

Richland County Neighborhood Council Bylaws



County Council Chambers ● 2020 Hampton Street ● www.rcgov.us

Revised 15 July 2011

ARTICLE 1-Name of Organization

1. The name of this Organization shall be the “Richland County Neighborhood Council,” hereafter abbreviated as RCNC.

ARTICLE II-Statement of Purpose

1. Committed to preserving and promoting the integrity of Richland County neighborhoods. It serves as an umbrella group whose members are the various recognized neighborhood organizations of the county.
2. RCNC provides a forum for the discussion of issues and challenge to the citizens of Richland County neighborhoods. **Together** committed to serve the residents of Richland County and **Enlighten** neighborhoods through sound, proven and practical techniques. **Activate** the forces that give power to the County and Neighborhoods through **Movement** to empower and educate neighborhood leaders into one influential voice (TEAM).
3. It furnishes a connecting link between the neighborhoods and the elected and appointed officials and units of local government, which it advises on issues of neighborhood concern. Mission statement: the Richland County Neighborhood Council is a non-partisan body which offers membership to all neighborhoods in the county for the purpose of educating residents, exchanging information, neighborhoods assisting one another, and actively advising elected, and appointed officials and local governments on issues impacting our communities.

ARTICLE III—Policy

1. The RCNC is a non-partisan, membership based community organization.

ARTICLE IV—Membership

1. RCNC Membership categories will include “Full Membership” and “Provisional Membership”.

(a) Membership In RCNC shall be open to any Richland County “Recognized Neighborhood Organization” whose Constitution, Blylaws, or operating principles establish among its goals the preservation and improvement of the residential areas in Richland County. And are not limited to voting at RCNC meetings and making use of RCNC resources.

A “Recognized Neighborhood Organization” is defined as one which meets the following requirements:

- i. An identifiable constituency, located within fixed geographical boundaries, at least part of which are within the County limits;
 - ii. At least one public neighborhood meeting annually;
 - iii. An elected body of officers;
 - iv. A non-partisan nature;
 - v. A Constitution and/or Bylaws and/or Statement of Principles of Operation.
2. Every RCNC member shall provide the organization name, board members name(s) mailing address, telephone number, and email to the Secretary after each election or change of officer(s). This information will be shared with the Richland County Neighborhood Improvement Program.

ARTICLE V—Officers and Executive Committee

1. The officers of RCNC shall consist of the President, Vice President, Secretary, Treasurer, and Immediate Past President.
2. The Executive Committee shall consist of the officers. No more than one officer may be elected from any one member organization, unless approved by voting quorum of the members of RCNC.

3. Responsibilities of the Executive Committee shall include, but not limited to:
 - (a) Reviewing and authorizing all expenditures of RCNC in coordination with the Treasurer,
 - (b) Ensuring accurate and current membership records,
 - (c) Establishing such committees as shall be deemed necessary for the operation of RCNC,
 - (d) Establishing meeting dates and agendas, and
 - (e) Presenting a year-end report of financials and actions at the June meeting each year.

4. Any member of the Executive Committee, at his or her pleasure, may serve as a non-voting member of any RCNC committee.

ARTICLE VI—Election of Officers

1. Elections of the officers shall be held at the June Meeting each year, with the Nominating Committee having made those names selected as proposed officers available to the RCNC membership at the May meeting.
2. Officers shall be installed at the end of the June meeting and shall assume their duties on 1 July.
3. A Nominating Committee, excluding elected officers of RCNC, shall consist of three (3) representatives of RCNC's Organization, as appointed by the President. Responsibilities include:
 - (a) Solicit nominations in writing for all RCNC offices on at least one month prior to the May meeting.
 - (b) Ascertain the eligibility of the individuals nominated and their willingness to serve.
 - (c) Deadline for ballots will be presented by the nominating committee at the May meeting.
 - (d) A complete list of willing nominees then will be sent to the RCNC Membership at least one week before the June Meeting.

4. Additional nominations may be made from the floor at the time of the election.
5. To qualify to be an officer and individual must be a resident of Richland County and a member of a Richland County Neighborhood Organization.
6. Voting for RCNC Officers shall be by written ballot of those voting representatives in attendance. Votes will be tallied and reported by the Nominating Committee. Proxy votes are not allowed for the election officers. In Case of uncontested elections may request a vote of affirmation.

7. All officers shall serve two (2) years term of office once elected and may succeed themselves in the same office once.
8. Once elected, RCNC officers may complete their terms of office as long as they continue to reside within Richland County.

ARTICLE VII – Voting and voting representatives

1. Each Organization shall have one vote at all RCNC meetings. The voting representative shall be selected by the member organization. The name of the voting representative and any alternate shall be provided by the President of the member organization to the Vice President of the RCNC.

ARTICLE VIII –Duties of the Officers

1. The duties of the **President** shall include
 - (a) Presiding over all meetings of RCNC and the Executive Committee,
 - (b) Co-signing all checks with the Treasurer,
 - (c) Calling Special Meetings of RCNC or the Executive Committee as may be deemed necessary,
 - (d) Speaking for and representing RCNC to other bodies and the news media, or appointing a spokesperson to do so,
 - (e) Appointing committee members, and
 - (f) Preparing and issuing any public statements and letters at the direction of the Executive Committee or by vote of the members of RCNC or as needed by normal operating practices of RCNC.
2. The duties of the **Vice President** shall include
 - (a) Assisting the President in carrying out the duties as required
 - (b) Presiding over meetings in the absence of the President and/or unwillingness to serve,
 - (c) Coordinating all committees established by the RCNC,
 - (d) Serving as parliamentarian at all RCNC meetings,
 - (e) Certifying that all voting representatives are authorized to vote, as per Article IV, and working with the Secretary to maintain accurate RCNC records in the Neighborhood Improvement office at the County Administration Building-2020 Hampton Street, Columbia SC .

3. The duties of the **Secretary** shall include

- (a) Notifying all members of all regular meetings, and time permitting all called meetings of RCNC at least one week prior to the meeting with all business announced on the agenda, including actions requiring a quorum and minutes from previous the RCNC meeting,
- (b) Acting on behalf of the Vice President in their absence,
- (c) Keeping the minutes of all RCNC meetings,
- (d) Distributing minutes to the membership prior to the next scheduled meeting, maintaining membership records and minutes for RCNC at the County Administration Building Neighborhood Improvement Program, 2020 Hampton Street, Columbia, SC.
- (e) Distribution and collection of membership renewal forms.

4. The duties of the **Treasurer** shall include

- (a) Acting on behalf of the Secretary in the Secretary's absence,
- (b) Receiving and co-disbursing, with the President, all funds of RCNC,
- (c) Maintaining accurate financial records of RCNC for review by membership upon request, and
- (d) Preparing a Consolidated Annual Financial Statement of transactions and balances to be presented at the June meeting of the RCNC.

5. The Immediate Past President shall serve as an advisor to the RCNC and perform other tasks as assigned.

ARTICLE IX –Meetings

- 1. Regular meetings of RCNC shall be held monthly and special meetings may be called by the President or by one-fourth of the full membership provided that a five-day notice is provided to RCNC members.
- 2. A quorum at RCNC meetings shall consist of the voting representatives of 5 Organizations.
- 3. In the case of the Executive Committee, a quorum consist of a least 3 Executive Committee members.
- 4. All RCNC regular and special meetings, as well as meeting of RCNC Committees, including the Executive Committee, shall be open to the public.

ARTICLE X--committees

- 1. The Nominating Committee, appointed by the President, shall have such responsibilities as defined in Article VI.
- 2. Standing and ad hoc-committees may be established or abolished as deemed necessary for the operation of RCNC by the Executive Committee or by the majority vote of he RCNC membership.

ARTICLE XI—Circulation of Bylaws

1. One copy of the RCNC Bylaws will be provided to each new RCNC Member organization or as requested.

ARTICLE XII—Other Operating Procedures

1. Any documents, minutes, or other records generated by or received by the Richland County Neighborhood Council or any committee of the organization shall become the property of RCNC and shall upon request be made available in uncensored and unaltered form to any member. **These records shall be retained for a minimum of three (3) years.** After that, should be reviewed and voted on by the Executive Committee and any that are deemed important should be retained further.

ARTICLE XIII—Amendments

1. Any proposed amendment to the Bylaws must be submitted to the membership, in writing at a regular meeting with notice that action will occur at the next regular meeting.
2. Amendments to the Bylaws must be approved by the affirmative vote of two thirds of the RCNC member organizations in attendance.

ARTICLE XIV –Dissolution

1. In the event this organization is dissolved, any assets remaining in the organization will be donated to a tax-exempt eleemosynary or governmental entity of similar nature as may be designated by the Executive Committee at the time of dissolution.