

By-Laws

of the

Brookville Taxpayers Association, Inc.

As Amended to November 4, 1988

# By-Laws of the Brookville Taxpayers Association, Inc.

## **ARTICLE I Name of Association.**

Sec. 1 This organization shall be known as the Brookville Taxpayers Association, Inc. and also "BTA".

## **ARTICLE II Purpose**

Sec. 1 The purpose of this Association shall be:

To promote the general welfare of the residents and the community of Brookville, Upper Brookville and Old Brookville;

To provide for the convening of the people of the above mentioned communities, for the mutual benefit of the communities

To promote better citizenry,

To study and ascertain local conditions and to determine and formulate methods whereby local conditions may be improved for the benefit of the greatest majority of the residents of the communities and to give consideration to any and all other matters which may be considered to be of a civic nature.

## **ARTICLE III Membership and Dues**

Sec. 1 The membership of this organization shall be open to any legal voter, taxpayer, resident, or former resident within the boundaries of the Village of Brookville, Upper Brookville and Old Brookville.

Sec. 2 Any person so described in Sec. 1, Art. III, may become a member of this organization by payment of their dues and acceptance by the Board of Directors.

Sec. 3 The Board of Directors may, at a duly organized meeting, elect honorary members by a majority vote of the members present. Such honorary members shall be exempt from payment of dues and shall be entitled to any and all privileges of any member, except the right to vote and to hold office in the Association.

Sec. 4 Any member may withdraw from the Association by giving written notice of such intention to the Secretary.

Sec. 5 Any member may be expelled for the violation of the By-Laws of the Association or for a cause prejudicial to the best interests of the Association. Such expulsion may be effected only by a two-thirds vote of the Board of Directors present at a Board of Directors meeting. No member shall be expelled unless he has been given two weeks written notification by the President of the Association that his expulsion will be voted

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upon at the next regularly called meeting. Notice shall be given on the next meeting's notice in the following language: "Expulsion proceedings". Any member so expelled may make application for membership again and shall become a member by a two-thirds vote of the Board of Directors present at a regular called meeting.

- Sec. 6 Any resigning or expelled member forfeits all rights to the Association and must surrender all property belonging to the Association.
- Sec. 7 The annual dues shall be fifty dollars, or any sum that shall be fixed by the Board of Directors at the last regular meeting of the year.
- Sec. 8 Dues are payable before April 15 for the current year.
- Sec. 9 Members who are sixty (60) days in arrears shall not be eligible to vote. Any member whose dues are not paid within six months from the due date shall be dropped from the rolls, thereby forfeiting all privileges and rights to membership.
- Sec. 10 Each family unit shall constitute one membership and will designate a representative to attend all meetings and to vote.
- Sec. 11 Any new members will be responsible to pay full current year's dues, regardless of the date of initiation.
- Sec. 12 Any General member may vote at any meeting of the General Membership by a signed proxy.
- Sec. 13 Any member is eligible for life membership (an exemption from dues for life) upon nomination from the Board of Directors and a 2/3 majority vote of the Board of Directors.

### **ARTICLE IV Officers and Directors**

- Sec. 1 The general management of the affairs of the Association shall be vested in the Board of Directors, who shall be elected as provided in the By-Laws.
- Sec. 2 The officers of this Association shall be a President, an Executive Vice-President, a Vice-President from each village, a Secretary and Assistant Secretary and a Treasurer and Assistant Treasurer.
- Sec. 3 The officers named in Sec. 2, Art. IV, and the additional members elected as herein provided below, shall constitute the Board of Directors of the Association with the President acting as Chairman of the Board. The President shall be ex-officio member of all Association Committees except for the nominating committee.
- Sec. 4 The Board of Directors shall consist of not more than 36 and not less than 10 members.

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- Sec. 5 Any officer or director who is absent from three consecutive regular Board meetings without written or verbal notice to the Secretary or President, or does not attend half of the regularly scheduled Board meetings during the past twelve (12) months shall be considered for suspension from the position he holds. Such suspension shall be subject to a majority vote of the Board members present at a regular meeting.

### **ARTICLE V Nominations and Elections**

- Sec. 1 A. Any member of the organization in good standing shall be eligible to apply for membership on the Board of Directors except government officials whose jurisdictions include the Villages of Brookville and/or Upper Brookville and/or Old Brookville.
- B. To become a board member, there must be a position available and then the member of the Association must appear for an interview with the Membership committee, prior to a designated monthly meeting. After the interview, the prospective Board member shall be excused from the meeting, at which point the Board of Directors shall vote upon the application. The Membership committee shall notify the prospective Board member as soon as possible before the next monthly meeting as to his acceptance or rejection.
- Sec. 2 A. A nominating committee consisting of five members shall be elected by the Board of Directors at the September meeting. In October, said committee shall present the slate of Board Members to the Board of Directors. This shall not preclude nominations for additional candidates from the floor by the Board of Directors. At the November meeting, the Board of Directors shall vote on the proposed slate of nominees to be presented to the General Membership for election.
- B. The Nominating Committee elected in September shall also be charged with the responsibility of selecting the slate of officers from the Board of Directors. Said slate shall be presented at the October meeting, at which time additional nominations shall be taken from the floor. At the November meeting, a vote shall be taken for each officer's position and a simple majority shall elect.
- C. Finally, at the December meeting, the officers of the Association shall be presented to the General Membership. Also at said meeting, the Directors shall be voted upon by the General Membership.
- Sec. 3 A. A Board member's term shall be effective for one year and may succeed themselves.
- B. The officers so elected shall serve for one year and may succeed themselves.
- Sec. 4 Should a vacancy occur among the officers with the exception of the President, or a member of the Board of Directors, the vacancy shall be filled by nominations from the floor and election by majority of the Board members at the next following regular Board

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meeting. The member so elected shall serve in office only until the next following Annual meeting.

- Sec. 5 Should the President be unable to attend a regular monthly meeting, the Executive Vice-President shall preside over the meeting.

Should a vacancy occur in the Presidency, the Executive Vice-President shall automatically become President.

- Sec. 6 All duly elected Officers shall take office on January 1 of each year.

### **ARTICLE VI Duties of the Officers and the Board of Directors**

- Sec. 1 The President shall preside at all meetings of the Board and the Association. He shall appoint the personnel of all Standing and Special Committees, except the Nominating Committee, and present such personnel to the Board members of the Association for their approval at the earliest convenience. He shall ascertain that all Officers are performing their respective duties according to the Constitution and the By-Laws. He shall call all regular and special meetings; promote the welfare of the organization and exercise general supervision over all matters pertaining to the organization, and perform such other duties as may be necessary within the framework and scope of his office.
- Sec. 2 It shall be the duty of the Executive Vice-President to serve as the President during his absence and to be the Chairman of the Ways and Means Committee and to perform such other duties as may be necessary.
- Sec. 3 It shall be the duty of the Vice-Presidents to chair the respective village affairs committees and shall report monthly to the Board of Directors on the activities of their village government and other issues pertinent to the village and to perform such other functions as may be necessary.
- Sec. 4 It shall be the duty of the Secretary to maintain Minutes of all meetings of the Association to the extent that they may be considered the official records of all business transactions; to receive and file all incoming correspondences; to conduct all outgoing correspondence of the Association; to maintain custody of all Association records; to notify all current members of all regular and special meetings at least ten days prior to said meetings. The Secretary shall maintain a list of all members of the Association in good standing; and to perform such other duties as may be necessary.
- Sec. 5 It shall be the duty of the Treasurer to receive all Association funds; to keep the Association funds in a bank approved by the Association; to effect disbursements under the signed order of the President or by a written receipt for an authorized expenditure; to provide the Secretary with a list of those board members that are delinquent; and to perform such other duties as may be necessary.

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- Sec. 6 It shall be the duty of the Board of Directors to study and consider the welfare of the Association and projects pertaining to the civic betterment of the community; to consummate such matters as voted by the Board at all regular and special meetings; and to perform such other duties as may be deemed necessary.
- Sec. 7 No statement shall be made public by either an officer, a director or a committee of this organization until it has been voted and approved by the Board of Directors.

### **ARTICLE VII Meetings**

- Sec. 1 The Association shall meet once a month on the first Monday of the month at such place as may be designated by the Board of Directors. Said monthly meetings may be adjourned or continued upon a majority vote of the Board of Directors.
- Sec. 2 There shall be at least one General Membership meeting each year, which shall constitute the Annual Meeting of the that year. Said meeting shall be held in the forth quarter of the calendar year.
- Sec. 3 A. Special meetings shall be called at the discretion of the Board or the President when petition for such special meetings is made by at least one-fourth of the active Board members.
- B. Special meetings can be called by the General membership by a petition of ten General members requesting said meeting.
- C. Only the business for which a special meeting was called may be addressed at said meeting.
- Sec. 4 One-half of the current Board of Directors shall constitute a quorum at all meetings of the Board of Directors.
- Sec. 5 Ten percent of the members in good standing shall constitute a quorum at all special meetings of the general membership of the Association.
- Sec. 6 Every member, in good standing of the general membership of the Association, shall be entitled to one vote.
- Sec. 7 Unusual expenditures exceeding \$100.00 must have the approval of the Board of Directors.
- Sec. 8 The Order of Business shall be as follows at all meetings of the Board of Directors:
1. Meeting called to order
  2. Reading of Minutes of previous regular and special meetings, and reading of correspondence

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3. Treasurer's Report
4. Reports of officers and committees
5. Old business
6. New business
7. General Program
8. Good of Organization
9. Adjournment

Sec. 9 Robert's Rules of Order, Revised; Scott Foresman Edition, shall be the Parliamentary authority for the Association.

### **ARTICLE VIII Standing and Other Committees**

Sec. 1 The Standing Committees of this Association shall be:

1. **WAYS AND MEANS:** To suggest and actively promote methods of maintaining the funds of the organization, and to provide such social functions and entertainment as will encourage membership and active attendance and interest in the organization.
2. **MEMBERSHIP:** To promote and encourage membership in the organization; to receive applications for membership and to present to the Secretary all new applications of membership for presentation at the next regular meeting.
3. **AUDITING:** Three members to be appointed by the President at the March meeting to prepare and submit an audit at the annual meeting of the financial activities of the organization for the fiscal year or to review an audit prepared by an outside Certified Public Accountant.

### **ARTICLE IX Amendments**

Sec. 1 These By-Laws and the Constitution shall be amended by a proposition in writing at any Board meeting signed by five active Board members. Proposed amendments shall be read at that meeting and shall be adopted by a two-thirds vote of the Board members present at the following meeting.

Sec. 2 The notice of meeting to Board Members shall always contain the text of proposed amendment to be voted on at the next regular Board meeting.

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**Notes:**

This Association was Incorporated on August 14, 1958.

These by-laws were revised on:

June 12, 1973

October 8, 1973

March 24, 1976

November 7, 1977

and further revised on November 4, 1988.