

As Amended At,
Regular Meeting
April 20, 1950

CONSTITUTION
and

BY-LAWS

HENDERSON COORDINATION COUNCIL
Henderson, Nevada

ARTICLE I - NAME

Section I

We, the duly accredited representatives of the religious, educational, civic, and social agencies, hereinafter referred to as "the Agencies", operating in Henderson, Nevada, hereby associate ourselves together under the title of Henderson Coordinating Council, hereinafter referred to as "The Council."

ARTICLE II - OBJECTS

The objects of the Council shall be to promote cooperation among organizations interested in making the community a more wholesome place in which to live, to foster coordination of efforts of the foregoing organizations in order to meet the needs of the community more effectively, to sponsor the study of the resources, conditions and needs of the community, to advance the general education of the public regarding conditions to be improved and to secure democratic action in meeting local needs through existing agencies, organizations and institutions.

ARTICLE III - MEMBERSHIP

Section I

Members of the Council shall be by Bona-fide, nonpolitical Agencies and/or organizations existing within the boundaries of the Henderson School District rather than by sub-agency, and/or organizations or individuals, with exception of those individuals who have served a full ~~(six month)~~ term as President, in which event those individuals are privileged to become members.

Section II

The duly elected head of the member agency, or his appointed representative, by virtue of the office, shall represent the said agency, and enjoy a single vote in the Council.

Section III

Agencies shall be admitted to membership by written application stating purpose and plans and be accepted by majority vote of the Council.

Section LV

Any member may be dropped from membership (1) Voluntarily, (2) By absence from three successive meetings and providing said member organization has been notified of absenteeism, and upon failure to attend 4th meeting is automatically dropped, (3) By compulsion after proper notification, requiring vote of three-fourths of the Council upon written complaint preferred by any member provided that member in question has the opportunity to answer the charges.

Section V

Dues shall be ~~(\$1.00 per 6 month term or)~~ \$2.00 per annum for each member organization payable on May 1st and/or November 1st.

ARTICLE IV - RULES OF PROCEDURE

The Roberts Rules of Order shall be followed, except that voting shall be by acclamation, except when any one member shall demand that voting shall be by ballot or roll call.

ARTICLE V - COMMITTEE

Section I

The only standing committee shall be the Executive Committee, composed of the five elected officers whose duties shall be to attend to all business between meetings and to adopt resolutions by majority vote of three-fourths said action being subject to approval of Council at next meeting.

Section II

All other committees shall be appointed by the president.

ARTICLE VI - OFFICERS

Section I

The Council shall elect ~~(semi)~~ annually ^{in April} the following officers

President, Vice-President, Secretary, Treasurer, and Attendance Officer, the duties of each explained in the By-Laws.

Section II

The semi-annual election meeting shall be held in April and October with the Council year divided in Summer period of May 1-October 31, inclusive, and winter period of November 1-April 30, inclusive.

ARTICLE VII - AMENDMENTS

Section I

Amendments to this Constitution may be made by a two-thirds vote of the Council upon notice of intention being given at least one meeting in advance.

ARTICLE VIII - QUORUM

A quorum shall consist of one-half of the membership.

ARTICLE IX - FUNCTION

The function of the Council shall be that of counselling, co-ordination, and planning rather than that of administration. It shall work through the Agencies included in its membership. It shall be the Council's job to get things done rather than to do them. After deliberation, remedial or preventative measures shall be outlined, and the Council shall assign responsibility to one or more of its members. By this manner the needed service will be performed and the respective members will be protected and supported in their right to the performance of the task assigned.

Exceptions to the above will be the Christmas and Halloween Community parties for children which the coordinating Council shall sponsor, co-ordinate and direct, and assume responsibility for administration.

BY - LAWS

1. Sub-agency in Article III, Section I, is defined as a member, unit, or section of an agency in which case only the parent agency shall qualify for membership in the Council.

2. (a) It is desirable that each member agency provides an alternate with proper credentials so that proper attendance or proper representation may prevail,

(b) In case the delegate and alternate both attend, there shall be no distinction except that only the delegate may vote.

3. Membership cancelled - Article III, Section LV.

(A) Voluntary withdrawal from the Council can be affected by the agency member notifying the Secretary of the Council in writing of duly passed motion of agency member in question requesting withdrawal, which shall be effective upon receipt of said notice by the Secretary, who shall record same in minutes of next regular meeting.

(b) Successive Absenteeism - See Article III, Section LV.

4. Reference to Article VI - Section I.

(a) The duty of President shall be to preside at meetings of The Council and Executive Committee and to execute all actions as duly passed by both the Council and Executive Committee also to countersign authorized checks written by the treasurer.

(b) The duty of the Vice-President shall be to assume all the duties of the President in the absence of the President.

(c) The duty of the Secretary shall be to record all action of the Council and Executive Committee, to publicize it, to keep the role, and to perform any other written work covered in the Constitution, By-Laws, or duly carried motions by the Council or Executive Committee.

(d) The duty of the Treasurer shall be to be responsible for all funds of the Council, the recording of same, the expenditures of same, and to report in writing

to the Secretary of the Council at each meeting to carry out the following standing order. The Treasurer shall not withdraw any amount of money except by majority vote of the Council, but may make withdrawals up to \$10.00 by majority vote of the Executive Committee. All checks must be countersigned by the Treasurer or, in the absence of the President, by the Vice-President.

(e) The Attendance Officer shall notify members of both the Council and Executive Committee of all meetings.

5. Amendments to these By-Laws shall require same action as amendments to the Constitution - Article VII - Section 1.

Section 1

We, the duly accredited representatives of the religious, educational, civic, and social agencies, hereinafter referred to as "the Agencies", operating in Henderson, Nevada, hereby associate ourselves together under the title of Henderson Coordinating Council hereinafter referred to as "The Council".

ARTICLE II - OBJECTS

The objects of the Council shall be to promote cooperation among organizations interested in making the community a more wholesome place in which to live; to foster coordination of efforts of the foregoing organizations in order to meet the needs of the community more effectively; to sponsor the study of the resources; conditions and needs; to advance the general education of the public regarding conditions to be improved; and to secure democratic action in meeting local needs through existing agencies, organizations and institutions.

ARTICLE III - MEMBERSHIP

Section 1

Membership in the Council shall be by Agencies rather than by sub-agency or individuals.

Section 2

The duly elected head of the member agency, by virtue of the office, shall represent the said agency, and enjoy a single vote of the Council.

Section 3

Agency shall be admitted to membership by written application stating purpose and plans and accepted by majority vote of the Council.

Section 4

Any member may be dropped from membership by: (1) Voluntarily, (2) Absence at three successive meetings; (3) Compulsion after proper notification, requiring vote of three-fourths of the Council upon written complaint preferred by any member provided that member in question has the opportunity to answer the charges.

The Roberts rule of Order shall be followed except that all voting shall be by roll-call only.

ARTICLE V - COMMITTEES

Section 1

The only standing committee shall be the Executive Committee.

Section 2

All other committees shall be elected or appointed according to duly passed motion of the Council.

ARTICLE VI - OFFICERS

Section 1

The Council shall elect semi-annually the following officers: President, Vice-President, Secretary, Treasurer, and Attendance Officer, the duties of each explained in By-Laws.

Section 2

The semi-annual election meetings shall be held in April and October with the Council year divided in Summer period of May 1 - October 31 inclusive and Winter period of November 1 - April 30 inclusive.

ARTICLE VII - AMENDMENTS

Section 1

Amendments to this constitution may be made by a two-thirds vote of the Council upon notice of intention being given at least one meeting in advance.

ARTICLE VIII - QUORUM

A quorum shall consist of one-half of the membership.

ARTICLE IX - FUNCTION

The function of the Council shall be that of counseling, coordination, and planning rather than that of administration. It shall work through the agencies included in its membership. It shall be the Council's job to get things done rather than to do them. After deliberation, remedial or preventative measures are outlined, the Council shall assign responsibility to one or more of its members. By this manner the needed service will be performed and

the respective members will be protected and supported in their right to the performance of the task assigned.

ARTICLE X - JUNIOR COORDINATING COUNCIL

The Council shall assist in the organization of a Junior Coordinating Council through the schools, the said Junior Council being a member of the Council.

BY-LAWS

1. Sub-agency in Article III, Section 1, is defined as a member, unit, or section of an agency in which case only the parent agency shall qualify for membership in the Council
2. (a) It is desirable that each member agency provides an alternate with proper credentials so that proper attendance or proper representation may prevail.
(b) In case the delegate and alternate both attend, there shall be no distinction except that only the delegate may vote.
3. Membership cancelled - Article III, Section 4:
(a) Voluntary withdrawal from the Council can be effected by the agency member notifying the Secretary of the Council in writing of duly passed motion of agency member in question requesting withdrawal, which be effective upon receipt of said notice by the Secretary, who shall record same in minutes of next regular meeting.
(b) Successive Absenteeism - The following action shall be executed by Secretary and recorded upon notice duly received from Attendance Officer that absence from one meeting shall only be recorded; absence from second meeting, the delegate be warned and duly notified of third meeting; and absent from third meeting, the agency in question be notified and duly warned that the Council will automatically drop their membership if said agency does not provide an official delegate for fourth successive meeting.

4. Reference to Article V - Section 1

- (a) The executive committee shall consist of the five elected officers.
- (b) Duty of executive committee - to attend to all business between meetings by majority vote of three with said action being subject to approval of Council at next meeting.

5. Reference to Article VI - Section 1

- (a) Duty of President shall be to preside at meeting of Council and Executive Committee and to execute all actions as duly passed by both the Council and Executive Committee, also to endorse authorized checks written by Treasurer.
- (b) The duty of the Vice-President shall be to assume all the duties of the President in the absence of the President.
- (c) Duty of the Secretary shall be to record all actions of Council and Executive Committee to publicize it, and to notify members of both Council and Executive Committee of meetings and any other written work covered in the Constitution, By-Laws, or duly carried motion by the Council or Executive Committee. The Secretary may write checks in the absence of the Treasurer under the same regulations.
- (d) Duty of the Treasurer shall be to be responsible for all funds of the Council, the recording of same, the expenditures of same, and shall report in writing to the Secretary of the Council at each meeting the current financial standing. The Treasurer shall only make withdrawals of over \$10.00 by majority vote of Council and can make withdrawals up to \$10.00 by majority vote of Executive Committee -- all checks must be countersigned by President, or in the absence of President, by the Vice-President.
- (e) The Attendance Officer shall keep the Roll of attending members at both the Council meeting and Executive Committee meeting and shall report in writing all absentees to the Secretary for proper action.

6. Amendments to these By-Laws shall require same action as amendments to the Constitution - Article VII - Section 1.