Cordesville Community Citizens
BYLAWS

Article I. Name and Purpose

Section 1.01 Organization

The name of this non-profit 501(c)(3) organization shall be: Cordesville Community Citizens.

Section 1.02 Mission Statement

To build this community where everyone can communicate, develop a sense of caring, and assist others in areas of health, education, environment & extra-curricular activities. We can depend on one another to make our lives and community one we can be proud of. By accomplishing these tasks, our future generations can be motivated to march forward in continuing greater improvement for this Cordesville Community.

Section 1.03 Purpose

The purpose of Cordesville Community Citizens has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributed to or benefit the Board of Directors, volunteers, or other individuals. The assets and income shall only be used to promote the welfare of this community. The bylaws are to provide the ground rules for the internal organization and management of the corporation. This is done by setting up procedures for the actual functioning of the organization and entity, and by prescribing the respective limit of authorities by the Board of Directors.

Article II. Membership

Membership in this organization shall be open to all who reside, own property, or worship in the Cordesville Community. To serve on the board, members must be residents of the Cordesville Community.

Article III. Election and Terms of Office

Section 3.01 Composition

The Board shall be composed of four (4) Officers and three (3) Board Members. Its duties shall be to administer the affairs of the Cordesville Community Citizens as determined in regular or special meetings.

Section 3.02 Titles

The Board of the Cordesville Community Citizens shall consist of the President, Vice-President, Secretary, Treasurer, and three (3) Board Members.

Section 3.03 Elections

The offices of President, Vice-President, Secretary, and Treasurer shall be elected for a term of one (1) year. Committee members shall assume their official duties on 1 January of the year following the annual election. The three (3) Board Member Positions shall be elected for a term of three (3) years. The term shall end for only one Board Member each year with another Board Member each subsequent year.

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Section 3.04 Nominations

(a) Nominations for Officers and Board Member positions shall occur each year in October to be reviewed by Board Members with background checks. Elections will then be held in November.
(b) All elections shall be by ballot and a majority vote shall be necessary for an election. Two (2) tellers shall be appointed by the President to conduct an election.
(c) All those elected for Officer and Board Member positions shall serve without compensation.
(d) Only one (1) Board Member per household will be allowed to serve in an office.
(e) A member completing a term of office may be re-elected for another term (there being no limit on the number of terms an individual may be elected to serve).
(f) Absentee or proxy ballots will not be accepted. Each eligible voter must be present to vote.

Section 3.05 Duties of Officers

(a) The President shall preside at all meetings of the Cordesville Community Citizens and shall appoint a committee chairperson for the various functions outlined herein as he/she deems advisable. The chairperson of all such committees shall appoint members to carry out the purpose for which the committee was formed.
(b) The Vice-President shall assume the duties of the President in his/her absence. He/she shall assume the duties of the Treasurer in the event of his/her absence.
(c) The Treasurer shall administer the Cordesville Community Citizens financial matters, keep complete and accurate records, and submit a written treasurer's report at every meeting. He/She shall receive all monies due to the Cordesville Community Citizens and deposit them in the bank in good standing. These accounts will be made in the name of Cordesville Community Citizens; pay all proper Cordesville Community Citizens' bills; handle transfers between checking and savings accounts as determined by the Board of Directors and always keep all books up to date. In the event of the absence, resignation, or removal of the Treasurer, these duties will be given to the Vice-President and/or Board Member who is listed on the bank account. An Audit Committee of at least three (3) Cordesville Community Citizens' membership shall audit the Cordesville Community Citizens' financial records annually in January for the prior year.
(d) The Secretary shall maintain the membership database, a file of attendance, minutes, newsletters, bylaws, correspondence, and other such documents as may be required. An Audit committee of at least three Cordesville Community Citizens' members shall audit the Secretarial reports annually.
(e) The Board Members shall support the Officers as necessary in performing assigned duties of regular or special meetings and various functions performed by the Cordesville Community Citizens,

Section 3.06 Replacement of an Officer or Board Member

(a) Any Officer or Board Member may be removed from office by a petition, signed by at least 40% of the Cordesville Community Citizens' membership present, requesting the Officer's dismissal.

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(b) Any Officer or Board Member may resign by submitting a written notification of such resignation to the Board of Directors. All documents must be turned in and reviewed by the Board of Directors withing thirty (30) days of resignation or legal action may be imposed.
(c) The President shall appoint a replacement for the unexpired term of other vacated offices.
(d) Any Officer or Board Member absent for three (3) consecutive monthly meetings shall be considered as having resigned and will be replaced upon approval of quorum present at a fourth meeting.
(e) When an Officer or Board member resigns, expires, or moves from the Cordesville community, the remaining Officers and Board members will fill the vacancy by a majority vote among themselves. The appointee will serve the remainder of the vacated term to which appointed.

Article IV. Fiscal Year

The fiscal year of the Cordesville Community Citizens shall begin 1 January and shall end on 31 December.

Article V. Parliamentary Authority

The rules contained in the "Robert's Rules of Order Newly Revised" shall govern the Cordesville Community Citizens in all cases in which they are applicable and in which they are not in conflict with the Bylaws of the Cordesville Community Citizens.

Article VI. Quorum

A majority of the elected officials (4 of the 7 Officers and Board Members) and a minimum of ten (10) members present shall be necessary to constitute a quorum at any Cordesville Community Citizens meeting. If a vote shows the lack of a quorum, the presiding officer must suspend proceedings (except those designated to produce a quorum or end of the meeting) until a quorum appears.

Article VII. Amendments

These Bylaws that have been adopted and contain no rule for their amendments, may be amended at any regular meeting only when a quorum is present and by a two-thirds majority vote; or, if the amendment was submitted in writing at the previous regular meeting, then they may be amended by a two-thirds majority vote, a quorum being present. It shall be the first order of business after the approval of the minutes.

Article VIII. Indemnification, Hold Harmless

Cordesville Community Citizens shall hold harmless and indemnify the Officers, Board Members, Committee Chairpersons, and Committee Members who are acting within the scope of their responsibilities, duties, or these Bylaws.

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Revision History:

Revision	Description	Date Adopted
0	Minor revision to verbiage	May 2013
1	Formatting and grammatical revisions, restated that the Vice-President is the backup to the Treasurer, removed the table of the Board Members. Added requirement to be a resident to serve on the board.	Pending

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