

Potomac/Greenough Community Center

----- Potomac Road
Potomac, Mt. 59823

By-Laws

Jan. 20, 2005

ARTICLE I

This organization shall be known as The Potomac/Greenough Community Center. It is organized exclusively for charitable, educational and recreational purposes within the meaning of section 501(c)(3) of the internal revenue code. It will be governed by a 5 member Board of Trustees. Membership includes all residents of legal age of Potomac/Greenough community.

ARTICLE II

The purpose of the Potomac/Greenough Community Center shall be to provide a center for all the people of Potomac/Greenough and adjacent area to be used solely for a social and recreational center. The historical use of the Community Center by the Potomac School to continue as such.

The property shall not be used for private commercial purposes except that charitable, political, and community fund raising events may be held on the property. This to include local community clubs and groups that are of community interest and not for profit.

See Enclosure 1 QUITCLAIM DEED.

ARTICLE III

Organization

An election will be held annually to elect from it's members a Board of

Trustees. This election will be held in May to coincide with the School Board and Fire Dept elections. Nominations for the Board shall be accepted 30 days prior to the election. There will be a posting in five locations naming these nominees and giving the date and location of the election. The election will be held the following month after this posting.

The Board of Trustees will elect from its members at the first meeting after the annual election a Chairman and a Vice Chairman.

The Chairman will be the administrative Director of the Board of Trustees. The Chairman presides over all board meetings and public meetings. The Chairman is responsible for meeting agendas, and insuring that business and suspense items are being addressed in a timely manner. Although he is the director of the Board meetings, he has the same voting rights as any other Board member. The rules governing his position, are found in Roberts Rules of Order, Newly Revised, 9th Edition, Copy Right, 1991.

The Chairman is the direct supervisor of the Secretary, and Treasurer, who are responsible insuring that meeting Minutes, Financial, and Budget Reports, are up to date and on time.

The Board of Trustees will elect from its members at the first monthly board meeting a Chairman and Vice Chairman to serve for the next Fiscal Year. In order to insure rotation of the responsibilities of these positions among the board members, no board member may hold the position of Chairman for more than 2 consecutive terms, or the position of Vice Chairman for more than 2 consecutive terms. A term is one year. In the event of a vacancy on the Board of Trustees the Board may appoint from the community at large a replacement to serve until the next election of the board.

The Vice Chairman will act as an Aide to the Chairman. In the absence of the Chairman he will preform the duties of the Chairman. The Vice Chairman will be the Insurance Coordinator. He is responsible for insuring that insurance coverage is maintained, and claims filed are handled as quickly as possible.

A Secretary will be appointed from the board by unanimous vote of the Board. The individual selected for the position of Secretary will be responsible for the duties of taking, reporting, and keeping the minutes of the meetings.

A Treasurer will be appointed from the Board by unanimous vote of the Board. The individual holding the position of Treasurer will be responsible for keeping and maintaining the financial records of the Community Center, causing to be paid any and all financial responsibilities of the Center. He shall keep an accurate record of all receipts and disbursements, and present a report at each meeting of the board.

The Fifth member of the board shall coordinate and work with the Lessee (Potomac School) and to arrange for the lease of the Community Center. This member shall also be responsible for communications with the public. He shall also be responsible for the scheduling of the use of the Community Center.

The Board of Trustees may remove any member of the Board from their duties upon a majority Board vote for due cause.

B. Board of Trustees responsibilities to the public and community.

Trustees have a responsibility to the public and the community as well as to themselves to:

(a) Provide a responsible, safe environment for the public to enjoy the Community Center.

(b) Develop an annual budget and manage the resources of the Community Center in an efficient and reasonable manner

(c) Develop a Five year long range plan of where the needs are in the community center, and what it will take to get there, in the areas of facilities, personnel and money.

(d) Keep the community informed of the operations, needs, and plans for the Community Center.

(e) Conduct the business of the Community Center in a legal and ethical manner. If it becomes necessary, obtain legal Council.

(f) Avoid personal conduct which would reflect on their personal reputation and that of the Community Center.

(g) Develop and maintain mutual support and working relationships with the public ad community.

(h) Maintain a public accountability system, through the use of posted meeting agendas. Meeting minutes, and budget reports that are available for public scrutiny at any time. Publish an annual Budget report for public

information, maintain an up to date set of By-Laws, and policy file.

2. Board of Trustees are responsible to the community at large:

(a) Establish an annual Mission, Goals, and a five year long range plan for the Community Center.

(b) Establish an Administrative guide to the Community Center in its operation and administration.

(c) Provide an open facility for community activities.

ARTICLE IV

Meetings

A. Regular Meetings; The board shall conduct a monthly meeting to be held the first Monday of the month. In the event that the meeting date falls on a holiday then the meeting will be held the following Monday.

B. Special Meetings; Special meetings may be called by the Chairman or a Quorum. The Chairman shall give to all members at least a two day advance notice, and ensure that a public notice of the meeting is made.

C. Quorum; A majority of board members shall constitute a Quorum. No action of the Board shall be taken unless a quorum is present.

D. Special Committees; The Chairman shall appoint board members to special committee for purposes and terms that the board approves.

E. Rules of Order; Roberts Rules of Order "Newly Revised 9th Edition, Copy Right 1991", will apply in all parliamentary matters, except where the By-Laws may state otherwise.

F. A Monthly meeting Agenda will be made up by the board Chairman. Regular Meeting Agenda format will be publically posted (2) days prior to the meeting to develop public interest and allow for open forum, communications and discussion.

G. Topics to be discussed, or actions where a vote or decision is needed from the board of trustees, will be submitted in writing to the board at the meeting prior to the date where a decision will be required. Exceptions to this rule will be made on a case by case basis.

H. The Order of Business shall be conducted as follows,

Call to order

An Attendance of those board members present to insure that there is a Quorum. Requires that at least three of the Board Members are in attendance.

Reading of the minutes

Treasurers Report

Reports from the Committees

Old Business

New Business

Adjournment

ARTICLE V

Code of Ethics/ Conflict of interest

A. Code of Ethics; The holding of Public Office and public service is a public trust, created by the confidence which the public reposes in the integrity of public servants.

No Member shall;

(1) Disclose or use confidential information acquired in the course of his duties to further his personal economic interest.

(2) Acquire interest in any business or undertaking which he has reason to believe may be directly and substantially affected to his economic benefit by official action taken by the Board.

(3) Conflict of interest; (Definition) Conflict between the private interests and the official responsibilities of an individual in a position of trust.

Board Members shall;

(1) Eliminate a chance of conflict of interest; and insure that unbiased decisions are being made. A Board member who is elected or appointed to the Board of Trustees will temporarily step down from his leadership position in the Community Center during this discussion.

(2) A member of the Board who has a financial or personal interest in an item under consideration by the board shall decide themselves whether they have a conflict and shall not participate in the vote taken on the item. If it is determined that such a member has a conflict, he shall not participate in the vote taken on the item. If it is determined that such member has a conflict, he shall not participate in a discussion of such matters. Such member may participate as part of the public in attendance in providing information to the board on the issue being discussed. Any disqualification will be entered into the Minutes of the Meeting.

ARTICLE VI

Compensation

No member of the Board of Trustees shall receive compensation for their services. The Board may authorize the reimbursement of actual and necessary pre-approved expenses on a case by case basis.

ARTICLE VII

Emergency Powers

In the event of a major disaster, or riot, the Chairman of the board shall have the authority to act without the consent of the other board members to preserve and protect, under the powers stated herein, the property of the Community Center. Such action shall be subject to ratification by the Board as soon as it shall be reasonably feasible to do so.

ARTICLE VIII

By-Laws Amendment

An amendment of the By-Laws may be introduced by any member of the Board, at regular meetings, or special meeting called for that purpose. All Amendments or recommendations for changes must be in writing, and adhere to the Format for By-Laws change.

ARTICLE IX

Financial Procedures

A. An annual budget will be submitted to the Board of Trustees no later than the third month after elections

B. All method of payments issued in the name of the Potomac/Greenough Community Center will be by check signed by the Treasurer and the Board Chairman. All expenditures must be approved in an open meeting of the board.

C. Individuals presenting bills to be paid to the board of trustees, must deposit bills with a note of explanation in the Treasures box no later than the Saturday prior to the regularly scheduled monthly board meeting, if they wish to be reimbursed at that meeting. Bills presented later than said Saturday evening, or at the meeting, will be scheduled for payment at the next months meeting.

ARTICLE X

Dissolution Clause

Upon dissolution of the Community Center, the Center shall after paying of making provisions for the payment of all liabilities of the Center dispose of all the assets of the Center exclusively for charitable, educational purposes, as shall the time qualify as an exempt organization or organization under section 501(c) of the internal revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue law),

as the Board of Trustees may determine. Any such assets not so disposed of by the court of common pleas of the county in which the principle office of the Community Center is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purpose.

These By-Laws have been redone by the following persons who have been appointed as the By-Laws Committee.

Julie Hacker
Carolyn Hanson
Lynn Garberson
Lee Hysop
Russ Westberg

POTOMAC/GREENOUGH COMMUNITY CENTER

----- POTOMAC ROAD
POTOMAC, MT. 59823
BY-LAWS

ARTICLE 1

This organization shall be known as the Potomac/Greenough Community Center. It is organized for the charitable, educational and recreational purposes within the meaning of section 501(C) (3) of the internal revenue code. It will be governed by a 7 member Board of Trustees. Membership includes all residents of legal age of the Potomac/Greenough community.

ARTICLE II

The purpose of the Potomac/Greenough Community Center shall be to provide a center for all the people of Potomac/Greenough and adjacent area to be used solely for a social and recreational center. The historical use of the Community Center by the Potomac School to continue as such.

The property shall not be used for private commercial purposes except that charitable, political, and community fund raising events may be held on the property. This to include local community clubs and groups that are of community interest and not for profit.

See Enclosure 1 QUITCLAIM DEED.

ARTICLE III This article was amended
by unanimous vote April 5, 2010.

Organization

An election may be held annually to elect from its members a

Board of Trustees. This election may be held in May to coincide with the School Board and Fire Department elections. Nominations for the Board shall be accepted 30 days prior to the election. There will be a posting in area locations naming these nominees and giving the date and location of the election. The election will be held the following month after this posting. In the event that no election is held, the Board of Trustees will appoint the officers.

The chairman will be the administrative Director of the Board of Trustees. The Chairman presides over all Board meetings and public meetings. The Chairman is responsible for meeting agendas, and insuring that business and suspense items are being addressed in a timely manner. Although he/she is the director of the Board meetings, he/she has the same voting rights as any other Board member. The rules governing his position are found in Roberts Rules of Order, Newly Revised, 9th Edition, Copy Right, 1991.

The Chairman is the direct supervisor of the Secretary and Treasurer, who are responsible insuring that meeting Minutes, Financial, and Budget Reports, are up to date and on time.

The Vice Chairman will act as an Aide to the Chairman. In the absence of the Chairman, he/she will perform the duties of the Chairman. The Treasurer will be the Insurance Coordinator. He/she is responsible for insuring that the insurance coverage is maintained and claim filed are handled as quickly as possible.

A Secretary will be appointed from the Board by unanimous vote of the Board. The individual selected for the position of Secretary will be responsible for the duties of taking, reporting, and keeping the minutes of the meetings.-