

Waterford Township Civic & Events Association, Inc.

TITLE: *Waterford Township Civic & Events Association, Inc. By-Laws*

REVISION: 01

SUPERSEDES: 00

SUPERSEDED DATE 03/30/08

ISSUE DATE: 04/30/08

EFFECTIVE DATE: 6-22-08

Article – 1 NAME

Section (1) The name of this Association will be known as the Waterford Township Civic and Events
(Revised) Association, Inc. (WTCEA).

Article – 2 PURPOSE

Section (1) The purpose of this association is to promote community pride and unity by actively
conducting community events that encourage town-wide involvement and to promote better
relationships and communication between the participating community groups for the
betterment of Waterford Township. The WTCEA is not a political organization nor does it
support political activities.

Article – 3 MEMBERSHIP

Section (1) The WTCEA is a non-profit association made up of representatives of non-profit community
service clubs, churches, boards, committees, and residents of Waterford Township.

Section (2) To become a member; the proposed member must be present at three consecutive
(Revised) regular scheduled meetings and voted in by the majority of the membership.

Section (3) No person can become a member or participant if they have been sanctioned with any actions
(Added) that bring discredit to the Association.

Section (4) To become eligible to vote on any motion or for any election of officers, members
(Revised) must attend at least six (6) of eleven (11) regular meetings.

Section (5) A member who wishes to resign, must send a letter of resignation to the Association
(Revised) Recording Secretary.

Section (6) A member who is hospitalized or convalescing from a serious illness, is working
(Revised) during an Association meeting, or serving on active military duty, will be credited with
attendance of that meeting.

Section (7) Any member may be removed by a two-thirds vote whenever in its best judgment the
(Revised) Association will be served thereby.

Article – 4 MEETINGS

Section (1) Regular meetings of the Association will be held on a monthly basis, with the exception
(Revised) of December.

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- Section (2) The meetings will start promptly at the selected meeting time.
- Section (3) A majority of the members eligible to vote will be necessary to constitute a quorum for the transaction of the business meeting.
- Section (4) Special meetings of general membership may be called by the President or at the request of three (3) or more voting members.
- Section (5) The president will preside at all regular meetings (in the absence of the President, the Vice-President will preside).
- Section (6) Officers will be elected at the January meeting each year.
- Section (7) The attendance will be taken by the Secretary of all officers/members and guests at all meetings. This record will be kept by the Secretary and included in the next months minutes.
- Section (8) The order of business at regular meetings will be as follows:
(Revised)
- a. Call the meeting to order.
 - b. Introduction of guest(s).
 - c. Reading of minutes of the last meeting.
 - d. Motion to accept the Secretary's minutes.
 - e. Treasures report.
 - f. Motion to accept the Treasures report.
 - g. Correspondence and Bills.
 - h. Committee Reports.
 - i. Old Business.
 - j. New Business.
 - k. Meeting open to the members and for the Good of the Association
 - l. Motion to adjourn the meeting.

Article – 5 OFFICERS

- Section (1) The officers will consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
(Revised)
- Section (2) To be an officer, you must have been a member of the Association for at least one year and have attended eighty (80%) of all meetings.
- Section (3) The term of the officers will run for one year, from January 1st to December 31st.

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Section (4) An officer may resign at any given time by giving written notice to the Recording Secretary.
(Revised)

Section (5) Any officer may be removed from the office for the following reasons:

- 1) Neglect of duty.
- 2) Attendance less than eighty (80%) of all meetings without just cause.
- 3) Any actions that bring discredit to the Association.

Section (6) If for any reason the President is unable to perform his/her duties; the Vice-President
(Revised) will occupy that position, followed by the Recording Secretary and then the Treasurer.

Section (7) A vacancy of an officer of the Association, other than the President, will be filled by a special
election held at the next regular meeting.

Article – 6 DUTIES of OFFICERS

Section (1) President:

- 1) Will preside at all general and special meetings of the WTCEA.
- 2) Will appoint the Chairperson of all committees.
- 3) Will serve as ex-officio member of all committees.
- 4) Will conduct themselves in a manner that consistently reflects positively upon the Association.

Section (2) Vice President:

- 1) Will preside at all general and special meetings of the WTCEA in the absence of the President.
- 2) Will assist where needed and requested by the President.
- 3) Will conduct themselves in a manner that consistently reflects positively upon the Association.

Section (3) Recording Secretary:
(Revised)

- 1) Will preside in the absence of the President and Vice President.
- 2) Will record the minutes of all regular and special meetings with one copy to be given to each member.
- 3) Will be responsible for updating the By-Laws of the WTCEA.
- 4) Will prepare and/or update the membership list of names, addresses, telephone numbers, e-mails, and distribute to each member.

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- 5) Will conduct themselves in a manner that consistently reflects positively upon the Association.

Section (4) Corresponding Secretary
(Added)

- 1) Will be responsible for all correspondence and other related duties.
- 2) Will conduct themselves in a manner that consistently reflects positively upon the Association.

Section (4) Treasurer:
(Revised)

- 1) Will be responsible for all financial duties for the WTCEA.
- 2) Will receive all WTCEA monies (i.e. donations, fundraisers, etc.) and deposit same to the credit of the Association. Deposit of monies will be made within one week of a written receipt of each transaction.
- 3) Will be responsible for reading the financial report at all regular meetings.
- 4) Will pay all outstanding bills of the WTCEA from WTCEA funds.
- 5) Will maintain bank statements and ledger of all WTCEA transactions.
- 6) Will be responsible to complete any State and Federal papers to maintain our status.
- 7) The Treasurer along with the President (in absence of the President, the Vice President) will sign all checks. Signature cards on file with the bank will reflect the individual's Association title.

Article – 7 COMMITTEES

Section (1) Entertainment

- 1) Will develop entertainment ideas for Association events.
- 2) Will handle all communications between the entertainment and the WTCEA.
- 3) Will give a monthly status report at the WTCEA monthly meeting.
- 4) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (2) AD Book

- 1) Will develop AD Book ideas for WTCEA fundraising.
- 2) Will handle all AD Book communications for the WTCEA.
- 3) Will give a monthly status report at the WTCEA monthly meeting.
- 4) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (3) Corporate Sponsor

- 1) Will develop Corporate Sponsor contacts and ideas for sponsorships.

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- 2) Will handle all Corporate Sponsor communications for the WTCEA.
- 3) Will give a monthly status report at the WTCEA monthly meeting.
- 4) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (4) Public Relations

- 1) Will develop Public Relations contacts and ideas to improve media relations with the WTCEA.
- 2) Will be the sole contact for press releases involving WTCEA events.
- 3) Will handle flyer design and distribution to the schools.
- 4) Will handle event signage.
- 5) Will give a monthly status report at the WTCEA monthly meeting.
- 6) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (5) Food Vendor

- 1) Will handle food vender issues for any WTCEA event and explore ways to improve.
- 2) Will handle all food vendor communications for WTCEA events.
- 3) Will give a monthly status report at the WTCEA monthly meeting.
- 4) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (6) Crafter

- 1) Will handle crafter issues for any WTCEA event and explore ways to improve.
- 2) Will handle all crafter issues for any WTCEA event.
- 3) Will give a monthly status report at the WTCEA monthly meeting.
- 4) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (7) Logistics

- 1) Will handle and explore ways to improve logistics at WTCEA events.
- 2) Will give a monthly status report at the WTCEA monthly meeting.
- 3) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (8) Little Miss & Mister Pageant

- 1) Will handle and explore ways to improve the pageant.
- 2) Will give a monthly status report at the WTCEA monthly meeting.
- 3) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (9) Miss Teen Pageant

- 1) Will handle and explore ways to improve the pageant.

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- 2) Will give a monthly status report at the WTCEA monthly meeting.
- 3) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (10) Parade

- 1) Will handle and explore ways to improve the parade at WTCEA events.
- 2) Will give a monthly status report at the WTCEA monthly meeting.
- 3) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (11) Gaming & Raffle

- 1) Will handle and explore ways to improve gaming activities at WTCEA events.
- 2) Will file the necessary paperwork needed to maintain a gaming license.
- 3) Will make sure that gaming activities at the WTCEA events are conducted as per the regulations.
- 4) Will give a monthly status report at the WTCEA monthly meeting.
- 5) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (12) Parking & Traffic Control

- 1) Will handle and explore ways to improve traffic issues at WTCEA events.
- 2) Will give a monthly status report at the WTCEA monthly meeting.
- 3) Will provide accurate and detailed receipts to the Treasurer for all expenditures.

Section (13) By-Laws

- 1) Will review the WTCEA By-Laws annually and make suggestions for improvements.
- 2) Will add any amendments or corrections after approval has been given.
- 3) Will supply a current updated copy of the By-Laws at the January WTCEA meeting.
- 4) Will supply a current updated copy of the By-Laws to new members.
- 5) Will supply any amended or changes of the By-Laws to the Federal and State agencies.
- 6) Will report any recommendations to amend the By-Laws at the WTCEA monthly meeting.

Article – 8 EXECUTIVE BOARD

Section (1) The purpose of the Executive Board is to assist the President in providing the Association with leadership, guidance, and direction

Section (2) The Executive Board will consist of the Vice President, Secretary, Treasurer, and the President who will serve as the Chairperson.

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Section (3) The Executive Board will approve, by majority vote, all committee appointments.

Section (4) The Executive Board will demand and receive, from every officer and committee head upon retiring or resigning from said post, all records and books pertaining to such post.

Article – 9 ELECTIONS

Section (1) (Revised) During the November WTCEA meeting, members of the Association may nominate names for new officers for the next year. At the January meeting, nominations will again be opened before a vote is taken.

Section (2) Officers will be elected by a majority of members qualified to vote and will hold office for a period of one year.

Section (3) The election of officers will be by secret ballot.

Section (4) All officers will be elected annually and will take office upon adjournment of the January WTCEA meeting and will hold office until adjournment of the next January WTCEA meeting.

Article – 10 AMENDMENTS to the BY-LAWS

Section (1) Suggested changes to the By-Laws require a written submission to the By-Laws committee and review by the Executive Board.

Section (2) Upon notification from the Executive Board to the WTCEA members of a proposed change, it is presented for reading at a regular scheduled meeting.. It will then be presented for a second reading at the next regular scheduled meeting. An approval of two-thirds of eligible voting members will carry the proposed change.

Section (3) All changes in the By-Laws are to be duly recorded and annexed to the By-Laws by showing revised or added by section. They then will be recorded in the next revision of the By-Laws. By-Laws will be reviewed annually.

Article – 11 DISSOLUTION of the ASSOCIATION

Section (1) Upon dissolution of the Association, assets shall be distributed to one or more 501 ©(3) non-profit member organizations.

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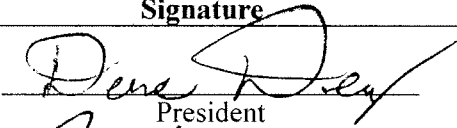
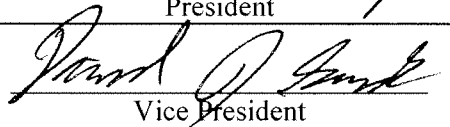
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Approval Signatures		
Printed Name	Signature	Date
Dave Demsey President	 President	6-22-08
David Sands Vice President	 Vice President	6-22-08