

Olde Towne Portsmouth Civic League

BY-LAWS

1.0 BY-LAW I: BOARD

1.1 EXECUTIVE BOARD

- 1.1.1 The Olde Towne Portsmouth Civic League (OTPCL) shall be governed by a President, First Vice-President, Second Vice-President, Treasurer, and Secretary. The Board shall include the immediate Past-President as a non-voting member when needed for continuity of projects or topics.
- 1.1.2 A call for the nomination of candidates for office shall be made at the annual March and April meetings. Nominations must be made not less than one week prior to the annual May meeting. The President shall designate a member in good standing to receive nominations and shall inform the membership of the identity of that person and that person's contact information. The designated person shall inform the Executive Board of the nominees promptly upon the closing of the nomination period, and the Secretary shall promptly give notice to the membership of the nominees.
- 1.1.3 Each officer shall be elected at the annual May meeting to serve for a term of one year. All voting shall be by secret ballot unless a sole nominee is elected by acclamation. Officers shall assume their positions after the close of the May meeting.
- 1.1.4 No officer shall serve more than two successive years in any one office.
- 1.1.5 All officers shall promptly turn over to their qualified successors any property of the League that may be in their possession upon vacating their offices.

1.2 PRESIDENT

- 1.2.1 The President shall preside impartially over all meetings.
- 1.2.2 The President shall have ultimate authority and responsibility for the supervision of all affairs of the League.
- 1.2.3 The President shall appoint chairs to the annual Audit Committee, Membership Committee, and Technology Committee as well as the chairs to such special committees as may be required.
- 1.2.4 The President shall serve as ex-officio member of all committees.

1.3 FIRST VICE-PRESIDENT

- 1.3.1 The First Vice-President, or another officer as designated by the Board, shall be responsible for promoting the League's special interests that are affected by the local, state, or federal government.
- 1.3.2 The First Vice-President as directed by the Board shall attend or designate representatives to attend governmental meetings and report to the Executive Board on same.

1.4 SECOND VICE-PRESIDENT

- 1.4.1 The Second Vice-President, or another officer as designated by the Board, shall be responsible for promoting the League's interests that are affected by other non-governmental organizations (e.g., news media, other civic associations, non-profits, commercial entities etc.).
- 1.4.2 The Second Vice-President, as directed by the Board, shall attend or designate representatives to attend meetings of non-governmental organizations and report to the Executive Board on same.

1.5 TREASURER

- 1.5.1 The Treasurer shall collect and distribute all monies received by the organization.
- 1.5.2 The Treasurer shall be responsible for keeping accurate records, preparing the budget in collaboration with the Executive Board, maintaining the annual budget for their term of office, and at the end of their term, assisting the incoming Treasurer and Executive Board in the preparation of the budget for the following year.
- 1.5.3 The Treasurer shall serve as liaison to an independent accountant tasked to provide bookkeeping services for the OTPCL.

1.6 SECRETARY

- 1.6.1 The Secretary shall be responsible for maintaining accurate records in an electronic filing repository of all meeting minutes and official League correspondence.
- 1.6.2 The Secretary shall be responsible for notifying the membership of all meetings.
- 1.6.3 The Secretary shall verbally confirm whether a quorum has been met prior to hearing a motion for a vote to occur.

2.0 BY-LAW II: COMMITTEES

2.1 EXECUTIVE COMMITTEE

- 2.1.1 The Executive Committee is comprised of the Board and Committee Chairs and shall assist the President in the administration of the League's activities and provide guidance to their respective committees.
- 2.1.2 The Executive Committee shall meet no less than once every three months to set goals, review progress in meeting these goals, and in performing those duties specified in the constitution.

2.2 STANDING AND SPECIAL COMMITTEES

- 2.2.1 The following committees shall be appointed as stated in By-Law I.
- 2.2.2 The President may appoint additional committees to serve for a one-year term with the option of extending that term.

2.3 AUDIT COMMITTEE

- 2.3.1 The committee shall audit the financial records at the end of each Treasurer's term of office or whenever directed to do so by the President. The Audit

Committee will be appointed by the Board each new FY or at the request of the membership.

2.4 MEMBERSHIP COMMITTEE

2.4.1 The Membership Committee shall recruit new members, maintain a current membership list, and provide said list to the Executive Committee.

2.4.2 The Membership Committee shall initiate or delegate activities that encourage rapport among members and increase participation in League activities.

2.5 TECHNOLOGY COMMITTEE

2.5.1 The Technology Committee shall manage the online properties and digital content across websites and social media pages.

2.5.2 The Technology Committee shall follow digital guidelines as set forth by the Board.

2.6 SQUARE CAPTAINS COMMITTEE

2.6.1 The Square Captain Committee shall be comprised of an appointed Captain from each residential Square to serve collectively as liaisons to the Board to assist with activities in pursuit of the League's mission such as aiding communication, preservation, and safety.

3.0 BY-LAW III: DUES

3.1 DUES

3.1.1 Membership dues are payable by the May meeting for the ensuing year. Payments may be collected electronically or in-person.

3.1.2 Annual Membership dues shall be \$10 per person. Annual "Friend of the League" Membership dues shall be \$5 per person.

3.1.3 Membership dues must be current in order for a Member to vote.

3.1.4 There are no family or group memberships.

4.0 BY-LAW IV: MISCELLANEOUS

4.1 PARLIAMENTARY PROCEDURE

4.1.1 Meetings shall be conducted in accordance with *Robert's Rules of Order Newly Revised*. A parliamentarian appointed by the president shall serve as advisor on rules and procedures at membership meetings.

4.1.2 These By-Laws may be amended by a three-fourths vote of the entire membership or at two consecutive regularly scheduled meetings by a majority of the members attending the meetings.

4.2 NOTICE

4.2.1 For purposes of these By-Laws, written notice shall be considered to have been made if notice is made by e-mail correspondence, social media, by flier, or the quarterly newsletter of the Olde Towne Portsmouth Civic League with a best faith effort to distribute said notice to the entire membership.

4.3 FISCAL YEAR

4.3.1 The fiscal year (FY) of this organization shall be the twelve-month period from July 1st to the following June 30th.

4.4 IMPLEMENTATION

4.4.1 During the first quarter of the new FY, the Executive Board shall present a schedule of proposed major activities for the following two years.

4.4.2 During the first quarter of the new FY, the budget, which has been prepared by the Executive Board and the immediate past Treasurer, shall be presented for the next year.

REVISION APPROVED: 19 August 2021