

BY-LAWS FOR THE WEBSTER COMMUNITY COUNCIL

ARTICLE I - NAME AND LOCATION

SECTION 1.

The name of this organization shall be WEBSTER COMMUNITY COUNCIL. The boundaries for membership for WEBSTER COMMUNITY COUNCIL shall be anyone living within the San Diego city boundaries as recorded as of April 3, 1982, located between Euclid Avenue to the east, Home Avenue to the west, Highway 94 to the south and Dalehaven Place to the north.

ARTICLE II - OBJECTIVES

SECTION 1.

The objectives of this ^{w c c} Council are to promote the welfare of the community and the citizens within the WEBSTER boundaries.

SECTION 2.

The objective of WEBSTER COMMUNITY COUNCIL is to secure adequate representation before any legislative bodies, San Diego City Departments and the community.

SECTION 3.

The objective of WEBSTER COMMUNITY COUNCIL is to serve as the official channel of communication between legislative bodies, San Diego City Departments and the community.

ARTICLE III - BASIC POLICIES

SECTION 1.

The Council shall be non commercial, nonsectarian, nonracial and nonpartisan.

SECTION 2.

The name of the Council or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the Objectives of this organization.

ARTICLE IV - MEMBERSHIP/DUES

SECTION 1.

Membership in this organization shall be made available to any individual who is not involved with another like organization and subscribes to the Objectives and Basic Policies of the Council, without regard to race, color, creed or national origin under such rules and regulations, not in conflict with the provisions of these by-laws. Webster Community Council By-Laws.

SECTION 2.

This Council shall conduct an annual membership drive during the month of January, but may admit persons to membership at any time.

SECTION 3.

Each member of this Council shall pay annual dues as prescribed by the Council. Annual membership dues shall be \$10.00 (Ten Dollars) per head of household per year. Any additional legal voting Adult of the same household shall pay \$5.00 (Five Dollars) per year. All dues are paid to cover one year. All dues are payable during the month of your initial enrollment on a year to year basis and date to date basis. All dues will be paid to the Treasurer with all records of membership enrollment maintained by the Financial Secretary.

ARTICLE V - VOTING PRIVILEGES/ELECTIONS

SECTION 1.

All paid members of the WEBSTER COMMUNITY COUNCIL shall have the privilege of voting in all matters brought before the Council requiring a vote. The election of officers for the Webster Community Council will be held during the election year in the month of April. However, if a resident is a member of another "council" group, that person is prohibited from voting and/or holding an office as this is a blatant "conflict of interest."

SECTION 2.

The privilege of holding an office shall be for any member of the WEBSTER COMMUNITY COUNCIL whose dues are current, who have been members of the WEBSTER COMMUNITY COUNCIL and who live within the boundaries of WEBSTER COMMUNITY COUNCIL.

SECTION 3.

Nominations for officers shall be made by a nominating committee of three members elected by the Council at the March meeting. Two alternates shall also be elected. The nominating committee shall make its report at the April meeting. The consent of each candidate must be obtained prior to placing his or her name in nomination. All nominated candidates must be present at the time of election unless excused with valid reason by the President. The election of officers will proceed after the nominating committee report and after nominations from the floor have been received.

SECTION 4.

The election shall be held by either ballot or voice vote at the annual meeting in April, at which time nominations may be made from the floor. The WEBSTER COMMUNITY COUNCIL will decide on either a ballot or voice vote election. If there is but one candidate for an office, the vote for election can be held by a voice vote. If an office remains unfilled after the elections, it shall be filled by the Executive Board in their first meeting following the elections.

SECTION 5.

Officers shall serve for a term of two (2) years. Each office will be declared vacant at the end of the term. Officers shall be installed at the general WEBSTER COMMUNITY COUNCIL meeting in May. The newly elected officers shall assume their duties after installation.

SECTION 6.

A vacancy occurring in any office shall be filled for the un-expired term by a person elected by the Council's Executive Board. Notice of such election shall be given by the President. In the case of a vacancy that occurs in the office of the President, the First Vice-President shall serve notice of the election.

ARTICLE VI - DUTIES OF OFFICERS

SECTION 1.

The officers of the WEBSTER COMMUNITY COUNCIL shall consist of the President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary and Three auditors. These officers shall be elected every two years.

SECTION 2.

The President shall preside at all meetings, and/or his or her appointee, of the WEBSTER COMMUNITY COUNCIL and the Executive Board. The additional duties of the President are as follows:

- a). The President shall be a ex-officio of all committees except the nominating committee.
- b). The President shall appoint the Chaplain, Historian, Parliamentarian and Sergeant at Arms and all chairpersons of standing committees.
- c). The President can recommend additional offices/officers as needed to the Executive Board.
- d). The President shall have access to all official paperwork pertaining to the WEBSTER COMMUNITY COUNCIL.
- e). The President shall be responsible for obtaining all annual reports from committee chairpersons and officers.
- f). The President shall make an annual year end report to the general Council during the April meeting.
- g). The President may call a special meeting of the Executive Board at any time deemed necessary, within a reasonable time frame.

SECTION 3.

The First Vice President shall preside at all meeting in the absence of the President. The First Vice President shall serve as program chairperson. The First Vice President shall aid the President and shall assume such duties as shall be assigned by the President and the Executive Board.

SECTION 4.

The Second vice President shall preside at all meeting in the absence of the President and/or the First Vice President. The Second Vice President shall serve as the membership chairperson and shall lead the yearly enrollment drive. The Second Vice President shall maintain and publish the roster of all council members. The Second Vice President shall assume such duties as shall be assigned by the President and the Executive Board.

SECTION 5.

The Recording Secretary shall keep an accurate record of the proceedings of all meetings of the general Council and the Executive Board. The Recording Secretary shall be prepared to refer to the recorded minutes of previous meetings regarding unfinished business or unclear matters. The Recording Secretary shall prepare a summary of all unfinished business for the use of the President. The Recording Secretary shall retain the attendance records.

SECTION 6.

The Corresponding Secretary shall conduct such incoming and outgoing correspondence as shall be delegated by the President, the Executive Board and the Council. The Corresponding Secretary shall be responsible for the mail of all notices of special meetings or changes in meeting place and or time.

SECTION 7.

The duties of the Treasurer are as follows:

- a). Maintain books of account as shall be sufficient for items of receipts and disbursements of the WEBSTER COMMUNITY COUNCIL.
- b). The Treasurer shall receive all monies for the WEBSTER COMMUNITY COUNCIL and shall deposit them in the name of WEBSTER COMMUNITY COUNCIL in a bank approved by the Executive Board.
- c). The Treasurer shall present a statement of record of all monies received at every meeting of the Council and upon request at the Executive Board meetings.
- d). The checks shall be signed by two (2) of the three officers; The President, the Treasurer or the Financial Secretary.
- e). The book (s) of account shall, at reasonable time (s) be ready for inspection by WEBSTER COMMUNITY COUNCIL.
- f). At the end of term of office or in case of resignation of the Treasurer, an audit of the Treasurer's and the Financial Secretary's book(s) will be required.
- g). An annual report at the April council meeting is required.

SECTION 8.

The duties of the Financial Secretary are as follows:

- a). The Financial Secretary shall maintain recorded accounts of all gross income, receipts and disbursements of the WEBSTER COMMUNITY COUNCIL.
- b). The Financial Secretary shall record all monies received and disbursed for the WEBSTER COMMUNITY COUNCIL.
- c). The Financial Secretary shall receive all bank/financial statements
- d). The Financial Secretary shall present a statement of all monies disbursed at every meeting of the Council and upon request at the Executive Board meetings.
- e). The checks shall be signed by two (2) of the three officers; The President, The Treasurer or the Financial Secretary.
- f). The Financial Secretary shall be responsible for filling all necessary report forms required by the Internal Revenue Service and State Franchise Tax Board, if required.
- g f). The book (s) of financial record shall, at reasonable time, be ready for inspection by the WEBSTER COMMUNITY COUNCIL.
- h g). At the end of the term of office or in case of resignation of the Financial Secretary, an audit of the Financial Secretary's and the Treasurer's book(s) will be required.
- i h). An annual report at the April general council meeting is require.

SECTION 9.

The auditors shall audit the Treasurer's and the Financial Secretary's records of the WEBSTER COMMUNITY COUNCIL and shall render a written report to the Council at the end of the Treasurer's and Financial Secretary's term of office, resignation or at any time deemed necessary by the Council or the Executive Board.

SECTION 10.

The Chaplin shall attend all meetings of the WEBSTER COMMUNITY Council and The Executive Board. The Chaplin shall lead the prayer after the opening and the closing of each meeting.

SECTION 11.

The Sergeant At Arms shall be responsible for establishing the meeting place, supplies and equipment needed for the WEBSTER COMMUNITY COUNCIL and the Executive Board to conduct the meetings. The Sergeant At Arms shall be responsible for setting up and return of the meeting place to normal settings prior to the meetings.

SECTION 12.

The Parliamentarian shall provide necessary advice in parliamentary procedures when requested. The Parliamentarian shall call the first meeting of the Nominating Committee to provide instruction in procedure and shall preside over the committee until a chairperson has been elected, then withdraw unless he or she is an elected member of the Nominating Committee.

SECTION 13.

The Historian shall record the official history of the WEBSTER COMMUNITY COUNCIL. The Historian shall provide comprehensive written accounts of the Councils meetings, events and note-worthy milestones.

SECTION 14.

Each officer and chairperson, upon the completion of term of office or in case of resignation, shall promptly turn-over to the President or the Parliamentarian any funds, books, records and all other material pertaining to the office.

SECTION 15.

Annual reports shall be made by all officers and chairpersons and filed with the President at the completion of each term.

ARTICLE VII - MEETINGS

SECTION 1.

Regular meetings of this council shall be held monthly, unless otherwise ordered by the Council or the Executive board. The election meeting shall be held in April every two years.

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SECTION 2.

The privilege of making motions, debating and voting shall be limited to members of the Council whose dues are current and who are members of the Council. However, if you are a member of one or more "like" council groups, you are not entitled to the above privileges.

*Like
Council
Groups*

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1.

A minimum of four (4) Executive Board meetings shall be held each year. The Executive Board may meet monthly. Special meetings of the Executive Board may be called by the President.

SECTION 2.

The members of the Executive Board shall consist of the elected officers of the WEBSTER COMMUNITY COUNCIL.

SECTION 3.

The Executive Board shall transact necessary business between meetings of the Council. It shall create such standing committees as deemed necessary to carry on the work of the Council.

SECTION 4.

The Executive Board shall authorize the payment of all bills. All Bills paid will be reported at the next general Council meeting.

SECTION 5.

When an officer fails to attend three (3) consecutive meetings without a valid excuse, the Executive Board may, by two-third (2/3) affirmative vote, declare the office or chair vacant.

SECTION 6.

Five (5) Executive Board Members shall constitute a quorum for a general Council meeting and Three (3) Executive Board Members shall constitute a quorum for an Executive Board meeting.

ARTICLE IX - STANDING COMMITTEES

SECTION 1.

There shall be such standing committees created by the Executive Board as may be required to carry on the work of the Council. The Chairpersons of standing committees shall be appointed by the President, subject to the approval of the Executive Board. The term of office for these chairpersons shall be two (2) years, or until the committees work is completed, or until a successor is appointed. Annuals reports shall be made by chairpersons and filed with the President.

ARTICLE X - AMENDMENTS

SECTION 1.

These by-laws may be amended by a two-thirds (2/3) vote at any Executive Board meeting of the Council, provided notice has been given at the previous Executive meeting.

ARTICLE XI - FISCAL YEAR

SECTION 1.

The fiscal year of this Council shall began July 1 and end June 30.

ARTICLE XII - PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Newly Revised” shall govern this Council in all cases in which they are applicable and not in conflict with these By-Laws.

ORGANIZED: April 3, 1982

APPROVED: May 15, 1986

REVISED: May 27, 1986

REVISED: May 15, 2002

REVISED: June 20, 2006

NEWLY REVISED September 30, 2010

STANDING RULES

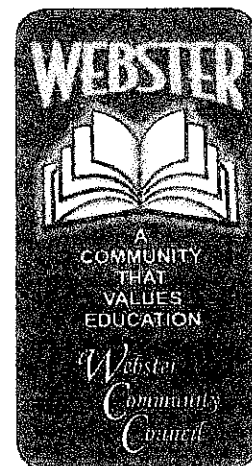
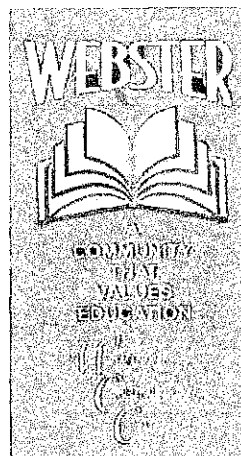
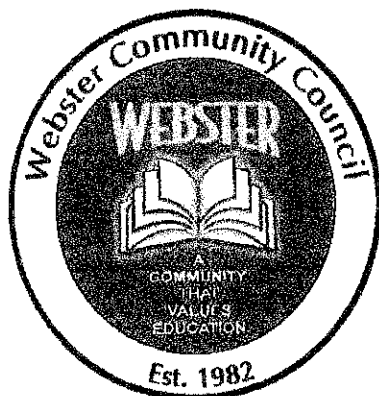
At the beginning of each term in office, all members of the Executive Board shall be given a copy of the By-Laws and shall be responsible for making a thorough study of them. A copy of these By-Laws shall be made available to any member of the Council upon request.

Members Present

Lee W. Wright
Earl Stansberry
Edward Smith

Arthur Wilkes
Kitty Reed
Millie Wilkes

Alfonzo Walker
Norvel Hunter



**Webster Community Council
New Revised By Laws
By The Executive Board**

ARTICLE IV: MEMBERSHIP & DUES

Section 4

Annual Membership dues shall be \$10.00 (Ten Dollars) for the heads of households per year. Any additional legal voting Adult of the same household shall be \$5.00 (Five Dollars) Per year. Additional donations will be accepted.

ARTICLE V: OFFICERS & THEIR ELECTION

Section 1

The word Auditor shall be changed to Auditors and on any other Article & Section of the By –Laws.

ARTICLE VII: MEETINGS

Section 4

The Privilege of making motions, debating and voting shall be limited to members of The council whose dues are paid & who have been members of the council for at least thirty (30) days previous, unless otherwise permitted by the President or any others residing Officer.

Section 5

At least 2/3 or 4 Members Shall Constitute a Quorum.

ARTICLE VIII: EXECUTIVE BOARD

Section 3

The Executive Board shall authorize the payment of Bills not to exceed \$ 125.00 per month, this action to be reported @ the next meeting.

STANDING RULES

1. At The beginning of Term in office each member of the Executive Board shall be given a copy of The By Laws, and shall be responsible for making a thorough study of them. A copy of these By Laws shall be made available to any member of The Council upon request of \$5.00.

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|-------------------|---------------|
| 1. Organized: | April 3, 1982 |
| 2. Revised: | May 15, 1986 |
| 3. Approved: | May 27, 1986 |
| 4. Newly Revised: | May 15, 2002 |
| 5. Revised: | May 2002 |

Members Present

Margaretta Hickman

Ruby Pierce Proxy – Phil McGoldrich Excused

Kitty Reed

Thomas Graham

Derryl Williams – Excused

Steven Lamprides Proxy – Derryl Williams