

**Community Service Club of New Fairfield**  
**By-Laws**  
Revised June 2017

**Article I. Name**

Section I. The name of the organization shall be “Community Service Club of New Fairfield.”

**Article II. Purpose**

Section I. To provide service and financial assistance through fundraising for the promotion of the common good and general welfare of the Town of New Fairfield. To that end, the Club shall focus its efforts on causes that benefit groups of people or the Town as a whole.

Section II. To conduct programs that will assist and benefit the members.

Section III. To be a nonprofit, nonsectarian and nonpartisan organization.

**Article III. Membership**

Section I. Any person over the age of eighteen, in accord with the purpose of this organization, may become a member.

Section II. Any person interested in joining may do so at any time during the year.

Section III. Members shall be expected to attend all meetings. If unable to attend a meeting, it shall be the member’s responsibility to find out what business was transacted at that meeting.

Section IV. All members are required to participate and donate their time to:

1. “Kids Dress for Success” Back to School Clothes for Kids Program. Signups are available at the beginning of the event. All members will be confidential ‘clothing shoppers’ for our student list. In the event there are more students than members, a member may be required to shop for more than one child. Money used for shopping will be reimbursed in its entirety based only on the shopping budget allowed.
2. In addition, all members are required to participate in any capacity needed for a **minimum of two events** (i.e., ‘Fall Apple Pie’, ‘Amber Alert.’). While two events are the minimum requirement, members are strongly encouraged to participate in more than the minimum.

Section V. Members are encouraged to bring ideas for projects and/or fundraisers to the attention of the Board.

Section VI. The annual membership dues are due by the second meeting.

Section VII. Contact information that members supply to the Club (i.e., addresses, phone numbers and e-mail addresses) will not be given to any outside organization. In addition, that information will not be used by the Club or any of its members for any purpose other than Club business.

#### **Article IV. Officers**

Section I. The elected officers shall consist of a President, Vice President, Secretary, Treasurer, and Public Relations Officer.

Section II. The Board shall consist of the immediate Past President, and the elected officers.

Section III. No one person shall hold any one office for more than two consecutive years with the exception of Treasurer. The member holding the Treasurer's position will have the option of extending the term annually up to a maximum of 5 years, although, they must run for the office and be elected each year.

Section IV. Functions of the Elected Officers:

- A. It shall be the duty of the President to preside at all meetings and perform all other duties pertinent to the office. This member's duties shall include, but are not limited to, arranging a secure meeting place for all general meetings and events, and assure that the insurance and other administrative items are up-to-date. This member shall create the President's message for the monthly newsletter, create the board and general meeting agendas, and proofread and approve board and general meeting minutes and the monthly newsletter before distribution. This member shall assist other board members with additional duties as requested and needed. This member shall oversee Chairperson(s) for club events and activities, i.e. deadlines, questions regarding protocol and possible event ideas and suggestions, and follow up with said Chairperson(s) as needed.
- B. The Vice President shall take over the duties of the President or any other officer in their absence. Additions to the above aforementioned duties include: reviewing completed event binders, ensuring that binders are completed and organized, and acting as the Membership Coordinator; collecting and tracking all dues, maintaining and distributing current membership lists, ordering and distributing Club nametags (at a member's request), welcoming guests and new members at meetings, and sending an electronic information packet to new members. This packet may contain: the current by-laws, Robert's Rules -Revised for parliamentary procedures, reimbursement request form, meeting dates and locations, Publicity Guidelines, and other pertinent CSC information.

- C. The Secretary shall create and distribute board and general meeting minutes; keeping all records of meetings, and perform all other duties pertaining to the office. This member shall be responsible for; the collection of relevant articles, and the creation and distribution of the Club's monthly newsletter, after it is approved by the President. This member shall visit the Club's post office box a minimum of once per week, read all correspondence and acknowledge on behalf of the Club all letters, illnesses, deaths, births and other life-changing events. This member shall send out important email blasts and reminders to members, and work with event Chairperson(s) to distribute event information internally to Club members. This member shall distribute Club monies received from the mailbox to the Treasurer, and KDFS monies to the KDFS Treasurer for deposit.
- D. The Treasurer shall maintain all financial records, present list of disbursements for membership vote (May), present the CSC budget for the next year for membership vote (June), present monthly financial reports, perform all other administrative duties pertaining to the office, and coordinate any KDFS funds with the KDFS Treasurer. This member shall coordinate any electronic funds (i.e., Paypal, Amazon Smile, etc.) into the Club's bank account.
- E. The Public Relations Officer shall act as Club Historian; collecting any photographs and articles from event chairpersons and Club members that publicize or chronicle Club events, maintaining an electronic news file, etc. This member shall maintain and update the website, and other social media outlets. This member shall be responsible for interacting with the Board to determine the layout and content of the website.
- F. The Past-President shall attend all Board and general Meetings to assist the new Board with any questions about guidelines and Club protocol to the best of this member's ability. The Past-President shall be responsible for the creation and coordination of the September Spread in the Town Tribune.
- G. All held offices may form a committee or task force to aid and assist in duties, as approved by the Board.
- H. An Officer of the Board shall assist in the transition of duties to the next years Officer to the best of this member's ability.
- I. Officers shall be responsible for additional duties pertinent to held office as outlined in the Officer Binder for that position.

Section VI. Elections:

A Nominating Committee consisting of the outgoing Board Members shall be appointed. The slate shall be presented at the April meeting and voted on in May. Write-in nominations will also be considered ten (10) days prior to the election, if signed and sent to the Nominating Committee. Each office is to be held for one term. A member may hold office for more than one term, but no more than two (2) consecutive terms in the same office with the exception of the Treasurer (see Article IV Section III above). If an office is resigned before the end of a term, a new Officer shall be appointed by the President. A slate shall consist of one or more nominees for each office. All Club members are eligible to be nominated for any office; however, in an effort to promote continuity on the Board, priority may be given to existing Board Members who wish to assume a higher level of leadership and responsibility.

Section VII. Function of the Board:

- A. The Board shall meet monthly for 10 months of the Club year at the convenience of the existing Board members.
- B. The Board shall establish a monthly agenda for the Club's general meetings.
- C. The Board shall generally make recommendations to the membership as to causes to fund or projects to undertake. The membership will in turn make the final decisions. The Board reserves the right to deem a request for funding or a suggested project to be inappropriate and not present it to the general membership.

**Article 5. Finances**

Section I. The Board will propose an annual budget to be voted on by the general membership. Additional expenditures must receive prior approval by the Board. The Board reserves the right to approve expenditures of \$200 or less without bringing them before the general membership.

Section II. The Board reserves the right to reject encumbered donations.

Section III. The Club shall not make financial contributions to individuals or to events which benefit individuals.

Section III. The funds raised for the "Kids Dress for Success" Program cannot be commingled with the Club's general fund, nor may they be used for any purpose other than those which are program-specific. The Club Treasurer will retain signing privileges on the "Kids Dress for Success" checking account, to ensure consistent management of the Club's funds and to facilitate preparation of any tax return.

### **Article 6. Meetings**

- Section I. The Club shall meet every month, except in July and August. Monthly meeting dates and times for the new CSC year are to be determined by the Board at the start of the new term.
- Section II. The Board reserves the right to change the meeting and/or cancel it in the event of an emergency or conflicting holiday.
- Section III. A quorum shall consist of the paid members present.

### **Article 7. Parliamentary Authority**

- Section I. The Club shall be guided by the authority of *Roberts Rules: Revised* for matters not covered in our own by-laws

### **Article 8. Amendments**

- Section I. The by-laws shall be amended by a two-thirds vote of those members, in good standing, present at a meeting. The proposed action must be presented at the previous meeting before a vote may be taken.

### **Article 9. Chairperson(s)**

- Section I. It is the responsibility of the event Chairperson to request any needed assistance from the Board and general membership for the hosted event, or the formation of a committee of co-chair(s) and helpers. The Chairperson shall: consult and review the Event Binder, if applicable, for guidelines for publicity and operating costs, coordinate with the Club President(s) to secure a venue, work with the Secretary and Public Relations Officer to coordinate internal CSC event coverage, and to adhere to a strict budget. The event Chairperson shall adhere to the Club's Publicity Policy and shall be responsible for any external low or no-cost advertising of an event (i.e., Town Tribune, Patch, etc.) and to relay any other publicity related information (photos, articles, proclamations) after the event to the Public relations Officer for CSC electronic archives. The Chairperson shall also be responsible for updating the Board and General membership leading up to the event and an event wrap up. The Chairperson shall be responsible for obtaining a cash box from the Treasurer, prior to the event, and returning that and all monies fundraised back to the Treasurer along with any receipts for reimbursement.