

KEEP RICHWOOD BEAUTIFUL BYLAWS

ARTICLE 1 - Name

The name of this organization shall be Keep Richwood Beautiful, with its principal place of business at Richwood City Hall, 1800 Brazosport Blvd. N., Richwood, Texas 77531.

ARTICLE II - Purpose

The purpose of the organization shall be charitable and educational to promote the Keep Texas Beautiful program of litter prevention, beautification and 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 the management of its affairs and the direction of its work and control. The Board shall have full power and authority to promote the objectives for which the Keep Richwood Beautiful is organized.
- Section 2. Rules: The Board shall enact such rules and regulations as long as they are not inconsistent with these Bylaws.
- Section 3. Meetings: The Board shall meet monthly. Special meetings of the Board may be called by the Chairman or a simple majority of the seating board members.
- Section 4. Notice of Meetings: Notice of the monthly meetings of Keep Richwood Beautiful shall be sent to the members at least 3 days prior to the meeting and shall be posted at City Hall in accordance to the Texas Open Meetings Act.
- Section 5. Term of Office: Appointed Board Members shall serve for a term of one year 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 presented to City Council to be reassigned. Appointed Board Members

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Section 7. Appointment of Board Members: An interested resident must live or own property, or a business in the city limits of Richwood. Said person who is interested in becoming a board member will fill out the Municipal Volunteer Program Packet in full and must pass a background check. The person applying must then be approved by the board and appointed by 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 between 5 to 7 members for a term of one year beginning in January 1 of each year and ending on December 31.
- Section 2. Chairman: The Chairman shall preside at all meetings of the Board. The Chairman shall perform all duties incidental to the office and advise such action as may be deemed likely to increase the objectives of the Board.
- Section 3. Vice Chairman/Treasurer: The Vice Chairman/Treasurer shall act in the absence of the Chairman; and 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, a roll of the attendance; shall notify officers, and committee chairpersons of meeting time and place, shall send out proper notices of all call meetings, and of other meetings when necessary.
- Section 5. Executive Director: The Executive Director will be appointed by the City Manager and paid as contract labor a \$500.00 a month stipend. A monthly timesheet and check request will be submitted to the City Secretary who will forward said information to Accounts Payable and the Executive Director will be paid forthcoming.

Section 6. Loss of Officer: In the case of an officer leaving or resigning, 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. This approval may be granted by specific funding in the budget or by presentation and approval by the Board.

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: Membership on committees is 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 either by mail ballot or at any meeting of the board 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 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.