

# BYLAWS

## ARTICLE I Membership

**Section 1.** The Association shall consist of five (5) classes of members:

- a. Individual member
- b. Family member
- c. Sustaining member
- d. Commercial member
- e. Industrial member

Each member is entitled to (1) vote at any meeting of the Association.

**Section 2.** Any resident of Moorestown Township, or any current or former Board of Trustee member, or any executive of business or industry working in the Township, paying annual dues as hereinafter provided, shall be considered a member of this Association.

## ARTICLE II Board of Trustees and Officers

**Section 1.** From the voting members of this Association there shall annually be elected, at a meeting called for that purpose, six members of an eighteen-member **Board** of Trustees, from whose membership the Trustees shall elect a President, a Vice-president, a Secretary, a Treasurer, and optionally, a Second Vice-president and a Corresponding Secretary, to serve for one year or until their successors have been duly elected.

**Section 2.** The term of office of all members of the **Board** of Trustees shall be three years, or until their successors have been elected. In order to establish rotation in office, the initial election shall be as follows: Six Trustees for three-year terms; six for two-year terms; six for a one-year term. Subsequent elections shall be for three-year terms.

## ARTICLE III Nomination of Officers and Board of Trustees

**Section 1.** Nomination for the **Board** of Trustees shall be made at the Annual Meeting of the Association by a committee previously appointed by the President, or from the floor.

**Section 2.** Nominations for Officers shall be made by a committee previously appointed from the Trustees by the previous year's president. Nominations shall be presented to the **Board** of Trustees at the **Board** meeting called for the election of Officers. Nominations may also be made from the floor at this meeting.

***Section 3. Board Member Emeritus is a membership status which is bestowed at the Board's direction to a current or past Board member who has earned the position through long standing service of 15 years or more and whose service has resulted in significant contributions to the goals of the organization. This service could include holding one or more offices on the Board, committee chairs, or special endeavors. An emeritus member is invited to attend all meetings and is entitled to receive the organization's correspondence. This position does not require payment of dues and is a non-voting position, except when necessary as a tie breaker and/or to establish a quorum.***

## **ARTICLE IV**

### **Duties of Officers and Board of Trustees**

**Section 1.** The President shall preside at all meetings of the Association, of the Board of Trustees, and of the Executive Committee. He shall appoint all standing committees and their chairmen, and such other committees as the occasion requires, subject to the approval of the Board of Trustees. He shall be, ex officio, a member of all committees and shall perform all duties required of him in these Bylaws.

**Section 2.** The Vice-president shall perform the duties of the President during his absence; if both are absent, a President pro tern shall be appointed by the Trustees present. He shall perform all duties required of him in these Bylaws.

**Section 3.** The Secretary shall keep a record of the proceedings of all meetings of the Association and Board of Trustees and shall have them approved at the subsequent meeting of the Association or Board of Trustees unless otherwise directed by majority vote of those present. The Secretary shall also carry on such correspondence of the Association and Board of Trustees as directed by them, and shall perform, all duties required of him in these Bylaws.

**Section 4.** A Corresponding Secretary may be elected by the Board of Trustees at its discretion, to conduct the correspondence of the Association and of the Board of Trustees.

**Section 5.** The Treasurer shall receive and disburse all moneys of the Association and shall submit a statement of receipts and disbursements at each meeting of the Association and of the Board of Trustees; he shall issue membership cards to all members of the Association and shall issue statements of dues to members. He shall furnish a bond for his faithful performance as Treasurer in an amount to be fixed by the Board of Trustees, the premium on said bond to be paid by the Association. He shall perform all duties required of him in these Bylaws.

**Section 6.** All vacancies occurring in the membership of the Board of Trustees or Officers shall be filled by the Board of Trustees for the unexpired term.

***Section 7. All Board Members shall be required to attend a minimum of 50% of each year's meetings. Extenuating circumstances will be evaluated on an as-needed basis.***

## **ARTICLE V**

### **Dues**

**Section 1.** The annual dues shall be established by the Board of Trustees, and shall be collected for the calendar year - January 1 through December 31.

## **ARTICLE VI**

### **Payments**

**Section 1.** No debt shall be incurred by any sub-committee for a greater amount than shall have been appropriated by the Board of Trustees for the use of such committee.

**Section 2.** All bills, before being paid, shall be approved in writing by the Chairman of the Committee ordering same, or by the President of the Association.

## **ARTICLE VII**

### **Committees**

**Section 1.** The Executive Committee shall consist of the Officers of the Association. The President of the Association shall act as Chairman of the Committee and it shall meet at his call or upon the request of two Officers. It shall have the power to act for the Board of Trustees between meetings of the Board of Trustees in cases of emergency. The Secretary shall keep minutes of the meetings of the Executive Committee and shall read them at the next meeting of the Board of Trustees.

**Section 2.** The Board of Trustees shall create the necessary committees, and the President shall appoint the Chairmen of the committees.

## **ARTICLE VIII**

### **Meetings**

**Section 1.** The date of the annual meeting of the Association shall be set by the Board of Trustees.

**Section 2.** Special meetings of the Association shall be called by the President or upon written request of ten (10) voting members of the Association.

**Section 3.** All meetings of the Association shall be held at the time and place appointed and designated by the President, upon approval of the Board of Trustees, after due notice has been given in writing at least two (2) weeks prior to said meeting.

**Section 4.** Fifteen (15) voting members of the Association shall constitute a quorum.

**Section 5.** At least six (6) regular meetings of the Board of Trustees shall be held during the year. Special meetings of the Board of Trustees shall be called by the President at any time or upon the request of two (2) members thereof.

**Section 6.** Eight (8) members of the Board of Trustees shall constitute a quorum of said Board. *Emeritus Board members may vote when necessary to establish a quorum.*

## **ARTICLE IX**

### **Election of Officers and Board of Trustees**

**Section 1.** Election of Board of Trustees shall be by ballot at the annual meeting except when the number of nominees does not exceed the number to be elected, in which case election may be by oral vote. A majority vote shall elect.

**Section 2.** At a meeting called for that purpose, the Board of Trustees shall elect from its members officers to serve for a term of one (1) year.

## **ARTICLE X**

### **Audits**

**Section 1.** The accounts of the Treasurer shall be audited by a Committee of two (2), appointed by the Board of Trustees, and their written report shall be presented at the Annual Meeting of the Association for each calendar year.

**Section 2.** The fiscal year shall date from January 1 through December 31.

## **ARTICLE XI**

### **Reports**

**Section 1.** All Committees and Advisory Councils shall report through their chairmen to the Board of Trustees at each regular meeting thereof.

**Section 2.** The Chairman of each Committee and Advisory Council shall present a written report at the Annual Meeting of the Association.

## **ARTICLE XII**

### **Order of Business**

**Section 1.** Annual Meeting: reading of the Secretary's record of the previous meeting of the Association; Treasurer's report; Auditor's report; President's report; reports of Committees; unfinished business; election of Trustees; new business; adjournment.

**Section 2.** Board of Trustees Meetings: roll call; approval of Secretary's record of previous meeting or meetings; Treasurer's report; President's report; reports of Committees; unfinished business; new business; adjournment.

### **ARTICLE XIII**

#### **Amendments**

**Section 1.** These Bylaws may be amended at any meeting of the Board of Trustees by a two-thirds (2/3) vote of the Board members provided written notice of the proposed change shall have been given to the General Membership at least two (2) weeks prior to said meeting.

### **ARTICLE XIV**

#### **Rules of Order**

**Section 1.** All meetings shall be conducted in a businesslike manner and Roberts' Rules of Order shall govern all matters not covered by provision or instruction of these articles.