

BYLAWS OF THE BROWNTOWN COMMUNITY CENTER ASSOCIATION

ARTICLE I: Name

The name of the organization shall be “The Browntown Community Center Association, (BCCA).”

ARTICLE II: Objectives

The objectives of the BCCA shall be to strengthen fellowship in the community and to provide a place for the adults and youths in the community to use for meetings, recreation and other functions which shall be in the interest of the community as approved by the Executive Board of the BCCA.

ARTICLE III: Membership

Sec. 1: Any resident of the Browntown community voting precinct shall automatically be a member of the BCCA.

Sec. 2: Members 18 years of age, or older, who have contributed to the work of the Browntown Community Center Association during the preceding year, shall be eligible to vote on the business of the association.

ARTICLE IV: Officers

Sec. 1: The elected officers of the BCCA shall be President, Vice President, Secretary, Treasurer, and three Trustees.

Sec. 2: At the regular business meeting in October of each year, the President shall appoint a nominating committee to prepare a slate of officers. This slate shall be presented at the December regular business meeting, at which time additional nominations may be made from the floor with prior consent of the nominee. Election shall be by majority vote at that time.

ARTICLE V: Duties of Officers

Sec. 1: The President shall preside at all meetings of the BCCA, shall have general supervision over all matters concerning the BCCA, shall be an ex-officio member of all standing committees except the Scheduling and Nominating committees, shall appoint all necessary committees, and shall report the progress of the BCCA at each regular business meeting.

Sec. 2: The Vice President shall perform all duties of the President in his/her absence or inability to serve, and shall assist all other committee chairpersons in coordinating the activities of the BCCA.

ARTICLE V: Duties of Officers (Continued)

- Sec. 3: The Secretary shall keep an accurate record of all business and executive meetings, including a cumulative record of members' attendance, and shall perform other secretarial duties of the BCCA pertaining to this office.
- Sec. 4: The Treasurer shall collect all funds, disburse funds upon proper authorization, keep a proper record of each transaction and render a written report at each regular business and/or board meeting. The Treasurer's report shall be attached to the minutes of each regular business and/or board meeting.
- Sec. 5: The Trustees shall assume the responsibility of protecting and maintaining the properties owned by the BCCA, and when necessary or when asked to do so, report the condition of BCCA properties to the Executive Board and to the members of the BCCA at regular business meetings. The trustees shall be authorized to spend up to \$500.00, in a given month, for necessary additions or repairs to the BCCA properties, without requiring a vote by the membership.

ARTICLE VI Standing Committees

The standing committees of the BCCA shall be the Scheduling Committee, which shall be responsible for scheduling the rental and/or use of the center; the Buildings and Grounds Committee, which shall be composed of the elected Trustees of the BCCA; the Ways and Means Committee, which shall be responsible for organizing/coordinating major fund raising events; the Audit Committee, which shall be responsible for providing an annual audit of the BCCA's financial records, to coincide with the election of officers; the Publicity Committee; and the History Committee.

ARTICLE VII: Meetings

- Sec. 1: There shall be regular monthly business meetings. Executive Board meetings shall be held as needed, (i.e. when requested by the President or two other officers).
- Sec. 2: Regular business meetings shall be held on the second Monday of each month beginning at 7:30 p.m. Executive Board meetings shall be held prior to the regular monthly business meetings, as needed.
- Sec. 3: Other meetings may be called by the President, or by two (2) members of the Executive Board, or by six (6) members of the association.
- Sec. 4: Four (4) members of the Executive Board shall constitute a quorum for an Executive Board meeting.
Two (2) members of the Executive Board and (5) members of the association shall constitute a quorum for a business meeting.

ARTICLE VIII: Executive Board

- Sec. 1: There shall be an Executive Board composed of the President, Vice President, Secretary, Treasurer, and three Trustees.
- Sec. 2: The board shall be empowered to act in behalf of the association, excepting those instances where membership voting is specifically required.

ARTICLE IX: Elections

- Sec. 1: Officers shall be elected annually, with the exception of the Trustees.
- Sec. 2: Trustees shall be elected for a three-year term, one Trustee being elected annually.
- Sec. 3: Officers shall assume their duties on January 1st of each year.
- Sec. 4: A vacancy in any office shall be filled by appointment by the Executive Board to complete the unexpired term of (such) office.
- Sec. 5: Absent extenuating circumstances, (as determined by the Executive Board), any officer who misses three consecutive Executive Board or regular business meetings shall automatically forfeit the office and shall be replaced by appointment by the Executive Board to fill the unexpired term of office.

ARTICLE X: Use of Facilities and Equipment

- Sec. 1: There shall be no alcoholic beverages or illegal drugs or substances allowed in the BCCA buildings or on the BCCA properties at any time. Smoking will not be allowed inside the buildings.
- Sec. 2: Any individual, organization, or group using the BCCA properties shall be responsible for leaving the properties in an orderly and clean condition.
- Sec. 3: The BCCA properties may be used by an individual or individuals for the purpose of private gain only during a BCCA sponsored or authorized event, or by permission of the Executive Board.
- Sec. 4: Any individual, organization, or group using the BCCA properties for fund raising activities shall contribute a sum to the BCCA, determined by mutual agreement of the Executive Board and said individual, organization, or group.
- Sec. 5: BCCA properties and/or facilities may be used, with approval of the Executive Board, by any individual, organization, or group in the event of an emergency or natural disaster, (e.g. major flood, fire, accident, etc.). Additionally, immediate funds up to \$1,000 shall be made available, with approval of an Executive Board member, from the BCCA treasury, for necessary expenses relating to said emergency or natural disaster.

ARTICLE X: Use of Facilities and Equipment, (Continued)

- Sec. 6: All youth activities at the BCCA properties shall require adequate adult supervision.
- Sec. 7A: Any individual, organization, or group using the BCCA properties shall pre-pay a usage fee and a refundable security deposit and sign the "BCCA Facilities Use Agreement" prior to the day of the event. The amounts of said usage fee and security deposit shall be reviewed periodically, or as deemed necessary, by the Executive Board and shall be approved by vote of the BCCA membership. **Said (currently approved) amounts shall be stated in the "BCCA Facilities Use Agreement"**. The security deposit shall be forfeited if the BCCA properties are not left orderly and clean. Waiver of the usage fee may be granted by recommendation of the Executive Board and with membership vote; however, the Facilities Use Agreement must be signed, in advance, in all cases. The responsibility for any damage incurred to the BCCA properties while being used by said individual, organization or group shall be assumed by said individual, organization or group.
- Sec. 7B: An individual, organization or group whose wedding event at the BCCA Center has been approved by the Executive Board shall, in addition to pre-paying a refundable security deposit of \$200, pre-pay a non-refundable fee as determined by the Executive Board.
- Sec. 8: Any person or persons who indulge in rude, violent, or abusive behavior shall be required to leave the premises.
- Sec. 9: Any individual, organization or group who wishes to borrow equipment from the BCCA shall seek the approval of the Executive Board and shall provide a signed statement of agreement to replace or repair any borrowed equipment item(s) that are lost or are returned damaged.

ARTICLE XI: Amendments

The Bylaws may be amended by 2/3 vote of the eligible voting membership present at the regular business meeting, following the presentation and posting of the amendments at the Browntown Community Center and the O.J. Rudacille General Store, and through notification in the BCCA newsletter at least 30 days prior to said meeting.

ARTICLE XII: Parliamentary Authority

The BCCA shall be governed by Robert's Rules of Order, Revised.

These Bylaws amended and adopted (December 8, 2014)