

JENNER COMMUNITY CLUB BYLAWS

Revised: December 17, 2006

ARTICLE I - TERMS AND DEFINITIONS

1. The name of this organization shall be the JENNER COMMUNITY CLUB (hereafter referred to as the JCC).
2. There shall be two types of Business Meeting:
 - a) Executive Board Meeting as defined in Article V of these Bylaws.
 - b) General Membership Meeting as defined in Article VII of these Bylaws.
3. A Member shall be defined as an individual who
 - a) Acts in manner consistent with these Bylaws; and
 - b) Has paid in full all membership dues and monies outstanding and due the JCC.

ARTICLE II - OBJECTIVES AND PURPOSES

SECTION A - The purposes of the JCC are: To promote the safety and wellbeing of the residents, and to further their educational opportunities, and to conserve, protect and restore the natural, cultural, civic, and historical resources of the area.

SECTION B - The foregoing statement of corporate objectives shall be construed as a statement of both purposes and powers, and not as restricting or limiting in any way the general powers of the JCC for their exercise and enjoyment, as they are expressly or impliedly granted by the laws of the State of California.

ARTICLE III - FORM OF ORGANIZATION

The JCC is a voluntary, non-profit, mutual benefit corporation, incorporated under the laws of the State of California.

ARTICLE IV - OFFICERS

SECTION A - NUMBER, ELECTION, AND TERM:

1. The elected officers of the JCC shall be a President, Vice-President, Secretary, and Treasurer. The office of Secretary may be divided into (1) Correspondence Secretary, and (2) Recording Secretary.

2. The Officers shall be elected by ballot and/or by voice vote for a term of two years, at the annual meeting, and take office at the conclusion of that meeting.

SECTION B – VACANCIES:

A vacancy in an office shall exist in the case of death, resignation, or disqualification of any Officer, or if the Members fail to elect the fully authorized number of Officers to be voted for at the Annual Meeting.

1. President – In the event of a vacancy occurring in the office of President, the Vice-President shall succeed immediately to that office and shall serve as President until adjournment of the next annual general membership session. If the Vice-President cannot serve all of the remaining term of President, that vacancy may be filled by a Member who shall be appointed by the Executive Board and announced at the next general membership meeting.

2. A vacancy in any other office arising from any cause, may be filled for the remainder of that vacated term of office by a Member appointed by the Executive Board and announced at the next general membership meeting.

SECTION C – RESPONSIBILITIES

1. President – The President shall have the general powers and duties of management usually invested in the office of President and shall have other powers and duties as may be prescribed by the Membership. S/He shall preside at all meetings of the JCC. Unless otherwise prescribed by these Bylaws, s/he shall appoint committee chairmen, or, in some cases, individuals to assume specific responsibilities, and shall be an ex-officio member of all committees.

2. Vice-President – The Vice-President shall perform the duties of the President in her/his absence. S/He shall perform such other duties as the Membership may designate. Upon taking office the Vice-President shall review the JCC procedures manual and make recommendations to the Executive Board.

3. Secretary – The duties of Secretary may be equitably divided between a Recording Secretary, who shall take and read the Minutes of the meetings, and a Correspondence Secretary, who shall answer correspondence and may be assigned to collect membership dues. The Correspondence Secretary shall have custody of all papers and records of the JCC. Other duties of the office of Secretary: to keep the Bylaws current and have copies available to all Members;

to notify Members in writing of the date, time, and place of meetings, et cetera. The Secretary (Correspondence) shall be a member of the Membership Committee.

4. Treasurer – The Treasurer shall keep and maintain adequate and correct financial records which shall at all reasonable times be open to inspection by any Member. S/He shall follow procedures established by the Executive Board regarding receipt and deposit of all JCC funds in an approved bank. With the exception of recurring bills such as taxes, utilities, and insurance, all expenditures in excess of one hundred dollars shall require the approval of the majority of the Executive Board. At each business meeting a report shall be made of the Treasurer’s transactions and of the financial condition of the JCC.

ARTICLE V - EXECUTIVE BOARD

SECTION A – TERM: There shall be elected, for a term of two years, by ballot and/or by voice vote, at the Annual General Membership Meeting, a maximum of three (3) Members to serve with the officers as an Executive Board. In addition, the immediate past-President will serve as an Executive Board Member.

SECTION B – MEETINGS: Meetings of the Executive Board may be called, when necessary, by the President or upon call of any three (3) Members of the Club to consider plans and well-being of the JCC. Minutes of Executive Board meetings shall be read to Members at the next meeting.

SECTION C – QUORUM AND VOTING:

1. Five (5) Board Members shall constitute a quorum of an Executive Board Meeting.
2. A simple majority shall decide a vote within an Executive Board Meeting.

ARTICLE VI - MEMBERSHIP

All Members shall be in accord with the Objectives and Purposes as stated in Article II, Section A, and they shall pay annual dues. Members shall abide by the Bylaws. The Membership term is for one year.

SECTION A – RESIDENT MEMBER QUALIFICATIONS: To qualify as a Resident Member of the JCC, an applicant for membership shall meet the following criteria:

- 1). Applicant(s) shall reside in the Jenner area, or own property in the

Jenner area;

2). Applicant(s) shall seek to advance the Objectives and Purposes of the JCC as stated in Article II, Section A; and

3). Member use of JCC facilities and/or the right to vote shall require that dues be paid in full.

SECTION B – ASSOCIATE MEMBER QUALIFICATIONS: To qualify as an Associate Member of the JCC, an applicant for membership shall meet the following criteria:

1). Applicant(s) shall seek to advance the Objectives and Purposes of the JCC as stated in Article II, Section A; and

2). Member use of JCC facilities shall require that dues be paid in full.

Each applicant shall demonstrate that s/he qualifies under both these criteria. If an applicant's suitability for membership is challenged, the members shall determine in a General Membership Business Meeting if that applicant qualifies, according to these criteria and by applying them in a fair and reasonable manner.

SECTION C – TERMINATION OF MEMBERSHIP: A quorum of the members may vote to terminate the membership of a member if it is determined in a fair and reasonable manner, that the member no longer meets the criteria stated in Article II, Section A.

ARTICLE VII --BUSINESS MEETINGS

SECTION A – FREQUENCY:

1. The Annual General Membership Meeting shall be held in May on a date specified by the President.

2. A minimum of six (6) meetings shall be held each year, one of which shall be the annual meeting.

3. Social and other community gatherings may be held in conjunction with or independently of meetings.

SECTION B – QUORUM AND VOTING:

1. General Procedure:

- a). Twelve (12) Members shall constitute a quorum for the transaction of business at a General Membership Business Meeting.
- b). Voting results shall be determined by a majority vote of the members present.
- c). There shall be no proxy voting or voting by mail.
- d). Associate Members are not eligible to vote.

2. Voting Privileges:

- a). Individual Membership: One (1) vote shall be allocated to an individual Member who shall be eighteen (18) years of age or older.
- b). Family Membership: No more than two (2) votes shall be allocated to a Family Membership. The privilege of voting shall be held by members of the same family, each of whom shall be eighteen (18) years of age or older.
- c). Voting privileges are not affected by the number of properties owned by any given Member in the Jenner area.
- d). Associate Members are not eligible to vote.

SECTION C - ANNUAL GENERAL MEMBERSHIP MEETING: The Annual General Membership Meeting shall be held in May and on a date specified by the President to (1) elect officers in accordance with the bylaws, (2) change the amount of dues, if necessary, (3) report on the status of the Bylaws, (4) have the Treasurer submit, in writing, the Annual Financial Report detailing the current financial condition of the JCC, as well as income and expenditures of the past year, and (5) address any other business considered pertinent and included on the agenda.

ARTICLE VIII - DUES

SECTION A - AMOUNT: Dues of the JCC shall be established by a majority vote of the Members present at the Annual General Membership Meeting. The subject of a change in the amount of dues required may be brought before the membership at any meeting by any Member and may be considered for adoption at the Annual General Membership Meeting.

SECTION B - DATE PAYABLE: Dues for the current calendar year shall be

payable in the month of January If dues for a new membership are paid during the last three months of the calendar year, those dues shall also cover membership for the following full calendar year.

ARTICLE IX - COMMITTEES

SECTION A - APPOINTMENT: Committees shall be appointed by the President.

SECTION B - NOMINATING COMMITTEE: In alternate years, the President shall appoint a Nominating Committee that will present a slate of officers and Executive Board members at a Meeting during the month prior to the Annual General Membership (Election) Meeting.

SECTION C - STANDING COMMITTEES: Chairmen of Standing Committees shall be appointed by the President soon after her/his election. Standing Committees may be as follows:

1. Membership - Secretary (Correspondence) to be a member.
2. Program - Vice-President to Chair or Co-Chair.
3. Fund Raising - Treasurer to be a member.
4. Building Management and Maintenance.

When a full committee is not warranted, the President may assign responsibility in any of these areas to an individual Member.

ARTICLE X --FINANCIAL REVIEW

There shall be an annual audit conducted by a person appointed by the President and deemed qualified by the Executive Board. S/He will examine the books and financial records, and report back to the Executive Board.

ARTICLE XI - AMENDMENTS

These Bylaws may be amended as follows: the substance of the amendment(s) shall be presented in writing, read, discussed, and commented upon at a General Membership Meeting. If approved, the amendment(s) shall be voted upon at the next General Membership Meeting. Said amendment(s) shall become part of the Bylaws of the Jenner Community Club if approved by a majority vote of Members.

This revision of JCC's Bylaws was approved by JCC's membership on December 17, 2006.

David Kenly, President

Elizabeth Gallagher, Treasurer