

# BYLAWS OF THE BURBANK COORDINATING COUNCIL, INC.

## ARTICLE I NAME

The name of this organization shall be the Burbank Coordinating Council, Inc.; hereafter known as BCC.

## ARTICLE II SPECIFIC AND GENERAL PURPOSE

Section 1: The specific purpose of the BCC in the community shall be to coordinate the activities of all groups to meet physical, recreational, educational, and social needs of youth and adults.

Section 2: The general purpose of the BCC shall work to secure effective democratic action in improving community conditions and in meeting community needs.

- a. BCC shall be educational, non-partisan and non-sectarian. No candidate for any public office shall be endorsed. No person or groups shall be permitted to exploit the BCC for personal gains, political or otherwise.
- b. BCC is a nonprofit and no part of the net earnings should benefit any member, organization, or private individual.

## ARTICLE III MEMBERSHIP

Section 1: The membership for the BCC shall be open to representatives of all:

- a. Agencies
- b. Organizations
- c. Groups
- d. Companies
- e. Citizens

Within the community who are interested in making the community a better place to live.

## **ARTICLE IV OFFICERS**

- Section 1: The officers of BCC are:
- a. President
  - b. Vice President
  - c. Corresponding Secretary
  - d. Recording Secretary
  - e. Treasurer
  - f. Historian
  - g. Auditor
  - h. Parliamentarian
  - i. Immediate Past President
- Section 2: All Officers, Chairs, and Committee members of BCC must be members in good standing with membership dues paid in full, either as an individual or an organization.
- Section 3: These officers shall be inducted and assume office June 1 for a one-year term. Officer positions are limited to two consecutive terms. At the end of the term, if eligible, the Officer can choose to remain in their position, with concurrence of the President, and therefore be included in the Nomination Committee's candidate list for re-election as an incumbent for one additional term.
- Section 4: No person shall be eligible for more than one appointment of office at the same time.

## **ARTICLE V DUTIES OF OFFICERS**

- Section 1: The President shall preside at all meetings, shall be an ex-officio member of all committees, except the nominating committee; and shall, with the endorsement of the Executive Board, appoint the chairs of all committees.
- Shall be included as a signatory on all bank accounts along with the Treasurer and Vice President.

Section 2: The Vice President, in the absence of the President, the Vice President shall assume the duties of the President. In the event the President is unable to continue their term of office, the Vice President shall serve as President for the remainder of the term. In the event the Vice President is not available, the Recording Secretary is next in line.

The Vice President shall also serve as Program Chair for BCC monthly association meetings by providing guest speakers that are relevant to the Burbank community.

Shall be included as a signatory on all bank accounts along with the President and Treasurer.

Section 3: The Recording Secretary shall keep an accurate record of all proceedings of all the member and board meetings, and be prepared to read, if called upon, the record of any former meetings. These records shall be kept in a digital and printed format.

Section 5: The Corresponding Secretary shall send out membership and meeting notices to the active and past members prior to the first Association Meeting each year via email, phone, or USPS, or on the website, and social media.

Conduct the general correspondence of the council; responding to any communications about membership, and respond to other organizations regarding announcements that would be appropriate for addition to our newsletter.

Shall promote membership and work with the Membership Chair.

Section 6: The Treasurer shall receive and collect all money due to BCC and keep an accurate record of the same. A monthly treasurer's report shall be presented at each association meeting.

Shall be included as a signatory on all bank accounts along with the President and Vice President.

Section 7: The Parliamentarian ensures meetings are conducted in accordance with the Bylaws.

Assists the President by ensuring the meeting proceeds in an orderly fashion and advises the Board on parliamentary procedure as needed.

Chair of the Bylaws committee to review the bylaws every year, and to revise as needed.

Section 8: The Historian shall keep the current records of all officers appointed/elected dates.

Keep records of all events and projects executed by BCC; to include photos and memorabilia from these events.

Section 9: The Auditor must review the books and accounting for BCC on a yearly basis, following the closing of the fiscal year. The Auditor must present a report at the October Association Meeting of the previous fiscal year's findings.

Section 10: The Immediate Past President role is to ensure continuity during governance transitions and organizational change, to help ensure the appropriate succession of Officers to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues and assisting with committees and their programs if needed.

Section 11: It is the duty of all officers to attend the Executive Board meetings.

Section 12: When any officer fails to attend three consecutive meetings without a reasonable excuse, the executive board shall have the power to declare such office or position vacant.

## **ARTICLE VI COMMITTEES**

Section 1: There shall be the following committee chairs and Liaisons:

Committee Chairs: Program, Public Relations, Campership, Holiday Basket, Fundraising, Social Media, Website, Membership, Events,

Liaisons: Burbank Unified School District and Burbank City Council, Burbank Chamber of Commerce, and Nonprofit Organization Coordinator.

and such other as shall be necessary to carry on the work of the BCC.

- Section 2: All committee chairs shall be appointed by the president and approved by the elected officers. Each chair shall serve a one-year term from June 1 – May 31 unless otherwise determined by the Executive Board. Each chair shall submit a yearly report of activities of their committee to the Board for recordation by the Historian.
- Section 3: Committee Chairs and members shall be active members.
- Section 4: Any chair who receives monetary donations for BCC or a BCC project shall remit the same to the Treasurer.
- Section 5: The Historian shall keep a current history of BCCs activities and prepare a report to be presented to the membership at the end of each year.
- Section 6: The Holiday Basket Chair shall arrange for publicity, processing names of and obtaining permission from recipient families, be responsible for a cross check of families, supervise delivery of baskets, and keep records.
- Section 7: The Campership Chair shall be responsible for implementing the Campership Program, in regard to the collection and disbursement of all funds for the committee, and placement of applicants.
- Section 8: The Membership Chair shall send renewal notices to past members and organizations by September 1 of each year. Continue membership outreach throughout the community.
- Section 9: Program Chair (held by Vice President) oversees the special programs. In addition, responsible for arranging guest speakers and food service for monthly association meetings.
- Section 10: Fundraising Chair is responsible for the creation, proposal and execution of a plan for annual fundraising to benefit not only the Holiday Basket and Campership Programs, but any others designated by the Executive Board. All proposals will be made to the Board prior to the event. Any costs required must be approved by the Board before money is spent with receipts being turned in to the Treasurer within 60 days of expenditure.

Section 11: Public Relations Chair will be given the responsibility of contacting any and all local media outlets., Prepare materials for distribution throughout the city for the purpose of recognizing the ongoing events/activities of the BCC to encourage funds and widespread knowledge of the organization and its work in the community. An annual budget for the upcoming year must be presented to the board for approval and inclusion in BCCs annual budget.

### **ARTICLE VII EXECUTIVE BOARD**

- Section 1: The government and management of BCC shall be vested in the executive board consisting of the officers.
- Section 2: The executive board shall have the power to transact all routine business of BCC and authorize the payment of all bills.
- Section 3: The Executive Board shall meet once each month at such time and place as shall be designated by the Board.
- Section 4: At the Board meeting in June, the president shall announce the appointments of the Committee Chairs for ratification.
- Section 5: In the event of death, resignation, or failure to perform duties on the part of any elected officer or chair of BCC, the office shall be declared vacant by a two-thirds vote of the executive board. The president, with the concurrence of the executive board, appoint a person to fill the office.
- Section 6: An annual audit report of the treasurer's books shall be presented, at the October Association Meeting. In case the Treasurer has to be replaced before the end of the term, a special audit shall be ordered before the new treasurer takes office.

### **ARTICLE VIII MEETINGS**

- Section 1: The regular meetings of BCC shall be on the first Monday of the month – October through May – inclusive, time and place to be determined by the Executive Board, unless otherwise ordered by the Board.

Section 2: Special meetings of the council or the Executive Board may be called by the President, or upon written request of a quorum of the Executive Board.

### **ARTICLE IX QUORUM**

Twelve members shall constitute a quorum of the Association Meetings and five members shall constitute a quorum of the Executive Board.

### **ARTICLE X NOMINATIONS**

Section 1: There shall be a Nominating Committee of three Association Members and two alternate Associate Members elected at the general membership meeting in February.

Section 2: The Chair of this committee shall be chosen by the elected committee members and shall report candidates for the Executive Board to the membership in March.

Section 3: Nominations from the floor may be made at the time of the election.

### **ARTICLE XI ELECTIONS**

Section 1: The election shall be held in April.

Section 2: A plurality vote shall elect to any office, via voice.

Section 3: Installation of the new officers shall be held in May.

### **ARTICLE XII DUES**

Any individual members and member organizations shall forward to the Treasurer dues for membership and a letter including the name and address of their authorized representative. Dues shall be paid by the October meeting or at time of membership.

### **ARTICLE XIII AMENDMENTS**

These Bylaws may be amended at any meeting of BCC by a two-thirds vote of the members present, provided notice was given at a previous meeting.

### **ARTICLE XIV AUTHORITY**

The rules of parliamentary procedure contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern BCC in all cases in which they are applicable, and they are not inconsistent with these bylaws and any special rules of order BCC may adopt.

### **ARTICLE XV LIABILITY**

No member, officer, or Chair of BCC shall be personally liable for the debts or obligations of BCC to the fullest extent permitted under the law, or shall any of the property of the members, officers, or Chairs be subject to the payment of the debts or obligations of BCC.

### **ARTICLE XVI DISSOLUTION**

In the event of dissolution, the assets shall be distributed to funds, foundations, or corporations organized and operated exclusively for charitable or educational purposes. The council president shall appoint a special committee to consider recipients. The committee will report its recommendations to the executive board who will determine the disbursement of BCC assets. After payment of all cost and expenses, all remaining assets shall be disbursed. None of the assets shall be distributed to any member, officer, or Chair of this organization.

Submitted: September 8, 2021

Approved: [Date]

By-Laws Committee: Mary Anne Been, Geraldine Walters, Sandra Thompson, and Janet Diel