

# Orrington Old Home Week Committee

## BYLAWS

### ARTICLE I

#### Name

The name of this organization is the Orrington Old Home Week Committee

### ARTICLE II

#### Purpose

The purpose of the organization is to produce and promote the annual Old Home Week celebration each summer and to assist others in the promotion of Orrington's history, natural resources and community.

### ARTICLE III

#### Membership

Any person interested who can contribute their time and expertise toward the purposes of the organization shall thereby become a member.

### ARTICLE IV

#### Schedule and Quorum for Meetings

Section 1. Regular meetings of the society shall be held once a month in the spring and summer and more as deemed necessary.

Section 2. Special meetings may be called by the President.

Section 3. The governing board shall meet every month, unless deemed unnecessary by the President. Special meetings of the governing board may be called by the President.

Section 4. Two-thirds of the active governing board members shall constitute a quorum.

Section 5. A member can use email or text messaging to authorize someone to act as proxy.

Section 6. Members can receive notice of a meeting through phone call, email or text message.

Section 7. Members can submit a waiver of notice of meeting by electronic means.

### ARTICLE V

#### Elections

Section 1. The elected officers shall serve for a term of one year. Officers' terms shall commence with the adjournment of the annual meeting at which they are chosen and extend until the next annual meeting.

Section 2. The nominees shall be elected by a majority of the members present in person and voting at the annual meeting of the organization, providing a quorum is present.

Section 3. Officers shall assume their duties upon the adjournment of the annual meeting at which they are elected.

## **ARTICLE VI**

### **Officers**

Section 1. The president shall have executive supervision over the activities of the organization and the governing board within the scope provided by these bylaws and shall preside at all meetings. The president shall report annually on the activities of the organization and shall appoint the members of committees and delegates not otherwise provided for.

Section 2. The vice-president shall assume the duties of the president in the event of absence, incapacity, resignation, or removal of the president.

Section 3. The secretary shall keep the minutes of meetings of the organization and of the governing board, maintain a list of members.

Section 4. The treasurer shall be responsible for the safekeeping of organization funds, for maintaining adequate financial records, and for depositing all monies with a reliable banking company in the name of the society. Monies shall be paid out by numbered checks signed by the treasurer and the president. The treasurer will render an annual report.

Section 5. The governing board shall have the power to conduct all affairs of the society. The governing board shall decide questions of policy that for any reason cannot be acted upon at a meeting of the organization and perform such other functions as designated in the bylaws or otherwise assigned to it.

Section 6. At any meeting of the governing board, four members shall constitute a quorum. The governing board, through the president, shall render an annual report at each annual meeting.

## **ARTICLE VII**

### **Committees**

Section 1. The organization shall have committees, standing or special, appointed by the governing board.

Section 2. The governing board shall appoint members as needed to support the purpose of the organization.

## **ARTICLE VIII**

### **Parliamentary Authority**

The rules contained in Robert's Rules of Order shall govern the proceedings of the organization.

## **ARTICLE IX**

### **Amendment to the Bylaws**

These bylaws may be amended at any regular or special meeting by a two-thirds vote of those voting, provided notice was given at the previous meeting. Or they may be amended at a special meeting called for that purpose, with previous notice and a two-thirds vote. All proposed amendments shall be submitted in writing.