

**ARTICLE I – NAME AND PURPOSE**

A. The name of this organization shall be "The Concerned Citizens Of Roselle Park", herein referred to as such or as "Roselle Park Concerned Citizens" or "organization". It shall be a non-profit organization incorporated under the laws of the State of New Jersey.

B. The purpose of this organization shall be to promote the interests of "Roselle Park Concerned Citizens" at the borough level.

C. The "Roselle Park Concerned Citizens" will actively engage in the process of government and the implementation of ideals in order to promote issues that fulfill our Mission and are consistent with our principles. "Roselle Park Concerned Citizens" will contribute information, material, points of reference, resources, programs, as well as raise and spend monetary funds to promote participation among those interested in effecting change for a better Roselle Park.

**ARTICLE II – OFFICERS AND THEIR ELECTION**

A. The officers of this organization shall be as follows: Chair, Vice Chair, and Treasurer.

B. Each person who is elected as an officer shall serve for a period of two (2) years and will hold office until their death, resignation or removal, or until the respective successor is elected.

C. Vacancies shall be filled from the recommendations of the organization's membership.

E. The Executive Committee shall consist of no more than five (5) members, which are the Officers of the organization and the Chairperson of the Fund-Raising Committee, and the Chairperson of the Membership Committee.

**ARTICLE III – DUTIES OF OFFICERS**

A. The Chair shall preside at all Board meetings, ensure that all meetings are run in accordance with rules of decorum & protocol, appoint committee members, and perform other duties as associated with the office the Chair. He/she shall be a member ex-officio of all committees whether they are elective or appointive.

B. The Vice-Chair, in order or precedence, will perform all the powers and duties of the Chair in the absence of the Chair.

C. The Treasurer shall receive all dues and monies from all sources. It shall be the duty of the Treasurer to keep a current record and account of all dues and other monies received from the members or other sources. The Treasurer shall have custody of all funds of this organization and shall deposit such funds in the name of this organization at the bank designated as such depository. Bills in excess of \$50 shall be not paid unless the expenditure has been approved by and voted upon by a majority of the officers. Any bills \$50 or under can be paid at the Treasurer's discretion. The Treasurer shall keep a record of the organization's budget and prepare financial reports as needed.

The Treasurer shall also be responsible to carry on all official correspondences of the organization, keep suitable records of all official papers, maintain all approved minutes on file, and send out copies of minutes to all members.

D. All checks shall be signed by both the Treasurer and by the Chair or Vice-Chair. Two signatures are required. The Treasurer shall submit a monthly report of income and expenses that will be verified by the members of the board.

**ARTICLE IV – NOMINATION AND ELECTION OF OFFICERS**

A. The election of Chair, Vice-Chair, and Treasurer shall be held at the annual meeting in July of the second year following July 2009, and every two years thereafter, after the first election in July 2009.

*The Concerned Citizens Of Roselle Park*

B. At least three (3) weeks prior to the date fixed for the annual meeting, the Nomination Committee shall submit to the Executive Committee the names of persons to be voted upon for the offices of Chair, Vice-Chair, and Treasurer.

C. A Nominating Committee of three (3) members in good standing, none of whom shall be an officer of the organization, shall be elected from the floor at the May meeting prior to the July election. The Nominating Committee shall report the nominations at the regular meeting in June prior to the July election. The Nominating Committee will accept names from the general membership for consideration and present them also at the regular meeting in June prior to the July election.

D. The voting of officers exclusively shall be by secret ballot, unless two-thirds ( $\frac{2}{3}$ ) of the members present at such meeting vote to waive the secret ballot.

E. A member not in "good standing" (refer to Articles VI, VII & VIII) may not vote, make any motion, or propose any resolution.

F. Any member of the Executive Committee who shall be absent for three (3) consecutive meetings without notifying the organization as to the reason for such absence may be replaced if the Executive Committee members vote in favor of such replacement.

G. Officers of the organization shall nominate the Chairpersons of the Fundraising Committee and the Membership Committee. These two (2) shall be voted on and approved by the general membership at anytime during the first three months of the newly elected term.

H. Only the names of those persons specifically nominated as officers by the Nominating Committee may be voted on at the annual election and all votes for persons not so nominated shall be considered as no votes. Nominations will not be accepted the night of the election.

I. Any officer or Standing Committee chairperson so elected by either the membership or the Executive Committee to fulfill a vacancy shall hold office until the normal expiration of the term for which his predecessor had been elected or such successor's earlier death, resignation or removal.

**ARTICLE V – COMMITTEES**

A. The Standing Committees of this organization shall be the Fundraising Committee and the Membership Committee. Each Chairperson of the Standing Committees shall serve as a voting member of the Executive Committee. Standing Committee Chairpersons will appoint members of their own committees, subject to approval by the Executive Committee.

B. The Membership Committee shall consist of the Chairperson and no more than four (4) additional members. Their efforts shall be to obtain new members, review each application for membership, conduct such investigation as it deems necessary or desirable in connection therewith, including verification of the facts submitted on the application, and thereafter present recommendations to the Executive Committee for action with respect to approval or disapproval of any such applicant. This committee shall also be responsible for reviewing application procedures, the adequacy of membership and fees and for the proposal and submission to the Executive Committee of recommendations with respect to changes in such procedures or the amount of such fees and the proposal and submission of such Rules are approved.

C. The Fund Raising Committee shall consist of the Chairperson and no more than four (4) additional members. Their efforts shall be to plan and hold fund raising events. This committee shall be responsible for meeting the income of the club as designated in the annual budget.

**ARTICLE VI – MEMBERSHIP**

A. All persons who are current residents of the Borough of Roselle Park are eligible to apply for membership through the Membership Committee. All applications for membership shall be in such form as determined by the Executive Committee and shall be accompanied by the annual membership fee.

*The Concerned Citizens Of Roselle Park*

B. The amount required for annual dues shall be \$20 each year, \$30 per couple, and \$10 for those age 62 or older, unless changed by a majority vote of the board members at an annual meeting of the full membership. Continued membership is contingent upon being up-to-date on membership dues.

C. Each member shall be eligible to appoint one voting representative to cast the member's vote in board elections.

D. The application form shall provide, among other things, that the applicant, by the execution of the application, does thereby agree to accept, subscribe, and support the by-laws of the organization, and all rules and regulations promulgated by the Executive Committee under the authority of the by-laws. The applicant will agree through the application to adhere to and promote the goals of the organization as defined in the Mission Statement.

E. The application shall be filed with the Chairman of the Membership Committee, whose duty shall be to review the applicant as to his/her acceptability as a member and thereafter present the application with the recommendation of the Membership Committee to the Executive Committee for appropriate action as directed in these by-laws.

F. At the first regular meeting of the Executive Committee after filing an application, it shall be acted upon by the Committee. The Membership Committee shall make its recommendation concerning action to be taken on such application and should it recommend approval thereof, the application shall be voted upon by the Executive Committee. The application shall require unanimous approval of all the Executive Committee, both those present at such meeting and absent therefrom. Signed written consent will be required from absent Executive Committee members and applications will be acted upon within 60 days of submission.

G. The proceedings of the Membership Committee and of the Executive Committee in regard to the election or rejection of applicants for membership, shall be confidential. Subject to the right of appeal, the Executive Committee shall have the right to suspend, with a vote of simple majority, or expel a member and terminate his/her membership

*The Concerned Citizens Of Roselle Park*

or otherwise discipline a member for conduct which, in its judgement, is likely to endanger the welfare, interest, or character of the organization, and its mission and principles, or for any conduct in violation of the by-laws or rules and regulations of the organization.

H. At any time subsequent to the suspension of membership, a member who has been suspended may apply in writing to the Executive Committee for reinstatement. The Executive Committee may take whatever action it deems appropriate with respect to such application, including, should it decide to grant reinstatement, the imposition of whatever condition to continued membership in good standing is deemed suitable.

I. Any member may resign by filing a written resignation with the secretary. Resignation shall not relieve a member of unpaid dues, or other charges previously accrued. A member can have their membership terminated by a majority vote of the membership.

J. The board shall have the authority to establish and define non-voting categories of membership.

**ARTICLE VII – MEETINGS OF MEMBERS**

A. The annual meeting of the organization shall be held at the same time as the annual election of officers and Standing Committee Chairpersons during such election years and at the same time in off years as well. At the annual meeting, the results of the election of officers shall be announced (when appropriate), reports of the affairs of the organization shall be considered, reports shall be given by the Chair and Treasurer, an annual budget prepared by the Executive Committee, as well as appropriate committee chair members, and such other business shall be transacted as is in the power of the members as conferred by the laws of the State of New Jersey, the Articles and the by-laws.

B. Regular meetings shall be held monthly.

C. At regular meetings, two (2) of the three (3) Executive Committee members will be required to constitute a quorum.

*The Concerned Citizens Of Roselle Park*

D. At the Annual Meeting, a majority of the Executive Committee and 50% plus one of the general membership shall represent a quorum for the purposes of voting on and conducting official business. In the event a member cannot physically attend but has provided a proxy to appoint one voting representative to cast the member's vote in board elections, such action will constitute a member in attendance.

**ARTICLE VIII – DUES**

A. Annual dues for the organization will be set by the Executive Committee, based on recommendations received from the Membership Committee. All dues must be paid in full thirty (30) days from application for a member to be considered in good standing for business transacted in following year. The Secretary and the Treasurer shall separately maintain a record of membership. A member in good standing shall be a member who the records of the Secretary or Treasurer indicate that the dues are paid in full. All rights and privileges of membership shall be denied to a member who is not in good standing.

**ARTICLE IX – BY-LAWS**

A. The by-laws may be amended by submitting said amendment in writing at a Regular meeting and voted on at the next succeeding Annual meeting. A two-thirds ( $\frac{2}{3}$ ) vote of all members shall be required to adopt said amendment. Members in good standing may vote by proxy. The Executive Committee reserves the right to call a special meeting for the purpose of voting on a submitted amendment, should it deem such meeting necessary.