties

Section 1. It shall be the duty of the president to preside at all meetings of this club and perform the following duties and all other duties pertaining to this office:

1. Sets the agenda and manage flow of meeting.
2. Decides all questions of debate as prescribed in the Constitution and By-Laws and adopted parliamentary authority.
3. Serves as an ex-officio except for the nominating and elections committee.
4. Appoints all appointive officers and committees
5. Plans meetings and programs with the assistance of the Executive Committee
6. Calls special meetings when necessary.
7. Represent the organization at public and private functions.
8. Encourage participation of members and be aware of current affairs.

Section 2. In the absence or disability of the president, the first vice president shall perform the duties of the president. The second vice president shall perform duties of the first vice president.

Section 3. The secretary shall record and keep the minutes of all proceedings. The secretary shall give notice of all meetings, notify officers of elections, and perform such other duties as the office may require.

Section 4. The Assistant Secretary shall serve as correspondence secretary under the direction of the secretary and shall perform the duties of the secretary in the absence of the secretary.

Section 5. The treasurer shall receive and timely deposit all funds of the organization in the authorize place of deposit. The treasurer shall pay all bills of the organization on the order of the body. The treasurer shall make monthly report of receipts, disbursements, balance on hand and make such other reports as required by the bylaws or by the body.

- Section 6. The financial secretary shall record all receipts and disbursements. The financial secretary shall sign all disbursement checks. All checks must be signed by two of the three persons authorized to sign on the account.
- Section 7. The Chaplain shall be responsible for the opening and closing of each meeting with prayer.
- Section 8. Any officer, who misses three consecutive meetings without a valid excuse, shall forfeit his office and the rule of election shall apply.
(See Article II Section 2)
- Section 9. The Parliamentarian's primary duty is to advise the presiding officer on questions of parliamentary law and matters parliamentary procedures.

Article II - Election of Officers

- Section 1. All officers shall be elected by ballot at the Annual (January) meeting and shall assume office at the close of that meeting.
- Section 2. Should an officer resign or forfeit his office during the club year, the president shall appoint a member of the club to assume the office temporarily and, following announcement at a previous meeting, have a special election to fill the vacancy at the next regular meeting.

Article III - Membership

- Section 1. Annual dues shall be \$20.00 per member/household.
- Section 2. A member in good standing is one who has attended four (4) meetings.

Article IV - Committees

- Section 1. Executive Committee — The Executive Committee shall consist of the following and shall function as the governing board of this organization between regular meetings and shall make all decision with respect to the organization between meetings. Eight (8) members of the Executive Committee including at least three (3) elected officers shall constitute a quorum.
1. The President of the North, Gulfport Civic Club
 2. First Vice President
 3. Second Vice President

4. Secretary
5. Assistant Secretary
6. Treasurer
7. Financial Secretary
8. Chaplain
9. Parliamentarian
10. The Chairperson of the Ways and Means Committee
11. The Chairperson of the Political Action Committee
12. The Chairperson of the Community Improvement Committee
13. The Chairperson of the Education Committee

- Section 2. Ways And Means Committee — The Ways and Means Committee is responsible for the implementation of fund raising projects as well as membership enhancement.
- Section 3. Political Action Committee — This committee shall be responsible for all matters related to voter registration, voting, political rallies, and citizenship.
- Section 4. Community Improvement Committee — This committee shall be responsible for all matters related to community improvement, such as repairing and paving of streets, drainage, water and sewage, housing, and such other projects as are assigned to the committee by the membership and are within the purpose and constitution of this organization.
- Section 5. The Education Committee - This committee shall be responsible for all matters relating to education, school, training, including administering scholarship and education/training assistance.
- Section 6. Auditing Committee - At the regular meeting next previous to the annual meeting, the president shall appoint an auditing committee to report on the correctness of the treasurer's accounts.
- Section 7. Nominating Committee - A nominating committee shall be elected at the December meeting to present a list of candidates for election to office at the January meeting.
- Section 8. Other Committees - The president shall be empowered to appoint such special committees as he or she deems needful or on the majority vote of the members at any meeting, the president shall appoint committees as the body may direct.

Article V - Amendments

These By-laws may be amended at any meeting, special or regular, by a 2/3 vote, a quorum being present, following an announcement at a previous meeting.

Article VI- Parliamentary Authority

Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the constitution and By-laws of this Club.

Article VII- Suspension of By-laws

These By-laws may be suspended in case of emergency by unanimous vote of all those present at a meeting at which a quorum is present.

Article VIII- Order of Business

1. Call to order, by the presiding officer
2. Prayer
3. Reading of the minutes of the previous meeting by the secretary
4. Treasurer's Report (monthly)
5. Financial Secretary Report (monthly)
6. Report of committees
7. Unfinished business
8. New Business
9. Adjournment