

PARK POINT COMMUNITY CLUB, INCORPORATED
BY-LAWS

I. The name of this organization, hereinafter referred to as the CLUB, shall be the Park Point Community Club Incorporated. It shall be perpetual in duration.

II. The area served by the Club and hereinafter referred to as the Community

Is all that land in the City of Duluth lying south of the Aerial Lift Bridge and known as Park Point.

III. The purpose of the Club is to work for the betterment of the Community and the welfare of its residents.

IV. Full membership of the Club is available to all residents of the community, eighteen years and older. They shall become full, voting members of the Club 24 hours after payment of the annual membership dues as determined by the Club.

V. Full membership shall cover the Club's fiscal year of 1 January to 31 December.

A. The membership fee may be paid at any scheduled meeting or at a Dues Collection Event sponsored by the Vice President or the Treasurer.

B. During December and January, the fee shall be formally solicited from all residents of the community by representatives of the Club, under the direction of the Vice President of the Club, who is Chairperson of the annual membership drive.

VI. The Club Executive Board shall consist of:

A. The Club's current officers

B. The immediate past president

C. The Chairperson of each standing committee

VII. The officers of the Club shall consist of:

- A.** President
- B.** Vice President
- C.** Secretary
- D.** Treasurer

VIII. Duties of the President are:

- A.** Provide leadership and direction to the Club
- B.** Preside at all regular and special meetings of the Club
- C.** Fill temporarily by appointment or by calling a special election, all vacancies when such vacancies occur more than two (2) months before the regular election
- D.** Have overview responsibility to monitor the activities of all committees to insure that these organizations are following the dictates of the Club
- E.** Have authority to call special elections to vote for the removal of any elected official who is not following the dictates of the Club
- F.** Have the authority to remove from office any Club official appointed by the President who is not, in the opinion of the President, following the dictates of the Club
- G.** Be the official spokesperson of the Club.
- H.** Call Executive Board meetings as often as necessary to accomplish Club business and preside at such meetings
- I.** Respond officially to any new business that requires the Club position on any issue that the full membership has not considered if:
 - 1.** There is insufficient time for considering the issue at a regular meeting, and if,
 - 2.** in the opinion of the President, the issue is not important enough for a Special Meeting, but,
 - 3.** only after the President and two (2) members of the Executive Board have considered the matter and have arrived at a unanimous decision, and,
 - 4.** the results of the response be reported at the next regular meeting of the Club.

IX. Duties of the Vice President are:

- A.** In the absence of or at the order of the President, shall perform all of the duties of the President and shall,
- B.** Also serve as Chairperson of the Annual Membership drive and select and appoint Collection Representatives as necessary.
- C.** Maintain an up to date list of paid up members and make the list available at all regular and special meetings.

X. Duties of the Secretary are:

- A.** Keep an attendance register with the names of all persons attending the Club and Executive Board meetings and the minutes of all such meetings, and bring a copy of Robert's Rules of Order (as amended) to each meeting.
- B.** Carry on such correspondence as may be directed by the President
- C.** At regular meetings, where both the President and the Vice President are absent, appoint a member to serve as Secretary for the meeting and preside at the meeting.
- D.** When requested to do so, provide copies to the membership of the following:
 - 1. Bylaws.
 - 2. List of Officers, Appointments and Committee members
 - 3. Minutes of the regular and special committee meetings
 - 4. Last annual financial review

XI. Duties of the Treasurer are:

- A.** Collect all funds owed to or coming into the Club.
- B.** Pay by check all approved bills. No payment, however, of any bills in excess of TWO Hundred Dollars (\$200.00) shall be made unless specifically ordered by the President of the Club, who shall have obtained expenditure authorization from the Club membership by vote at two meetings.
- C.** Maintain an itemized account of all receipts and disbursements.
- D.** Maintain a checking account in a bank approved by the membership and deposit all received funds as directed by the membership.

E. Make all accounts, records, bank and check books available to the Financial Review Committee when requested to do so.

F. Give a financial report to the membership at each regular meeting and at any other time when requested by the President to do so, and/or to substitute his or her verbal report to the membership with a routinely published financial report in the Park Point Breeze.

G. Assist the Treasurer of any standing committee in conforming all bookkeeping procedures to the Club's accepted bookkeeping procedure so that reviews of all Club financial records may be standardized.

H. Maintain and be responsible for keeping current a list of all checking, saving, investment, and all other monetary accounts under the control and management of the Committees, and

I. Monitor and be responsible for the completion and timely submittal of any required financial reports.

XII. Duties of the Executive Board are:

A. Actively solicit the opinions of the membership to determine what activities the Club should focus its attention upon.

B. Assist the President in setting the Club's goals and objectives for each year. **C.** Carry out any other duties the President shall delegate to them.

XIII. Election of Club Officers and Committee Members

The term of office for all officers of the Club and all officers of committees of the Club shall be for two years, and elections shall take place in even numbered years as follows:

A. In March of each election year, at the Club's regular March meeting, any member of the Club is eligible to present himself or herself to the membership as a candidate for any office of the Club or its committees.

B. Current officers of the Club and its committees are eligible to run for re- election or to run for any other offices of the Club.

C. Other candidates may be selected by a Nominating Committee consisting of three (3) members of the Club, selected by the Club at its regular March meeting. Members of the Nominating Committee shall not be eligible for election to office and shall not hold any office in the Club while serving on the Nominating Committee, the Nominating Committee shall be abolished after the election.

D. The Nominating Committee shall prepare a slate of candidates for each and every office being contested and shall present the slate of candidates to the total membership at the Club's regular meeting in April. At the May meeting, nominations may be made from the floor.

E. At the Club's regular meeting in May, the entire membership shall have the right to vote for all officers of the Club and its committees, but only those present at the May meeting shall actually vote, voice vote or show of hands, as determined by the members present.

F. The candidates who receive the majority of the votes shall be declared elected and shall take office immediately following the election. If no candidate receives a majority on the first ballot, a second vote for that office shall be taken between the top two candidates.

XIV. Regular Monthly Meetings shall be held in the Community Club center, on the third (3rd) Tuesday of each month, and shall start promptly at 7:00 PM.

A. Regular monthly meetings shall not be held outside of the Community Club Center nor on a date and/or time other than on the third (3rd) Tuesday of each month at 7:00 PM, unless

1. The Club President decides that a change in date, time and/or location of the regular meeting is required, and providing
2. That not less than one (1) week before such change of the regular meeting time, location, and/or date, the membership of the Club is notified in writing, or by other type of public announcement, of the changes to be made.

B. If these conditions are not met, any meeting purported to be a regular monthly meeting of the Club shall not be considered a legal meeting of the Club; none of the business conducted at such a meeting shall be binding on the Club, and the Club shall not be obligated to honor any expenditure of funds voted upon at such a meeting.

C. All regular meetings of the Club shall:

1. Be conducted in accordance with the Robert's Rules of Order (as amended) except when such rules are in conflict with the Club's Bylaws. The meetings shall be conducted in accordance with the Club's Bylaws.
2. Require a quorum of TWELVE (12) members to vote on Club matters.

3. Follow the following Order of Business

- a. Call to Order
- b. Presentation and action on the minutes of the previous meeting
- c. Presentation and action on the treasurer's report
- d. Reading of all communications received
- e. Report of the Committees
- f. Discussion and action on unfinished business
- g. Discussion and action on new business
- h. (Biannual Meeting) Election of Officers
- i. Adjournment

XV. Conduct of Executive Board and Committee Meetings shall be:

A. Called only by the Chairperson or a minimum of three members of the Committee

B. Held only at a time and in a place that is convenient and acceptable to the majority of the members of the Committee.

C. Conducted in accordance with the procedures outlined in Paragraph XIV (Regular Monthly Meetings) above, except a minimum of three (3) members of the Executive Board or the Committee shall constitute a quorum for conducting business.

XVI. Special Meetings are not encouraged, but if an extreme emergency arises that necessitates a Special Meeting, one may be called by the Club President or by not less than three (3) members of the Executive Board, provided:

A. That not less than twenty four (24) hours prior to such Special Meeting, the Club membership is made aware by public announcement of the time, location, and date of the Special Meeting, and of the items to be discussed at said meeting, and,

B. That if a Special Meeting is called by the Executive Board, it shall make every effort, in every way possible, to notify the President of the meeting, its time, location, date, purpose, and the items to be discussed at said meeting.

C. Special Meetings may consider only those items which have been announced to the membership prior to the meeting.

D. If the aforesaid conditions are not met, the meeting shall not be considered a legal meeting of the Club; no business conducted at such a meeting shall be binding on the Club, and the Club shall not be obligated to honor any expenditure of funds voted upon at such a meeting.

XVII. Standing Committees of the Club

Standing Committees of the Club shall:

- A.** Consist of a Chairperson who shall be elected biannually at the biannual election meeting of the Club, unless otherwise provided for herein, and other members as needed, selected by the chair from willing volunteers
- B.** Have no authority to raise funds in the Club's name unless specifically authorized to do so herein or by the membership at a regular Club meeting, but shall be reimbursed by the Club for all out-of-pocket expenses incurred on Committee business.
- C.** Submit a budget to the Club President each year including projected needs and be responsible and accountable for all funds.
- D.** Consist of the following organizations:

1. Financial Review Committee

The auditing committee shall review all check books and related books of the Community Club annually. This review shall include the checkbooks and related books of any committee and/or subsidiary organizations of the Club. The auditing committee shall submit review reports to the membership at the regular meeting in February. The Committee shall consist of the three members nominated and approved by the membership, none of whom can be on the Executive Board. The auditing committee shall be dissolved after the reports are accepted by the Club.

2. Sunshine Committee

The Sunshine Committee shall consist of one person who will send cards to Club members who are ill and to families of deceased Club members.

3. Hospitality Committee

The Hospitality Committee shall provide coffee and cookies at each regular meeting and will be reimbursed to the Hospitality Committee by the Treasurer without action of the membership.

4. Program Committee

The Program Committee and the President working together shall prepare Club programs and arrange for speakers for the regular meetings. Expenses for the programs and speakers must have prior approval of the membership.

5. Watch Committee

The Watch Committee shall keep the Club informed and provide recommendations on such matters as zoning changes, special use permits,

construction, any changes in laws and ordinances which may affect the Point, legislative matters, lighting and sewer problems, meeting which should be attended by official Club representatives, etc.

Every member of the Club is on this Committee. The Chairperson may select certain members to give special attention to certain areas and projects. All of the information will be reported to the Chairperson who will review the matter and make a recommendation to the Club President as to a course of action the Club should take.

6. Art Fair Committee

The Art Fair Committee shall be chaired by the Art Fair Coordinator. The Club shall organize and conduct the Annual Art Fair on Park Point for the purpose of improving our cultural growth, for complimenting our community flavor and to raise money for the Club.

7. The Breeze of Park Point Committee

The Breeze of Park Point Committee shall be chaired by the Editor of the Breeze. The Breeze of Park Point shall publish a newspaper for the Club. The Breeze shall provide opinions and/or positions on issues only as a result of actions of the Club membership. This does not preclude letters to the editor where the opinion is personal and not a commitment of the Club.

8. Youth Committee

The Youth Committee shall advise the Club on youth matters, initiate actions in the best interest of the youth and work to maintain an active youth program on Park Point. If the Club sponsors a Scouting program, the Youth Committee shall recommend a person to be the Institutional Representative. The Club shall pay the minimum adult membership in these organizations.

9. Environmental Committee

The committee will keep track of issues pertaining to the Minnesota Point natural environment. It will strive to protect, preserve, educate and conserve, and will work towards a greater understanding of our unique freshwater sand bar ecosystem. The Environmental Committee will network with other environmental groups and government agencies on pertinent issues, and will keep the Park Point Community Club apprised of its actions and intentions.

10. Rummage Sale Committee

The Rummage Sale Committee shall organize and facilitate the operation of the Annual Park Point Rummage Sale

XVIII. Special Committees shall be formed to accomplish specific tasks and then shall be disbanded.

Each year the following will be required:

A. Membership Committee

The Membership Committee shall provide guidance and materials for the Biannual Membership Campaign during the months of December and January. The Chairperson shall be the Vice-President of the Club and the membership solicitors shall be the Collection Representative. All monies collected and a current membership roster shall be furnished by the Committee to the membership not later than the regular meeting in February.

B. Nominating Committee

The Nominating Committee shall draw up a slate of candidates and submit them to the membership as outlined in paragraph XIII (Election of Club Officers and Committee Members). No member of the nominating committee may be eligible for election to office. The Committee shall consist of three (3) members elected by the membership, none of whom can be on the Executive Board. The Committee shall disband after the Annual Election.

XIX. Financial

A. No member, officer or committee of the Club shall incur any financial obligation binding on the Club for any single purpose in excess of TWO HUNDRED DOLLARS (\$200.00) unless it is officially authorized by a vote of the membership of the Club at two meetings

B. All checks require the signature of both the treasurer and one other officer.

C. All donations of \$25.00 or more shall be requested at a regular scheduled meeting of the Club. The vote on the donation will be deferred until the next regular meeting. A 2/3rd affirmative vote of those present shall be required to give a donation.

XX. Political Activities.

None of the Club's monies, materials, equipment, real estate or membership shall be used by the Club, its officers or members for partisan political activities or purposes.

XXI. Amendments.

Bylaws of the Club may be amended in the following manner:

- A.** Amendments must be proposed in writing at a regular monthly meeting, after the membership has been advised by public notice one week prior to the meeting that an amendment to the Constitution and Bylaws would be considered at that particular meeting.
- B.** After discussion and explanation of the proposed amendment (s), the membership shall vote at the next regular meeting, a 2/3 affirmative vote of those present is required to adopt an amendment (s).