

SIMI VALLEY COMMUNITY COUNCIL (SVCC)

BYLAWS

ARTICLE I - NAME

The name of this organization is Simi Valley Community Council, located in Simi Valley, California, hereafter referred to as SVCC. SVCC is non-partisan, non-sectarian in nature, and non-political in intent and activity.

ARTICLE II - OBJECTIVES

Section 1 - The general objectives of SVCC are to:

- a. Promote the work of its member organizations, agencies, service clubs, and individuals in activities of the community.
- b. Encourage the collaboration of its members in providing programs of common interest.

Section 2 - The specific objectives of SVCC are to:

- a. Develop community responsibility for meeting the needs of children, youth, families, and senior citizens.
- b. Promote and encourage community interest in member organizations.
- c. Improve family life and promote good citizenship.
- d. Encourage the voluntary cooperation of organizations, agencies, service clubs, and individuals interested in making the community a better place to live.
- e. Provide a meeting or forum where community leaders, organizational representatives, and interested individuals may share experiences, discuss community needs, and problems. The purpose of such meetings is to promote interest in new programs, services and activities to strengthen and improve existing conditions.
- f. Promote volunteer service on an ongoing basis and recognize outstanding volunteers at the President's Breakfast.

ARTICLE III - MEMBERSHIP

Section 1 - Membership in the SVCC is open to those who pay SVCC dues and represent:

Tax supported and voluntary agencies; civic and professional organizations; service clubs; and interested individuals.

Section 2 - Boundaries

The sphere of interest of SVCC is the programs, activities and services of its members.

Section 3 - Dues

- a. Annual dues are set by the Executive Board with approval of the General Membership, and are valid for each fiscal year.
- b. Membership dues are payable by each participating agency, organization, service club, or individual.

Section 4 - Voting

- a. Members who have paid current dues are entitled to one vote at the General Membership meetings of SVCC.
- b. Only those members who have paid dues are eligible to vote in the May elections.

Article IV - Meetings

Section 1 - General Membership Meetings

- a. General Membership meetings are held on the second Thursday of each month with the President's Breakfast being held on the 2nd Saturday of June, unless ordered otherwise. The December meeting shall dispense with business and shall be a holiday party.
- b. All General Membership meetings of the SVCC are open to the public.

Section 2 - Quorum

A simple majority of the paid members (in attendance) shall constitute a quorum for transactions at General Membership meetings.

Section 3 - Special Meetings:

Special meetings may be called by three (3) members of the Executive Board, or by five (5) members of the General Membership. All members are to be notified at least three (3) days prior to the meeting time, stating the place and date with the reason for the special meeting. Only business stated in the special meeting notice (call) is transacted.

ARTICLE V - OFFICERS

Section 1 - Officers

The officers are elected in May and installed at the President's Breakfast. The officers of the Community Council include: President, First Vice-President (Membership), Second Vice-President (Programs), Secretary, Treasurer, Auditor, Parliamentarian, and Immediate Past President. These officers compose the Executive Board. To be eligible to sit as a Board Member, an individual member must have been active for no less than six months, or the active representative of an organization for no less than six months, of an organization that has been active for no less than 12 months before they are elected.

Section 2 – Duties (See Operations Manual for more details)

a. The duties of the President are to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. Plan and review the annual agenda to anticipate and be prepared for what is coming up in the months ahead, such as the appointment of a Nominating Committee, deadline for Nominations for Community Service Awards, review of By-Laws, and any other business deemed necessary.
3. Serve as an ex-officio of all committees, except the Nominating Committee.
4. Notify board and general membership of the next meeting, it's location, the guest speaker and topic, and anything of significance that will be addressed.
5. Prepare the agenda for each board and general meeting and print enough copies for all members and guests.
6. Start and end meetings at the scheduled time and introduce and welcome all newcomers. Keep business portion of the meeting as brief as possible, allowing more time for the speaker and Q&A, and members' commercials.
7. When a motion is made and seconded, invite discussion on the issue, then ask the secretary to read the motion again to be sure that the motion is clear and correctly entered in the minutes.
8. Ensure each officer is upholding the duties of their respective office.
9. Identify problems to be addressed and take appropriate action.
10. Oversee the planning of the President's Breakfast and delegate assignments to ensure its success.

b. The duties of the First Vice-President (Membership) are to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. When asked, assume the duties of the President in the absence of the President.
3. Serve as membership chair: securing new and returning members by contacting organizations, agencies and interested individuals.
4. Prepare, maintain and distribute to board members a roster of current members that includes the organization/agency/service club they represent, their address, phone number, email address and enrollment date. Keep website updated with current roster.
5. Greet members and guests to the monthly no-host luncheons. Check in each one, re their name, organization. Be prepared with membership forms and encourage those who are not members to become one. Pass along membership fees to the Treasurer.
6. Present the membership report of the number of current paid members during the General Membership meeting when called upon.
7. Assist with the President's Breakfast.
8. Perform other duties as assigned.

c. The duties of the Second Vice-President (Programs) are to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. Recruit speakers for the entire program year plus entertainment for the December gathering. Make sure to have a variety of speakers or entertainment who are different from what SVCC has had in the recent past. All should be of interest or benefit the Simi Valley community.
3. In advance of the speaker appearing, reconfirm their commitment to speak.
4. Send out a press release to local newspapers.
5. Assist with preparations for the President's Breakfast.
6. Be responsible for the purchase of an engraved memento for the outgoing president to be presented at the President's Breakfast by the Immediate Past President. Submit the receipt to the treasurer for reimbursement.

7. Following the President's Breakfast, prepare and send out a press release that names the volunteers honored at that event, as well as announcing the incoming officers, location of General Meetings, and date of the next meeting.
8. Perform other duties as assigned.

d. The duties of the Secretary are to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. Take roll call including titles at each board meeting.
3. Take minutes at Board meetings and email to Board Members. Revise minutes with any corrections when they are read for approval.
4. Take minutes at General Membership meetings and email to General Membership. Revise them with any corrections when the minutes are read for approval.
5. Bring copies of minutes from the previous and current year to each meeting in case any questions come up at either the Board or the General membership meetings.
6. Serve as custodian for all minutes, By-Laws, Standing Rules, and any other documents of significance to the SVCC in perpetuity. Pass all records to successor.
7. Assist with the monthly General membership meetings and the President's Breakfast.
8. Prepare and distribute any correspondence as directed.
9. Perform other duties assigned.

e. The duties of the Treasurer are to handle all finances and to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. Keep an accurate and permanent record of receipts and disbursements in a ledger.
3. Secure two signatures on all checks. The Treasurer, President, and Secretary (any two of three) are authorized to sign checks so long as their signatures are on file with the bank.
4. Present a written statement of accounts at every SVCC Executive Board meeting, a verbal report to the General Membership at the monthly meetings, and at other times when requested.
5. Receive, hold, and disperse all SVCC funds at the direction of the Executive Board.
6. Prepare an annual financial report, including all receipts and disbursements for the fiscal year as soon as possible following the President's Breakfast and before June 30 for audit; isolating the income and expenses of the President's Breakfast within that report.
7. After the election, establish new signature cards (if needed) along with a copy of the May minutes and a cover letter indicating the new officers whose signatures are valid for signing checks.
8. Maintain the Post Office Box 146, at the Neil Havens Post Office on Galena. Check it regularly and process incoming mail appropriately.
9. Greet members and guests to the monthly General Membership meetings, collect any lunch fees and direct members/guests to their name placard and name labels. Have a supply of receipts on hand if one is requested. Having small bills to make change is advisable.

10. Following the General meetings, record the source of income (lunch fee, membership fee, donation, etc.) on the ledger, prepare the bank deposit, and bank those funds in a timely fashion.
11. Balance the checkbook with the bank statement each month and retain for the audit.
12. File required tax forms as they become due, including Form 990-N – E-Postcard; 199N e-Postcard – Franchise Tax Board; and Statement of Information – Form SI-100.
13. Assist with the President’s Breakfast and perform other duties as assigned.

f. The duties of the Auditor are to:

1. Be familiar with the SVCC By-Laws and Standing Rules.
2. Review and audit the books and the financial records of the Treasurer at any time deemed necessary by the Executive Board, but at least once each year following the President’s Breakfast and by September 1.
3. Present a written report to the Executive Board and to the General Membership following that audit at the September meeting.
4. Perform other duties as assigned.

g. The duties of the Parliamentarian are to:

1. Understand Roberts Rules of Order.
2. Be familiar with the SVCC By-Laws and Standing Rules.
3. Give parliamentary advice on procedure and interpretation of the By-Laws, Standing Rules, and Robert’s Rules of Order whenever necessary.
4. Serve as advisor for the Nominating Committee to ensure candidates to be presented on the slate are qualified and understand the duties of that office for which they are being nominated.
5. Chair the By-Laws Review Committee, along with two other members appointed by the President, every two years or whenever called upon. Present proposed changes to the By-Laws in writing to the General Membership, explaining the rationale for those changes at one meeting and calling for a vote on those changes the following month.
6. Review the Standing Rules and propose revisions to the General Membership in writing. Explain the rationale for those changes and call for a vote at the same meeting.
7. Perform other duties as assigned.

h. The duties of the Immediate Past President are to:

1. Be familiar with the By-Laws and Standing Rules.
2. Serve as mentor/advisor to the President.
3. Act as chair of media publicity updating the SVCC website, Facebook and any other media websites SVCC is associate with.
4. Assist whenever possible to ensure the integrity, continuity and stability of the organization.
5. Support the current set of officers by active participation in Board and General meetings.

6. Perform other duties as assigned.

Section 3 – Term

Officers serve a term of one year from July 1 – June 30. Officers must have the records of their respective predecessors as of July 1. No officer may hold more than one office at a time.

Section 4 - Vacancies

A vacancy occurring in any office is filled for the remainder of the term by a person elected by the Executive Board. Election to fill a vacancy requires a majority vote of the Executive Board.

Section 5 - Nominations

a. At the March General Membership meeting, the president will appoint a nominating committee comprised of a chair and two (2) members. This committee is charged with preparing a slate of eligible and consenting nominees to be presented at the April General Membership meeting. The chair shall give a copy of the By-Laws and Standing Rules to each prospective board nominee to ensure that candidate is capable and willing to perform the duties of that office. At the April meeting, additional nominations from the floor will be accepted and recorded by the nominating committee chair, and if all positions are filled, the slate will be closed.

The election of SVCC Officers, will be held at the May General Membership meeting. In the event there is more than one nominee for an office, a written ballot will be utilized. If only one person is running for each office, a voice vote of approval of the slate as presented will be taken. The newly elected officers will be installed at the President's Breakfast in June.

b. No individual shall serve as a member of the Executive Board, which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority.

Section 6 - Removal from Office

When an officer fails to fulfill the responsibilities of the office as prescribed in these By-Laws or Standing Rules, the remaining members of the Executive Board may vote to remove this person from office.

ARTICLE VI - EXECUTIVE BOARD

Section 1 - The Executive Board of SVCC is composed of:

Elected officers: President, First and Second Vice-Presidents, Secretary, Treasurer, Auditor, Parliamentarian, and Immediate Past President.

Section 2 - The duties of the Executive Board are to:

- a. Conduct business for recommendation to the General Membership. The Executive Board is empowered, when necessary, to make decisions and act on behalf of the General Membership.
- b. Meet prior to each General Membership meeting, or as deemed necessary.
- c. Assist with planning the President’s Breakfast.

Section 3 - Quorum

Five (5) members constitute a quorum for the transacting business of an Executive Board meeting.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The procedures of SVCC are governed by the current edition of Roberts Rules of Order Newly Revised.

ARTICLES VIII - AMENDMENTS

These By-Laws may be amended by simple majority of the General Members present at the next General Membership meeting of SVCC provided that a copy of the proposed change(s) are made available to each voting member at least one month prior to voting. Proposed amendments are presented by the parliamentarian who serves as chair of the By-Laws Revision Committee.

ARTICLE IX - DISSOLUTION

In the event of dissolution, liquidation, or abandonment of SVCC, all assets shall not benefit any member or individual. The Executive Board shall approve and distribute assets to one or more regularly organized charitable, educational, scientific, or philanthropic organizations.

SVCC President _____

Midge Seeley

SVCC Secretary _____

Allyson Williams

Presented to General Membership for Adoption on September 7, 2023

Adopted by General Membership on September 14, 2023

