

## **Constitution**

### **Community 4 Communities**

#### **Article I: Name**

The name of this association Community 4 Communities, Chicago IL Will be referred to as C4C

#### **Article II: Purpose**

C4C is organized exclusively for the charitable support of Chicago community members in need within the meaning of Section 501(c)(3) of the Internal Revenue code.

#### **Article III: Objectives**

**Section 1.** The objectives of C4C are:

- a. To support underserved communities in the Chicagoland area by providing support, life necessities, rental assistance, furnishing etc..
- b. To prepare families to support themselves by assisting with job search, applying for rental assistance, English classes etc...
- c. C4C will promote dignity, health and self sufficiency.

#### **Article IV: Basic Policies**

**Section 1.** The following are the basic policies of C4C:

- a. C4C shall cooperate with Chicago law to support the legal status of all families.
- b. C4C will act in the best interest of the families we support.

## **Article V: Membership**

### **Section 1.**

Membership in this Board shall be available without regard to race, color, creed, or national origin.

### **Section 2.**

The Board shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

### **Section 3.**

Only members in good standing of the Council shall be eligible to vote in its business meetings or serve in any of its elected or appointed positions.

## **Article VI: Officers and Elections**

### **Section 1.**

a. The officers of the Council are:

President

Vice President

Treasurer

Secretary

Volunteer Chair

Fundraising Chair

b. The President, Vice President, Recording Secretary, Treasurer, Volunteer Chair, Fundraising Chair shall be elected annually in the month of April by the Board. Their term of office shall be one year. No officer shall be eligible to the same office for more than two consecutive years, unless there are no other nominees for that office.

c. The voting for Officers shall be by ballot. If there is only one nominee for each office, voting may be by voice. The majority of those voting shall elect.

d. All newly elected Officers shall take office following their installation at the annual April meeting.

## **Section 2.**

a. The officers of the Council shall compile a list of volunteers for the following years' officers as gathered from the volunteer intake form. Volunteers for each office shall be made public thirty days prior to the election. For all offices being run by more than one person, the Officers of the Council shall make up a ballot, distribute, collect, and count ballots to present at the annual April meeting. For any office with only one person running, vocal vote at the April meeting shall suffice. (Reminder: no nomination shall be made without the consent of the nominee.)

b. In the event no person runs for an office, the Officers of the Council are obliged to seek out able persons for whichever office is left in need.

## **Section 3.**

a. Appointments to offices of unexpired terms shall be filled by a majority vote of the Officers, known as the Executive Committee.

## **Section 4.**

a. Officers can be removed from office with or without consent by a two-thirds vote of those present, assuming a quorum, at a regular meeting where previous notice has been given.

# **Article VII: Duties of Officers**

## **Section 1.**

a. The President shall preside at all meetings of the Council and of the Executive Committee, shall be ex-officio a member of all committees, and shall perform all other duties usually pertaining to the office.

b. The President shall present all pertinent material to the new President after the April meeting.

## **Section 2.**

a. The Executive Vice President shall preside in the absence of the President and shall act as aid to the President.

b. The Vice President shall train and support all Committee Chairs.

c. The Vice President shall present all pertinent material to the new Vice President after the April meeting.

### **Section 3.**

- a. The Secretary shall keep a record of the minutes of all of the meetings of the Council and of the Executive Committee.
- b. The Secretary shall have custody of all books and records pertaining to the business of the Council, except those of the Treasurer.
- c. The Secretary shall present all pertinent material to the new Recording Secretary after the April meeting.
- d. The Secretary shall conduct the correspondence of the Council, and shall notify members of their appointment to committee, and shall send out notices of all meetings and of special meetings to the Executive Committee.

### **Section 4.**

- a. The Treasurer shall receive all monies of the Council, shall keep an accurate record of all receipts and expenditures, and shall pay out money only as voted by the Council or Executive Committee upon signed order of the President.
- b. The Treasurer shall present a statement of account at every meeting of the Council and at other times when requested by the Executive Committee.
- c. The Treasurer shall present all pertinent material to the new Treasurer after the April meeting..

### **Section 5.**

- a. The Volunteer Relations Chair shall be responsible for the cultivation, nomination, and placement of all chairs and volunteers.
- b. The Volunteer Relations Chair shall present all pertinent material to the new Volunteer Relations Chair after the April meeting.

### **Section 7.**

- a. The Fundraising Chair shall serve as Program Chairman over all fundraising events and activities.
- b. The Fundraising Chair shall be responsible for continuity, coordination and oversight of all fundraising efforts.
- c. The Fundraising Chair shall present all pertinent material to the new Fundraising Coordinator after the April meeting.

## **Section 10.**

All Officers and Committee Chairmen shall:

- a. Perform duties prescribed in the parliamentary authority and those assigned.
- b. Give oral reports at Council meetings upon request. A written report should be submitted annually.

## **Article VIII: Executive Committee**

### **Section 1.**

The Executive Committee shall consist of the Officers of the Council.

### **Section 2.**

Its duties shall be: to transact business between Council meetings and such other business as shall be referred to it, to pass on the work of the Committee Chairman, and to present a report at the regular meetings of the Council. The Council shall prepare and submit to the Council for approval a budget that shall include the necessary expenses of the Officers and Committees, and it shall fill vacancies in offices as indicated in Article VI Section 3.

### **Section 3.**

Meetings of the Executive Committee and any special meetings may be called by the President.

### **Section 4.**

A simple majority of executive officers shall constitute a quorum.

### **Section 5.**

The minutes of the meeting of the Executive Committee shall be open to the inspection of any members of the Council upon request.

## **Article IX: Meetings**

### **Section 1.**

There shall be not less than eight meetings during the year. The dates of the regular meetings may be changed by notification when necessary.

### **Section 2.**

The meetings of this Executive Board shall be open to the general public, but the privilege of holding office, making motions, debating, and voting shall be limited to members in good standing.

### **Section 3.**

The annual meeting shall be held in April for the installation of Officers.

### **Section 4.**

Special meetings may be called by the President or Executive Committee, with prior notice having been given.

### **Section 5.**

A minimum of four voting members must be present to constitute a quorum. Once quorum is met, a majority vote shall pass.

## **Article X: Standing and Special Committees**

### **Section 1.**

Such Standing Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and carry on the work of the Council. The Chairman of the Standing Committees shall be selected by the President of the Council or his/her representative. Their term shall be one year.

### **Section 2.**

The Chairman of each Standing Committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee.

### **Section 3.**

The power to form Special Committees and appoint their members rests with the Council. Since a Special Committee is created and appointed for specific purpose, it automatically goes out of existence when its work is done and its final report is received.

## **Article XI: Parliamentary Authority**

### **Section 1.**

Roberts Rules of Order, newly Revised, 11<sup>th</sup> edition or later, shall govern this Council in all cases to which they are applicable and in which they are not in conflict with this Constitution.

## **Article XII: Amendments**

### **Section 1.**

This Constitution may be amended at any regular meeting of the Executive Board by a two-thirds vote of the members present and voting, providing notice of the proposed amendment has been given at the previous meeting.