

# BYLAWS OF

## Creedmoor Community Center Friends Association

### Article I – Name

The name of the organization shall be the Creedmoor Community Center Friends Association; and shall also be known as CCCFA. CCCFA is **approved** tax-exempt status as a 501(c)(3) public charitable organization **as per the internal revenue service letter dated 16 June 2006 with the exemption effective date of 3 March 2005**; gifts and donations shall, then, be deductible as charitable contributions for Federal income tax purposes.

### Article II – Purpose

The Creedmoor Community Center Friends Association is organized exclusively for the charitable purpose of erecting and maintaining the Creedmoor Community Center and its surrounding grounds under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### Article III – Annual Events & Fundraising

The two events sponsored by the association shall be **a Fall Festival** held during a **fall month weekend** (starting in year 2005) and **Mayfest** (starting in year 2006) held during the weekend of the first Saturday in May of each year. Profits from the two events **and revenues received from grants, loans or other fund raisers** shall be used to help pay for erecting and maintaining the Creedmoor Community Center and its surrounding grounds. The profits check shall be presented to the City of Creedmoor within 90 days of each event.

### Article IV – Membership

The membership shall be open to all persons, regardless of socio-economic levels, race, color, religion, or national origin. Types of membership shall be:

- A. Adult Members:  
Voting members shall be 19 years old or older.
  - (1) Registration Fee shall be \$10 per person for the first year and,
  - (2) Annual dues after the first year of \$5 per person, or
  - (3) Pay 1-time lifetime membership of \$100 per person
  
- B. Youth Members:  
Non-voting members shall be 18 years old or younger and pay annual dues of \$1 per person per year.
  - (1) May be volunteers, committee members
  - (2) May build leadership skills as they mature into voting adults
  
- C. Annual Activities Sponsors (must pay membership dues to vote):
  - (1) Platinum - \$1000 per year
  - (2) Gold - \$500 per year
  - (3) Silver - \$250 per year
  - (4) Bronze - \$100 per year

**D. Creedmoor Community Center Friends Association may retain 10% each year**

of annual activities sponsors' revenues to support cost of Festivals. The maximum accrual will be \$10,000.

#### Article V – Officers

The elected officers of the Creedmoor Community Center Friends Association shall be Chairman, Vice-chairman, Secretary, Treasurer, and Reporter. The chairman may appoint a Parliamentarian as required, using Roberts Rules of Order, Newly Revised as the authority. Note: City of Creedmoor Council Members shall not serve as Officers, due to possible conflict of interest. In the event any office except Chairperson, is vacated prior to the end of the term, the Board of Directors shall fill the vacancy by appointment. The Office of Chairperson shall be filled by the Vice-Chairperson. The Office of the Vice-Chairperson shall then be filled by an appointment by the Board of Directors.

Rev. 1

#### Article VI – Terms and Duties of Officers

The officers shall be adult members of the association and serve without pay:  
3-year term – Chairman: shall preside at all meetings, call special meetings, appoint standing committee chairs (except the finance committee). Co-sign association checks, and other duties pertaining to the office.

Rev. 1

2-year term – Vice-chairman; shall perform duties of the chairman in the absence of the Chairman and work with Committee Chairs.

Rev. 1

1-year term – Secretary; shall keep an accurate record of meetings; keep rosters of members; receive and send communications to officers, members, and sponsors; and turn over minutes to successor at end of the term.

2-year term – Treasurer; shall keep accurate records of all funds; give a financial report at each meeting; chair the Finance Committee; issue checks to pay disbursements that shall be signed by the Chairman and the Treasurer; and turn financial records over to successor at the end of the term.

1-year term – Reporter; shall work with members, sponsors, and media to keep the community informed of association activities.

#### Article VII – Election of Officers

The Board of Directors shall act as a nominating committee and present the candidates for officers for election during the January meeting. Additional nominations from the floor will be permitted. Elected officers shall take office after the election is completed. A majority of adult members present and voting shall elect the officers.

#### Article VIII – Quorum

A quorum shall consist of a minimum of 3 officers and 4 voting adult members at monthly meetings.

#### Article IX – Meetings

The Creedmoor Community Center Friends Association shall meet at 7:00 p.m. on the first Thursday of each month. The chairman shall call special meetings as needed.

#### Article X – Committees

Standing committees of this organization shall be Finance, Facilities, Events, and Membership. All committee chairs shall serve during the term of the Chairman and are

appointed by the Chairman, except for the Finance Committee (Treasurer is the chair of that committee). All committee members shall be active association members and serve without pay.

#### Article XI – Duties of Committees

**The Finance Committee** shall prepare the budget; plan ways to raise money; advise the treasurer on financing association events; and assist with tickets, advertising, and financial operation of events.

**The Facilities Committee**, in conjunction with City of Creedmoor personnel, shall prepare the Creedmoor Community Center and its surrounding grounds for the association events.

**The Events Committee** shall plan, organize, and coordinate the management of the association events.

**The Membership Committee** shall plan and implement methods to increase membership and sponsorships, and organize volunteers to work during association events including Oktoberfest and Mayfest.

#### Article XII – Board of Directors

The purpose of the Board of Directors is to advise officers, help establish agenda for meetings, make recommendations for meeting topics, audit organization's financial records at least once a year, and act as nominating committee for the association.

Membership on the Board of Directors shall consist of the association officers, 1 Creedmoor City Council Member (2-year term), 1 youth member (1-year term), and 1 adult member (1-year term). They shall serve without pay from the association.

#### Article XIII – Amendments

These bylaws may be amended or rescinded at any regularly scheduled meeting by a two-thirds vote of those adult members present and voting. **Proposed changes to the By-Laws must be mailed to all members or read at a membership meeting a minimum of two weeks prior to voting.** The bylaws may be suspended temporarily by a **two-thirds vote** of those adult members present and voting. Voting occurs **at a regular scheduled meeting if there are at least 4 officers and 5 adult members** present.

#### Article XIV – Dissolution

Upon the dissolution of this organization, assets and property shall be distributed to the City of Creedmoor for the Creedmoor Community Center.

Date of Approval of Bylaws March 3, 2005

Present when Bylaws approved:

Mary L. Jones

Crawley Gazaway

## BY-LAWS UPDATE HISTORY:

### 11-15-2005 REVISION 1

#### ARTICLE V Added statement

In the event any office, except Chairperson, is vacated prior to the end of the term, the Board of Directors shall fill the vacancy by appointment. The office of Chairperson shall be filled by the Vice-Chairperson. The office of the vice-Chairperson shall then be filled by an appointment by the Board of Directors.

#### ARTICLE VI Changed Tenures

Chairman to 3 year term

Vice-Chairman to 2 year term

Date of approval of Bylaws Revision 1      November 15, 2005

#### Present when Bylaws approved:

Crawley Gazaway, Vice-chairman

Marie Moreno, Secretary

Vondelle Martin, Treasurer

Nancy Harrison, Reporter

### 2-28-2007 REVISION 2

#### ARTICLE 1 Modified second statement

CCCFA is approved tax-exempt status as a 501(c)(3) public charitable organization as per the internal revenue service letter dated 16 June 2006 with the exemption effective date of 3 March 2005;

#### ARTICLE III Added to Title, changed first and second sentence

Title Annual Events & Fundraising

Changed from Oktoberfest to a Fall Festival held during a fall month weekend

Added and revenues received from grants, loans or other fund raisers

#### ARTICLE IV Added paragraph D

D. Creedmoor Community Center Friends Association may retain 10% each year of annual activities sponsors' revenues to support cost of Festivals. The maximum accrual will be \$10,000.

#### ARTICLE XIII Modified requirements to change by-Laws

Proposed changes to the By-Laws must be mailed to all members or read at a membership meeting a minimum of two weeks prior to voting. The

Bylaws may be suspended temporarily by a two-thirds vote

Voting occurs at a regular scheduled meeting if there are at least 4 officers and 5 adult members

Date of approval of Bylaws Revision 2      February 28,2007

Officers Present when Bylaws Revision approved:

Crawley Gazaway, Chairman  
Jan Moore, Vice-Chairman  
Paula Gazaway, Acting Secretary  
Gayle Warren, Treasurer  
Rebecca McKay, Reporter