

SPRING CREEK CIVIC ORGANIZATION
CONSTITUTION OR BY-LAWS
(Revised April 2015, Second Revision November 2020)

PREAMBLE

The residents of the housing subdivision known as “Spring Creek”, feeling the need for an organization to enable the neighbors to work as a group for the mutual benefit of the area, and to meet socially, do hereby form such an organization, to be known as the “Spring Creek Civic Organization.”

ARTICLE I – NAME

The name of this organization shall be the SPRING CREEK CIVIC ORGANIZATION, also known as SCCO.

ARTICLE II – ARTICLES OF ORGANIZATION

Section 1. Purpose: The Spring Creek Civic Organization exists as an unincorporated organization of its members to enable them to work as a group for the common and general welfare of the people in the community, and secondarily to meet socially.

Section 2. Dissolution: In the event of the dissolution of the organization, its assets shall be distributed for one or more of the exempt purposes as specified in Section 501(c)(4) of the Internal Revenue Code as from time to time amended.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Membership shall be open to anyone owning or leasing a home (excluding apartment dwellers) in the subdivision known as “Spring Creek”, with boundaries of Arapaho Road on the North, Coit Road on the East, Beltline Road on the South and Meandering Way on the West.

Section 2. The annual membership dues shall be assessed during the fiscal year beginning July 1 and ending June 30. Only paid members shall vote.

Section 3. Memberships are not transferrable or refundable.

Section 4. Membership in the organization entitles households to receive communications, a directory, and to vote on matters affecting the Spring Creek subdivision.

Section 5. Officers, liaisons and block captains should pay their SCCO duties by October 31st of each fiscal year in order to hold the position.

Section 6. The Executive Board shall present any proposed changes in membership dues for the upcoming year at the Spring General meeting for approval by the general membership.

ARTICLE IV – MEETINGS

Section 1. Regular meetings shall be held twice a year, once in the first half of the fiscal year and once in the second half of the fiscal year, (at least two general meetings per year) at a time and place convenient to the membership.

Section 2. Special meetings shall be called by the President or may be called by at least four members of the Executive Board.

Section 3. Notification of each general membership meeting shall be made to the full membership at least one week prior to the meeting.

ARTICLE V – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers including President, First Vice-President/Membership, Second Vice-President/Block Captain, Third Vice-President/Community Improvement, Fourth Vice-President/Social, Fifth Vice-President/Communications, Secretary, Treasurer, and Parliamentarian.

Section 2. The first meeting of the new board shall be called either by the outgoing or the incoming President. The purpose of the meeting shall be to conduct such business as may be appropriate to plan for the upcoming fiscal year such as receive budget requests from officers, prepare the preliminary budget for the upcoming year, complete the board roster, plan the First General Meeting, National Night Out and the rest of the upcoming calendar, update Newcomer packets, exchange procedure books and have the opportunity to pay dues.

Section 3. The President shall conduct all Executive Board meetings.

Section 4. A majority of the filled voting positions of the Executive Board shall constitute a quorum. The voting positions include the President, 1st, 2nd, 3rd, 4th, and 5th Vice Presidents, Secretary, Treasurer, and Parliamentarian.

Section 5. The Executive Board shall act in an advisory capacity to the President, shall decide matters of immediate importance between regular meetings, and shall perform such duties as are specified in these bylaws.

Section 6. The Executive Board member who is absent from an Executive Board meeting more than two times in succession, without having notified the Secretary of a valid excuse, could be subject to replacement by the Executive Board.

Section 7. In the event that a committee chairperson is unable to attend an Executive Board meeting, they may, after having contacted the President, send a member of their committee to the Executive Board meeting for the purpose of presenting a committee report.

Section 8. If a non-board member wants to make a presentation to the board they must contact the President to be included in the agenda. Following the presentation, they will be excused.

ARTICLE VI – OFFICERS AND THEIR DUTIES

The elected officers of this organization shall consist of a president, first vice-president, second vice-president, third vice-president, fourth vice-president, fifth vice-president, secretary, treasurer, and parliamentarian. An office may be shared by two people with the position having the right to a single vote and counting as 1 towards the calculation of quorum. A person may not hold more than 1 elected office. Any person serving on the board is entitled to only 1 vote regardless of positions held.

The duties of the officers shall be as follows:

Section 1. President: Administer the affairs of the organization. Preside at all regular and Executive Board meetings and special functions. Appoint the chairmen of the standing committees and appoint the liaisons and the special committees including Reconciliation, Nominating, and Directory.

Call special meetings when necessary. The President may, with the approval of the majority of the elected officers, take action in a situation requiring an immediate decision. The President shall act as an ex-officio member of all standing and special committees except for the nominating committee.

Section 2. First Vice-President/Membership Chairperson: Assist the President and carry out the duties of the President in their absence. Coordinate the annual membership drive starting in July. Maintain an updated list of paid members, indexed both alphabetically and by street and house number. Provide the Directory Chairperson with these membership lists at the conclusion of the membership drive. Turn over collected dues to the Treasurer.

Section 3. Second Vice-President/Block Chairperson: Serves as chairperson of the Block Captain Committee. Recruits block captains and coordinates their activities, including National Night Out. Responsible for timely delivery of all communications to block captains and preparation and distribution of new neighbor packets to new residents in the neighborhood. May appoint a distribution coordinator to help with this task.

Section 4. Third Vice-President/Community Improvement: Serves as chairperson of Community Improvement Committee. Responsible for presenting Yard of the Month Award, the Beautification Award, and submitting information on these awards to the Fifth Vice-President/Communications. Shall also be responsible for arranging for Holiday Awards judging, distribution, collection and storage of the award signs. Shall also negotiate the service contract with the lawn care company to mow, trim and edge the grass along both Belt Line, Coit and Arapaho Roads.

Section 5. Fourth Vice-President/Social: Serves as Social Chairperson of Special Events, including the fall and spring meetings and other social events as decided.

Section 6. Fifth Vice-President/Communications: Serves as Chairperson of the Communications Committee. Collects news and information from organization members to publish in the newsletter, on the SCCO website, and social media. Maintains the content of SCCO's website and social media profiles to ensure correct and current information is available to members. Supports the president and other board members with event advertising and distribution of information.

Section 7. Secretary: Take and keep the official minutes of the proceedings of the organization and Executive Board. Present the minutes for approval. Shall report all recommendations of the Executive Board to the organization. Maintain a copy of the Bylaws and standing rules. Keep a list of all existing committees and their members and keep a file of their records. Conduct and keep on file all correspondence of the organization. Send cards to the residents to express thanks, invitations, sympathy, congratulations and get-well wishes.

Section 8. Treasurer: Deposit all monies received in appropriate bank accounts as approved by the Executive Board. Shall keep a full and accurate account of receipts and expenditures, and in accordance with the budget adopted by the organization, shall make disbursements as authorized by the President, Executive Board, or Organization. The Treasurer shall present a financial statement at every meeting of the organization and of the Executive Board. Have the books ready for an annual reconciliation of financial records within 60 days of end of fiscal year. Responsible for filing the necessary forms as stipulated by governmental regulation, including any filings required by the Internal Revenue Service on annual basis. Prepare a budget for presentation and approval by the Executive Board and general membership at their fall meetings.

Section 9. Parliamentarian: Serves as chairperson of the Bylaws Committee. Purchase end-of-term gift for the President. Maintain a copy of the Bylaws and standing rules and provide a copy to the President, Secretary and the Fifth Vice-President for posting on the website.

ARTICLE VII – COMMITTEES AND THEIR DUTIES

Section 1. Standing Committees: There shall be the following standing committees, the chairperson appointed by the President unless otherwise prescribed by the bylaws, subject to the approval of the elected officers: Community Improvement*, Block Captain*, Bylaws*, Social*, and Communications*. (* denotes committee is chaired by an elected officer).

Section 2. Members of Committees: The chairperson of each Committee may appoint the members of the committee.

Section 3. Meetings: The chairperson of each committee shall notify the President in advance of all committee meetings.

Section 4. Nominating Committee: Shall consist of a minimum of 3 members appointed by the President in January and announced in the February newsletter, to provide a slate of officers for vote at the 2nd General meeting of the fiscal year. This slate is to be submitted to the membership prior to the spring meeting. The committee shall elect its own chair.

Section 5. Reconciliation Committee: A reconciliation committee of three shall be appointed by the president subject to approval of the elected officers. This committee's duty shall be to reconcile the treasurer's financial records within 60 days following the end of the fiscal year and prepare a statement to the organization with their findings.

Section 6. Special Committees: Directory, Advertising, Nominating and Reconciliation are special committees. Such other committees or liaison representatives shall be appointed by the President with the approval of the Executive Board from time to time as deemed necessary to carry out the work of the organization.

Section 7. Other: The Chairperson of the standing and special committees shall report on the activities at each regular meeting.

Section 8. Duties of Committees:

- A. Community Improvement:** The Third Vice-President serves as chairperson. Responsibilities include presenting Yard of the Month for outstanding yard care, Beautification Award for home improvements, and Holiday Awards for seasonal decoration. In addition, the committee is to review the annual landscaping maintenance contract. Projects undertaken by this committee other than as stated must have the approval of the Executive Board.
- B. Block Captain:** The Second Vice-President serves as chairperson and recruits the block captains. The duties of the block captains are to distribute SCCO publication and assist in the annual membership drive, National Night Out and welcoming newcomers.
- C. Bylaw:** The Parliamentarian serves as chairperson of this committee. Committee shall be governed by Article X Amendments and Major Proposals. Shall receive all proposed amendments to the bylaws and present notice of such amendments to the Executive Board for their approval and final approval obtained from the membership. Bylaw amendments and standing rules may be proposed by the Bylaw Committee, the Executive Board or a member of the organization.
- D. Communications:** The Fifth Vice-President serves as chairperson. Chairperson shall collect and organize submitted articles for the newsletter and submit a draft to the President for review, prior to publication. Committee members will submit items of interest to the chairperson for publication. Responsible for SCCO website development and content maintenance and securing the hosting and domain name contracts. Assists officers and chairmen with submitting and posting content to the website with a focus on the monthly SCCO newsletter content. Serves as gatekeeper for community wide email distributions. Reviews, monitors and reports to the SCCO Board at monthly meetings on the content of the SCCO social media.
- E. Directory:** Chairperson is appointed by the President. At the conclusion of the membership drive, chairperson shall obtain the membership list from the First Vice President and compile, edit and publish the annual Directory. The finished directories are then delivered to the Second Vice-President/Block Captain with a goal of delivery by January 31st.
- F. Advertising:** Chairperson is appointed by the President. Chairperson shall solicit neighbors and area businesses for purchase of ads in the annual directory, newsletter and other online opportunities. Chairperson shall turn over collected money to the Treasurer and the ads to the Directory Chairperson at the conclusion of the membership drive.

- G. Social:** The Fourth Vice-President serves as chairperson. Coordinates social activities including the fall and spring meetings. Coordinates with the Communications chairperson for publicity of all social events including the generation of social event flyers, if needed.

ARTICLE VIII – ELECTION OF OFFICERS AND TERMS OF HOLDING OFFICE

Section 1. Election of officers shall take place at the spring meeting of the organization. At that time the nominating committee will present their proposals, and additional nominations from the floor may be made preceding the voting. Those making nominations from the floor must have the permission of the prospective nominee.

Section 2. Additional officer shall be formed as needed with the approval of the membership.

Section 3. The term of office for officers shall be one (1) year beginning July 1 and ending June 30. All positions shall carry a term limit of 2 consecutive years, unless no one is willing to serve and the officer/chairperson is willing to serve an additional term.

Section 4. If any elected officer or committee chairperson moves from the Spring Creek area, or is unable to fulfill their duties (and/or attend monthly board meetings) they shall resign their position from the organization. The resulting vacancy shall be filled by presidential appointment.

ARTICLE IX – VOTING

A majority vote of attending dues-paid members at a meeting of the organization will carry the vote for the election of officers and for decision on major questions affecting the Spring Creek area. Each household is entitled to one vote.

ARTICLE X – AMENDMENTS AND MAJOR PROPOSALS

All proposals which affect the goals and purposes of Spring Creek Civic Organization shall be submitted to the general membership at least one week prior to the meeting in which a vote will be taken. Amendments and standing rules shall be made in the form of a motion and presented to the Bylaw Committee and handled in the same way as other important proposals.

ARTICLE XI – REFERENCE AND PROCEDURE

The rule contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.