

**CONSTITUTION AND BY-LAWS
of the
KEYPORT IMPROVEMENT CLUB**

CONSTITUTION

**ARTICLE I
Name and Object**

Section 1. The name of this organization shall be The Keyport Improvement Club, Inc.

Section 2. The object of this organization shall be to promote improvements of public and civic affairs of the town and vicinity.

**ARTICLE II
Membership**

Section 1. The active membership of this organization shall consist of citizens of Keyport and the adjacent country, and also owners of property in these places who reside elsewhere.

Section 2. The honorary members shall be limited to persons in public life, or any member who distinguishes himself by meritorious work in the interest of the club. Honorary members shall be exempt from membership fees and dues.

**ARTICLE III
Officers**

Section 1. The officers of this club shall consist of a president, vice president, secretary, and a treasurer. Only members are eligible to hold office. Elections shall be held in May.

Section 2. The term of office for all officers and standing committees shall be one year, from installation at the June meeting.

Section 3. The President shall preside over all meetings when present. He/she shall have power to appoint and recall all special committees, call all special meetings, and approve all correspondence pertaining to the club.

Section 4. The Vice-President shall preside in the absence of the President. In case of the death or resignation of the President, the Vice-President shall assume the duties of President for the remainder of the term.

Section 5. The Secretary shall take and keep minutes of all regular and special meetings of the club and shall write correspondence pertaining to the club.

Section 6. The Treasurer shall collect all dues and receipts from fund-raising activities, keep a record of all members and transactions of the club, shall keep a record of all receipts and expenditures, and shall make an accurate report of the club's finances at each regular meeting.

Section 7. Nomination and election of officers shall be made at the regular meeting in May of each year. All officers shall be elected by a majority vote of those present. The ballot may be taken in any manner decided upon by the vote of the members present.

ARTICLE IV
Meetings

Section 1. All regular meetings shall be held on the second Tuesday of the month. All special meetings are to be called by the President upon two days notice. Any five members wishing to have a meeting called for special purposes can apply to the President who shall decide whether or not a special meeting is warranted. Special meetings, as with all regular meetings, shall be publicized at the Post Office.

Section 2. As this is purely an improvement organization, the discussion of politics and religion will be prohibited during club meetings. However, nothing shall prohibit the privilege of any person discussing his personal political views after the close of any regular, special or social meeting.

ARTICLE V
Fund Raising and Distribution

As part of the objective of this organization to improve local conditions, the membership is authorized and encouraged to conduct fund-raising events, such as the annual pancake breakfast and Keyport Fest. Allocation of such funds to local public and private support, improvements, and on-going maintenance must be authorized by a majority vote of the members present at a regular meeting.

ARTICLE VI
Amendments

Section 1. This constitution may be amended by a two-thirds vote of the members present, provided that the amendment was submitted, emailed prior and read to the members at the previous regular meeting.

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BY-LAWS

Section 1. **RULES OF ORDER.** The rules contained in Roberts Rules of Order shall govern this club in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and the By-laws of the organization.

Section 2. **QUORUM.** A quorum of five members shall be necessary to carry on the regular business of the club.

Section 3. **DUES.** The organization is authorized to levy nominal annual membership dues as it deems necessary to assist with the funding of local improvement projects. The establishment of membership dues must be authorized by a majority vote of the members present.

Section 4. **AUDITING COMMITTEE.** The auditing committee shall audit the books on the first Monday in June, or as soon thereafter as possible.

Section 5. **EXPENDITURE OF MONEY.** All money expended must be authorized by a majority vote of the members present. The Treasurer shall write checks as authorized.

Section 6. **AMENDMENTS.** These by-laws may be amended at any regular meeting of the organization by a two-thirds vote of the members voting, provided that notice of the proposed amendment shall have been emailed prior and read aloud to the membership at the previous meeting.

Amended 6/2017