

ENFIELD COMMUNITY COUNCIL, INC

Constitution and By-Laws

ARTICLE I - NAME:

The name of this organization shall be the Enfield Community Council, Inc.

ARTICLE II - PURPOSE:

The purpose of the Council shall be to promote the welfare of the community by giving greater efficiency to existing organizations through mutual cooperation and coordination, and when necessary, by sponsoring new activities.

ARTICLE III - MEMBERSHIP:

Membership in the Council shall be limited to resident of the Town of Enfield or users of Enfield community services. Any member may vote and serve on a committee except for paid staff of the Council.

ARTICLE IV - MEETINGS:

- Section 1.** General meetings are to be held monthly, date and time to be determined at the annual meeting.
- Section 2.** The annual meeting for the election of officers and the transaction of business shall be held in the month of February. Reports of Standing Committees and from organizations receiving Council funds or support shall be given at the Annual Meeting.
- Section 3.** Special meetings may be called by any two officers or by any five members of the Council.
- Section 4.** Meetings shall follow Simplified Parliamentary Procedure.
- Section 5.** Notice of ALL meetings shall be posted in a prominent place on the exterior of the Enfield Town Hall and publicized in local newsmidia at least one week in advance of the meeting.

ARTICLE VI - ELECTIONS:

- Section 1.** All officers shall be elected by a simple majority at the Annual Meeting of the Council for a term of one year, or until their successors are elected.
- Section 2.** Vacancies shall be filled by a special election of the Council members.

ARTICLE V - OFFICERS:

The officers shall be: President, Vice-President, Secretary and Treasurer.

ARTICLE VII - DUTIES OF OFFICERS

Section 1. President: The President presides over meetings, proposes policies and practices, sits on various committees, submits various reports to funders and other “stakeholders”, proposes the creation of committees, appoints member to such committees and performs other duties as the need arises. The President shall maintain the harmony and order of the meetings according to accepted rules of order for the purposes of:

- Encouraging all members to participate in discussion.
- Arriving at decisions in an orderly, timely and democratic manner.

The president serves as an ex-officio member of board committees specified in the bylaws. The president oversees the committees, within the bounds set forth by the Council. The President ensures that the organization maintains positive and productive relationships with media, funders, donors and other organizations.

Section 2. Vice-President: The Vice President shall assist the President and assume the President’s duties upon the President’s request or in the President’s absence.

Section 3. Secretary: The Secretary shall take an accurate recording of all meetings and assume responsibility for correspondence and meeting notices.

Section 4. Treasurer: The treasurer shall review financial statements, formulate budgets, oversee tax returns and payroll records and give financial reports at meetings.

ARTICLE VIII – STANDING COMMITTEES

Section 1. Standing committees shall include:

- a) Executive- consisting of the officers: President, Vice-President, Secretary and Treasurer.
- b) Program: Oversees existing programs and makes recommendations for new programs.
- c) Finance and Budget: Formulates budgets and applies for grants
- d) Personnel: Hires and oversees all paid staff.
- e) Nominating: Presents the slate of nominees for officer positions at the Annual Meeting.

Section 2. The officers shall approve or appoint the heads of all committees and set guidelines and duties for the committees to follow.

Section 3. Committee heads are to give progress reports at the general meetings of the Council and shall present an annual report at the Annual Meeting.

Section 4. All expenditures must be approved by the officers, each item individually, or in bulk for items such as the summer program.

ARTICLE IX- AMMENDMENTS

This constitution may be amended at the Annual Meeting of the Council or at a special meeting called for that purpose by a majority of those present at such meeting.

Amended February 2011