

Bylaws of the Glendora Community Coordinating Council

ARTICLE I – NAME

The name of this organization shall be the Glendora Community Coordinating Council, Inc.

ARTICLE II – PURPOSE

The purpose of this Council is:

Section 1. To provide a forum for the dissemination of information from clubs and organizations within the City of Glendora, to publish a calendar of events, and to provide a means whereby Glendora (the city) may inform its citizens through a State of the City Report.

Section 2. To continue to help feed Glendorans in need through the Holiday Basket Program.

Section 3. To honor citizens in the community who give of themselves, particularly those who would not otherwise be recognized, through the Humanitarian Service Award.

Section 4. To honor the youth of the community who demonstrate outstanding humanitarian efforts through the presentation of a Youth Recognition Award.

Section 5. To expand the membership so that ALL facets of the community are represented.

Section 6. To maintain an historical record of the efforts of this organization and its efforts on behalf of all citizens of Glendora.

Section 7. To provide a monthly program to inform members about Glendora.

Section 8. To continue to send children in need of Glendora to day-camp through the Camperships Program.

ARTICLE III – BASIC POLICIES

Section 1. The Council shall be non-commercial, non-sectarian, and non-political.

Section 2. The name of the Council or of any members of their official capacities shall not be used to promote a commercial concern or political interest.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The affairs of this corporation shall be administered by a Board of Directors consisting of not less than 10 and not more than 30 persons. The Board shall be composed of:

- A. Officers elected by the general membership including the President, 1st Vice President, 2nd Vice-President, 3rd Vice-President, Recording Secretary, Treasurer and Chairperson of the Nominating Committee.
- B. Five to nine Directors nominated by the Nominating Committee and elected by the membership. These may serve as chairperson of committees or as appointees.
- C. Chairpersons of Standing Committees such as Holiday Basket, Camperships, Humanitarian Service Award and Youth Recognition.
- D. Appointees of the President to carry out the work of the Coordinating Council such as Mailing Secretary, Historian, Parliamentarian, Master Calendar, Host/Hostess, Senior Liaison, Photographer, etc.
- E. Immediate Past President.

Section 2. Qualifications: All Directors must be representatives of member organizations or an individual member of the Glendora Community Coordinating Council.

Section 3. Term: All members of the Board of directors serve for a one-year term or until a letter of resignation is submitted. Newly elected officers (except the Treasurer and the Campership Chairperson) and Directors shall take office at the June installation meeting. The Treasurer starts July 1st at the beginning of the fiscal year, and the Camperships Chairperson starts October 1st.

Section 4. Vacancies: Any vacancy occurring on the Board of Directors shall be filled by appointment by the President and ratified by the Board of Directors.

Section 5. Duties and Powers: The Board of Directors shall have the management of the business of the corporation and make such regulations and policies thereto that are not inconsistent with the law, the Articles of Incorporation, or the bylaws. Any major action, change, or addition must be approved by the general membership.

Section 6. Meetings: The Board of Directors shall meet nine or more times during the year. Written or telephoned announcement of the meetings shall be given each board member prior to the meeting. Special meetings may be called by (1) the President, (2) two Vice-Presidents, or (3) the Secretary and two Directors.

Section 8. Compensation: Members of the Board shall not receive any salary for their services as Directors. Nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation, therefore.

ARTICLE V – NOMINATING COMMITTEE and ELECTIONS

Section 1. Nominating Committee

- A. The Nominating Committee shall consist of five members. The chairperson and two others who are not Board members shall be nominated by the Nominating Committee and elected with the other officers. Two members shall be appointed by the Board at the first General Meeting following the June General Meeting.
- B. Members of the Nominating Committee shall serve for a term of one year.

- C. No member of the Nominating Committee shall seek election to office except upon special circumstances and approval of the Board.

Section 2. Nominations and Elections

A. The Nominating Committee shall secure nominees for the offices of President, 1st Vice President, 2nd Vice-President, 3rd Vice-President, Recording Secretary and Treasurer. The Committee will also nominate five to nine Directors and the chairperson of the Nominating Committee and two Nominating Committee members. The Nominating Committee shall secure the consent of the nominees before presenting their names for election. The Officers, directors, and three members of the Nominating committee shall be elected by the general membership.

B. The Nominating Committee shall report at the March board meeting and at the April General Meeting.

C. Elections shall be held in May; installation of officers shall be held in June. Elected officers assume their duties on the day of installation.

D. All officers and directors are elected for a term of one year. No officer shall hold the same office for more than two consecutive years except that under special circumstances, the term may be extended on an annual basis by a two-thirds majority vote of the Board. An officer who has served for more than half a term in any office shall be considered to have served a term.

E. Vacancies shall be filled by appointment by the President with ratification by the Executive Committee.

ARTICLE VI – OFFICERS AND DUTIES

Section 1. The elected officers shall be President, 1st Vice-president, 2nd Vice-President, 3rd Vice-President, Secretary and Treasurer. These officers with the Immediate Past President shall comprise the Executive Committee.

Section 2. The **President** shall preside at all meetings. The President shall appoint committee chairpersons except the Nominating Committee and shall be an ex officio member of all committees except the Nominating Committee. He/she is authorized to sign checks.

Section 3. The **1st Vice-President** shall, in the absence of the President, perform the duties of the President. The 1st Vice-president shall be in charge of securing the program and introducing the speaker. He/she shall serve as Installation Committee chairperson. He/she is authorized to sign checks.

Section 4. The **2nd Vice-President** shall, in the absence of the President and 1st Vice-President, perform the duties of the President. The 2nd Vice-President shall be in charge of all publicity.

Section 5. The **3rd Vice-President** shall, in the absence of the President, 1st Vice-President, and 2nd Vice-President, perform the duties of the President. The 3rd Vice-President shall be in charge of membership, keep an updated list of paid memberships, and try to bring in new members. The 3rd Vice-President shall send organizations an invitation to membership.

Section 6. The **Secretary** shall maintain an accurate record of all Board and General Meetings. The Secretary shall get the minutes to the Mailing Secretary for mailing. The Secretary will see that notices of meetings are mailed and will take care of any correspondence requested by the

President. He/she shall keep on file a current copy of the bylaws and all official reports of the Council. Along with the President, 1st Vice-president and Treasurer, the Secretary is authorized to sign checks.

Section 7. The Treasurer shall be in charge of all funds and shall sign all checks with the President, 1st Vice-President or Secretary. The Treasurer shall report monthly on the status of the funds. The fiscal years are July 1 through June 30. Books shall be reviewed by a third party approved by the Board in July. The Treasurer shall keep all reports made to the state and federal governments as a non-profit organization.

Upon recommendation by the Treasurer, an Assistant Treasurer may be appointed by the President from among the Board membership and ratified by vote of the Board. The Assistant Treasurer may assume the non-signatory duties and responsibilities of the Treasurer in the event the Treasurer is unable to fulfill the duties due to illness or absence. Any other ongoing duties are assigned and overseen by the Treasurer.

ARTICLE VII – MEMBERSHIP

Membership in this Council is open to any individual, organization, or business, subject to payment of annual dues. Membership dues are payable at the first General Meeting in September. Members who pay dues after Dec. 31 will not be listed in the annual directory. Dues paid for membership at other times of the year will not be prorated, no matter when tendered.

ARTICLE VIII – VOTING BODY

Section 1. Only qualified members or representatives of the organization may vote. If an individual represents more than one paid organization, each said group is entitled to one vote.

Section 2. No one person may represent more than two qualified organizations.

ARTICLE IX – MEETINGS

Section 1. General membership meetings (General Meetings) shall be held the second Monday of each month. A quorum shall consist of 1/3 of paid membership as of each meeting date.

Section 2. Board meetings shall be held on the third Monday of each month. A Board Meeting quorum shall consist of a majority of the Board.

Section 3. If the General Meeting date is a legal holiday, the meeting shall be held the preceding Monday, and the Board meeting date shall be scheduled at the discretion of the Board.

Section 4. Both Board Meetings and General Meetings may be cancelled during the summer, with prior notice to the Board and General Membership.

Section 5. The Corporation Annual Meeting shall be held each September. It may precede or coincide with the scheduled General Meeting. The agenda shall include at least:

- A. Review of Council finances
- B. Review any unusual happenings
- C. Review any Corporate or Bylaw document changes
- D. Introduction new officers and directors
- E. Business from the floor

Amended November 2022

Section 6. All meetings shall be governed by Roberts Rules of Order (revised) when not provided for in the bylaws.

ARTICLE X – NOTICE

Section 1. Notice for meetings shall follow requirements set forth in the California Corporations Code.

ARTICLE X – STANDING COMMITTEES

Section 1. Executive Committee. This committee is composed of the President, 1st Vice-President, 2nd Vice-President, 3rd Vice-president, Secretary, Treasurer, and immediate Past President. The Executive Committee has the authority to conduct Coordinating Council business when an emergency arises between board meetings. The Executive Committee quorum shall be four. Any action taken will be announced at the next Board meeting.

Section 2. Holiday Basket Committee. This committee is responsible for the community program wherein commodities including food, gift cards, etc. are provided to families in need in the community. The Committee is composed of seven to twelve persons appointed by the Holiday Basket Chairperson.

Section 3. Campership Committee. This committee encourages and coordinates community efforts to send children in need to a summer day-camp of the Glendora Community Services Department. The Committee is composed of three to five persons appointed by the Campership committee chairperson.

Section 4. Humanitarian Service Awards Committee. This committee selects the person(s) or group(s) in the community to be recognized for their exceptional community service, whether done quietly or done prominently. The Committee consists of the Humanitarian Service chairperson and members of the Board.

Section 5. Youth Recognition Awards Committee. This committee selects the student(s) or group(s) in the community to be recognized for outstanding humanitarian efforts. The committee consists of the Youth Recognition chairperson and members of the Board.

ARTICLE XI – APPOINTED POSITIONS

Section 1. The President may appoint a Parliamentarian, Historian, Mailing Secretary, Host/hostess, Master Calendar Coordinator, Senior Liaison, and any other positions deemed necessary by the Board. The President shall appoint chairpersons of Holiday Basket, Campership, Humanitarian Service, and Youth Recognition Award.

Amended November 2022

Section 2. All appointees shall serve for a one-year term or until the installation of the next year's President. An appointee may not serve more than two consecutive years in the same position except that under special circumstances the term may be extended on an annual basis by a two-thirds majority vote of the Board.

ARTICLE XIII – AMENDMENTS

Section 1. The bylaws may be amended or changed at any general meeting by a majority vote provided the changes have been recommended by the Board of directors and provided that notification in writing has been given to the membership prior to the meeting at which they are to be presented for consideration.

Section 2. Standing rules may be adopted or changed at any Board meeting by a majority vote of those present.

REVISIONS:

Adopted August 1976

Amended:

April 9 and October 8, 1984
January 12, 1987
May 9 and June 13, 1988
December 9, 1991
June 14 and November 8, 1993
May 13, 1996
September 14, 1998
September 13, 1999
January 21, 2008
November 16, 2020 (sec 7 & 10)
November 14, 2022 (Article VII)