

Poplar Grove Community Council

Bylaws

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CITY RECORDER

ARTICLE I NAME AND LOCATION:

- Section 1 The name of this organization shall be the Poplar Grove Community Council.
- Section 2 The area served by the Poplar Grove Community Council shall be bounded on the east by I-15 (approximately 700 West), on the south by the 9 Line Trail (approximately 940 South), on the west by the western Salt Lake City limits, on the north by North Temple.

ARTICLE II PURPOSE AND POLICY:

- Section 1 The purpose of this organization shall be to promote the well-being and interests of the Poplar Grove Community.
- Section 2 Policy: This organization may study and make recommendations, support and take action upon community measures and policies in the best interest of the community.
- Section 3 Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding actions of any future federal tax code.

ARTICLE III MEMBERSHIP:

- Section 1 Types and qualifications.
- A. Types of membership: membership in the Poplar Grove Community Council shall be two types-individual and organizational.
- B. Qualifications for Membership:
1. Individual membership shall be granted to any resident 18 years of age and older in the area served by the Poplar Grove Community Council.
 2. Organizational membership shall be granted to any property owner, civic organization, business, service agency or institution located in the area served by the Poplar Grove Community Council.

- Section 2 Duties of the general membership of the Poplar Grove Community Council.

The membership of the Council shall determine the general policy of the council, shall elect a Board of Directors, and shall delegate to the Board of Directors the management of the activities of the Council.

ARTICLE IV OFFICERS AND THEIR DUTIES:

- Section 1 The officers of the Council shall be a Chair, Vice-Chair, Treasurer, and Secretary, who shall be elected by the general membership of the Council in the general election. They shall serve for two years and shall take office immediately after election. All officers are eligible for re-election to one (1) additional term. No person may serve in an office for more than four (4) consecutive years without approval of the general membership. Only an incumbent (or carry over) member of the Board of Directors can serve as Chair of the Council. The officers must be members of the Poplar Grove Community Council.
- Section 2 The Chair: The chair shall preside at all meetings of the Council and of the Board of Directors, shall co-sign checks, drafts and notes with the Treasurer, and in the absence or disability of the Treasurer, co-sign checks, drafts, and notes with a Vice-chair or Secretary, shall be an ex-officio member of all committees and shall have such usual powers of supervision and management as may pertain to the office of the Chair, and perform such other duties as may be designated by the Board of Directors or membership.
- Section 3 The Vice-chair: In the event of resignation, absence, disability or death of the Chair, the Vice-chair shall possess all of the powers and perform all of the duties of that office. He/she shall fill that vacancy until a Chair shall be nominated by the Executive Committee and this action ratified by a majority vote of a quorum of the Board of Directors at the next meeting of the board. The appointment shall be effective only until the next general election, at which time the balance of the term shall be filled by a publicly elected candidate. Fulfillment of this vacancy does not constitute a term. Any vacancy occurring in the office of Vice-chair shall be filled in the same manner as the Chair or Secretary or Treasurer.
- Section 4 The Secretary: shall keep the minutes of all meetings of the Council and of the Board of Directors, shall notify all members of meetings and shall perform such other functions as may be incident to the office. When staffed, this responsibility may be delegated to staff. Any vacancy occurring in the office of Secretary shall be filled in the same manner as the Chair or Vice-chair or Treasurer.
- Section 5 The Treasurer: shall co-sign with the Chair or Vice-chair all contracts, checks, and other instruments when so authorized by the Board of Directors. The Treasurer shall reconcile financial documents and shall perform such other functions as may be incident to the office. In the absence or disability of the Treasurer, a Vice-chair or Secretary shall co-sign all checks and financial obligations. Any vacancy occurring in the office of Treasurer shall be filled in the same manner as the Chair or Vice-chair or Secretary.
- Section 6 There shall be an Executive Committee composed of the Chair, Vice Chair, Secretary, and Treasurer. The Executive Committee shall have the power to amend these bylaws subject to the approval by majority vote of the general membership of the Community Council present at a general meeting.

ARTICLE V BOARD OF DIRECTORS:

- Section 1 Powers and duties: There shall be a Board of Directors which shall conduct the business of the Council under the general direction of the membership. It may make such rules as it deems

necessary for the conduct of its affairs, provided they do not conflict with these bylaws or any future amendments.

- Section 2 The Board of Directors shall be composed of the officers plus a maximum of twelve (12) and no less than three (3) other persons elected by and from the membership.
- Section 3 Any vacancy occurring on the Board of Directors shall be filled upon nomination by the Chair, and this action ratified by a majority vote of a quorum of the Board of Directors at any subsequent meeting of the board. This appointment shall be effective only until the next general election, at which time the balance of the terms shall be filled by a publicly elected candidate. Any director may be removed from office for cause by a two-thirds (2/3) majority vote of the total Board of Directors. Three consecutive absences from a board meeting or general membership meeting of any member without a valid reason may be deemed as resignation.
- Section 4 Meetings: The Board of Directors shall meet in regular sessions a minimum of four (4) times a year, as necessary and at such times and places as the board may determine. Special meetings of the Board of directors may be called any time by the Chair. Upon written request of five (5) board members, the Chair shall call a special meeting setting forth in writing the purpose of the special meeting.
- Section 5 A minimum of five (5) members of the Board of Directors shall constitute a quorum.
- Section 6 The immediate past Chair of the Council shall be an ex-officio member of the Board of Directors with voting privileges.
- Section 7 The term of office for each director shall be for a period of two (2) years with one half of the directors to be elected each year.

ARTICLE VI GENERAL MEMBERSHIP MEETINGS:

- Section 1 Membership meetings: General membership meetings shall be held at such times as the council or Board of Directors shall determine upon approval of the general membership in a general meeting of the Council, with a minimum of six (6) meetings per year.
- Section 2 Upon request in writing of fifteen (15) members of the Council, the chair shall call a special meeting. At least three (3) days written notice shall be given of all meetings and setting forth the purpose of the special meeting.
- Section 3 Quorum: Those members present of the Poplar Grove Community Council shall constitute a quorum at all regular or special membership meetings.
- Section 4 The annual meeting shall be held in March. Members present at the annual meeting shall elect officers and directors, and transact such business as may properly come before them.

ARTICLE VII FINANCIAL ADMINISTRATION:

- Section 1 The fiscal year of the Poplar Grove Community Council shall commence on the first day of January each year.

Section 2 A budget committee shall be appointed by the Board of Directors following the annual meeting to prepare a budget for the ensuing year. The Chair and Treasurer are automatically on the Budget Committee. The chair of the committee is to be designated by the Board of Directors.

ARTICLE VIII DISSOLUTION OF ASSETS:

Section 1 Upon the dissolution of this organization, the Executive Committee shall, after paying or making provision for the payment of all the organization's liabilities, dispose of all the assets of the organization exclusively for its purposes in such manner, or to such organization(s) formed and operated for charitable, religious, educational, scientific, literary or other specified purposes which shall at the time qualify for tax exemption under section 501 (c) (3) of the Internal Revenue Code. In the alternative, some or all of the assets may be distributed to the federal government or to a state or local government for a public purpose.

ARTICLE IX COMMITTEES:

Section 1 There shall be an Executive Committee composed of the Officers of the Council.

Section 2 The Board of Directors is charged with creating or eliminating Standing Committees based on the needs of the Community.

Section 3 Committee members may be appointed from the general membership of the council or other interested parties.

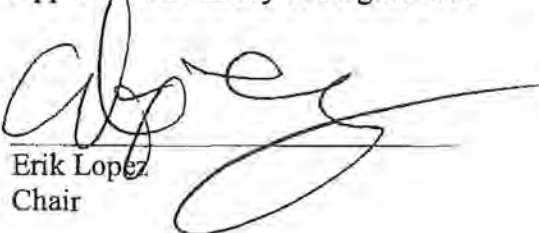
ARTICLE X PROGRAM:

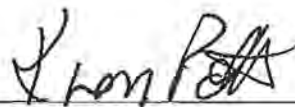
Section 1 Each organizational and individual member present shall have one vote upon any motion before the general membership meeting. However, only one vote is allowed per individual.

ARTICLE XI NON-DISCRIMINATION:

Section 1 This organization seeks the participation and input of all members regardless of age, ancestry, color, disability, gender, national origin, marital status, medical condition, physical limitation, race, religion, sexual orientation, or gender identity.

Approved this 22 day of August 2019


Erik Lopez
Chair


Karen Potts
Secretary