

## **KEEP RICHWOOD BEAUTIFUL BYLAWS**

### **ARTICLE 1 - Name**

This organization's name shall be Keep Richwood Beautiful, and its principal place of business is Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, Texas 77531.

### **ARTICLE II - Purpose**

The organization's purpose shall be charitable and educational, promoting the Keep Texas Beautiful program of litter prevention, beautification, community improvement, and minimization of the impact of solid waste in Richwood.

### **ARTICLE III – Board**

- Section 1. The governing body of Keep Richwood Beautiful shall be responsible for managing its affairs and directing its work and control. The Board shall have full power and authority to promote the objectives for which Keep Richwood Beautiful is organized.
- Section 2. Rules: The Board shall enact such regulations as long as they are not inconsistent with these Bylaws.
- Section 3. Meetings: The Board shall meet monthly, on the first Tuesday of each month at 6:00 p.m. Special meetings may be called by the Chairman with a simple majority of the board members present.
- Section 4. Notice of Meetings: Notice of the monthly meetings of Keep Richwood Beautiful shall be sent to the members at least 3 days before the meeting and shall be posted at City Hall in accordance with the Texas Open Meetings Act.
- Section 5. Term of Office: Appointed Board Members shall serve two years with no term limits.
- Section 6. Attendance Policy: Appointed Board Members cannot miss more than three consecutive meetings without a valid excuse, and after a vote by the board, the position will be presented to the City Council to be reassigned.

Section 7. Appointment of Board Members: An interested resident must live or own property or a business within the city limits of Richwood. A person interested in becoming a board member will complete the Municipal Volunteer Program Packet and pass a background check. The person applying must then be approved by the board and appointed by the City Council.

#### **ARTICLE IV - Officers**

- Section 1. Term of Office: The officers, Chairman, Vice Chairman/Treasurer, and Secretary shall be elected from the existing board of 5 to 7 members for one year beginning on January 1 of each year and ending on December 31.
- Section 2. Chairman: The Chairman shall preside at all board meetings, perform all duties incidental to the office, and advise on actions deemed likely to increase the board's objectives.
- Section 3. Vice Chairman/Treasurer: The Vice Chairman/Treasurer shall act in the Chairman's absence. In the absence or disability of the three officers named, a member of the Board shall be chosen to act temporarily.
- Section 4. Secretary: The Secretary shall keep the records, the minutes of the meeting, and a roll of attendance; notify officers and committee chairpersons of meeting time and place; and send out proper notices of all call meetings and of other meetings when necessary. The City Secretary may serve as the board secretary.
- Section 5. Executive Director: The Executive Director will be appointed by the City Manager and paid a \$500.00 monthly stipend as contract labor. A monthly timesheet and check request will be submitted to the Finance Director, who will forward said information to Accounts Payable, and the Executive Director will be paid forthcoming.
- Section 6. Loss of Officer: If an officer leaves or resigns, an emergency vote will take place to choose and approve a new person for the position.

## **ARTICLE V – Committees**

- Section 1. All actions taken by standing committees formed by the Board that commit the organization to an action must be approved by the Keep Richwood Beautiful Board. Specific funding in the budget or by presentation and approval by the Board may grant this approval.
- Section 2. Committee Chairs: Each committee shall select a Chair and Vice-Chair. The names shall be submitted to the Board for confirmation
- Section 3. Committee Members: Committee members are open to property owners, people with children in schools in Richwood, and business owners or current residents. A list of committee members shall be provided to the Board.
- Section 4. A subcommittee is formed to share specific tasks within the jurisdiction of the full committee. A subcommittee will consist of no more than three board members so that no quorum is formed.

## **ARTICLE VI - Amendments**

The Board may amend these by-laws at any board meeting at which a quorum is present, provided that the proposed amendment is inserted in the notices of such meeting.

## **ARTICLE VII - Parliamentary Authority**

Any rules of parliamentary procedures not covered by these Bylaws shall be governed by the latest edition of “Robert’s Rules of Order.”

## **ARTICLE VIII - Dissolution**

In the event of dissolution, the residual assets of Keep Richwood Beautiful will be turned over to one or more organizations which themselves are exempt as organizations under Section 501 (c) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding section of any prior or future law, or to the Federal, State, or local government for an exclusive purpose related to litter prevention, beautification, and the community improvement or the minimization of solid waste. These above-mentioned organizations will be voted on and approved by the board before disseminating the funds.