

Bylaws Of The Wallace/Burson Association of West Calaveras

Article I

The Name of this Organization shall be the Wallace/Burson Association (WBA).

Article II

The Purpose of this Organization shall be to serve the communities of West Calaveras (Burson, Campo Seco, Jenny Lind, Milton, Rancho Calaveras, Valley Springs, and Wallace) by encouraging, creating and implementing public and charitable activities beneficial to the community interest, to affirm community values, and to provide opportunities for participation in community projects of improvement.

Article III

Section 1 – Membership Qualifications

Any adult resident of Calaveras County or San Joaquin County shall be eligible for membership provided that such person shall be sponsored for membership in the WBA by a member in good standing and that the WBA's Membership Limitations are followed. Membership is either for a family (two individuals living at the same physical address) or an individual. All dues must be paid for the member to be approved for membership. The membership term is the current calendar year.

Section 2 – Membership Limitations

At all times, at least three-fourths of the total voting membership of the WBA must be comprised of a) adult residents of the communities of West Calaveras, as defined by the Federal Census Community Areas boundaries or a postal box in West Calaveras, or b) a business with a fictitious business name filed in Calaveras County and with physical premises or a postal box in West Calaveras. A family membership is counted as two voting members.

Section 3 – Membership Dues

Annual dues for a family membership are \$25; for an individual \$20. Dues are payable during the first week of January for each year. Dues for first-time memberships, whether family or individual, applied for after June 1 are \$10. There are no honorary memberships but non-voting associate memberships may be awarded in exchange for gifts or services provided to the WBA, if voted in favor by three-fourths of the membership present at a regular meeting.

Section 4 – Revocation

Membership may be revoked for conduct detrimental to the Purpose of the WBA. Revocation of a membership shall be discussed at a regular WBA meeting. If a motion is approved for the Officers to take up the issue, a simple majority vote of the Officers at that regular meeting shall place the agenda item before the membership at the next regular WBA meeting and written notification of the potential action shall be mailed to the subject member. A three-fourths vote in favor, by written ballot, by those members in good standing present at the subsequent meeting is required for the revocation of membership. Any membership that has been revoked may be re-applied for in any subsequent calendar year.

Article IV

Section 1 – General Meetings

The regular meetings of the Organization shall be held monthly, for a minimum of 8 months during the calendar year, on a date determined by a vote of the membership present at the previous regular meeting. The meeting months will be voted on by the membership present at the first monthly meeting of the calendar year.

Section 2 – Special Meetings

The President or any three Officers, or 25 percent of the membership by written petition, may call a Special Meeting whose purpose shall be stated in a request for the meeting. In any case, three days notice is required before the date of a Special Meeting.

Article V

Section 1 – Officers

The Officers of the Organization shall be one President, one Vice-President, one Secretary, one Treasurer and one Director. These Officers shall perform the duties prescribed by these Bylaws and the parliamentary procedures in Roberts Rules Of Order. These Officers shall be responsible for the supervision of activities of the Organization, shall make recommendations to the Organization and shall perform other duties as necessary to further and fulfill the Purpose of the Organization.

Section 2 – Terms

The Officers shall serve for two years, beginning with the regular meeting in June and expiring at the beginning of the regular meeting in June of the second year. In even numbered years, the President, Treasurer and Secretary shall be elected. In odd numbered years the Vice-President and Director shall be elected. The previous term's Officers must surrender to the new Officers all WBA records and property in their possession. No Officer shall concurrently hold more than one office. Any Officer who

fails to attend three regular meetings, without prior approval by the President or any three Officers, during a term year shall **be** immediately suspended from office.

Section 3 – Meetings

The Officers shall meet when necessary as requested by the President. Members of the general membership may attend by written request.

Section 4 – Nominating Committee

Members of a Nominating Committee shall be nominated by any Officer or member at the regular March meeting. The nominees for the Nominating Committee will be voted on by the membership present at that meeting. The Nominating Committee shall consist of at least three but not more than five WBA members in good standing. The Nominating Committee shall have the responsibility of identifying suitable candidates within the WBA membership for the available offices. Those nominees will be presented at the regular meeting of the WBA in April. At that time, additional nominations may be accepted from the floor. The Nominating Committee will remain in effect until March of the following year.

Section 5 – Elections

The Secretary shall print and distribute by mail/email ballots to the full membership, with ballots returned for tabulation by April 30. The ballots will include an option for members to write-in alternate choices for their vote for each position. The results shall be announced at the May regular meeting.

Section 6 – Duties

- a. President – The President shall be the representative of the Organization to all governmental bodies, media organizations and other community groups. The President shall preside over all regular and special meetings.
- b. Vice President – The Vice-President shall fulfill the President's duties whenever the President is unavailable. The Vice-President shall also be the Organization's Program Chairperson, overseeing and planning the schedule of events.
- c. Secretary – The Secretary shall keep the minutes of all regular and special meetings. The Secretary shall also be the Membership Chairperson, maintaining current membership lists and conducting membership drives.
- d. Treasurer – The Treasurer shall be responsible for maintaining an accurate accounting of all funds, for timely deposit of funds into the WBA's account, for conducting timely withdrawals from the Organization's bank account as voted per the membership at regular and special meetings, and for reporting at

each regular meeting such deposits and withdrawals and any other matter pertaining to the organization's finances. At the written request of any five members, an audit of the accounts shall be conducted, though no more than once per calendar year.

- e. Director – The Director shall fulfill the duties of any Officer who has been suspended or is otherwise unable to fulfill the Officer's duties.

Article VI

The Organization may be dissolved only with a vote by three-fourths in favor at a regular meeting at which a quorum for such an action shall be three-fourths of all WBA members. In the event of dissolutions, all assets of the WBA shall be donated to a nonprofit public benefit corporation based in West Calaveras, determined by a vote of the membership present at the meeting at which the dissolution was voted. If no such organization exists, the donation shall be made to a nonprofit public benefit corporation based elsewhere in Calaveras County as determined by a vote of the membership present at the meeting at which the dissolution was voted.

Article VII

Upon identification of officer vacancy, The Nominating Committee shall have the responsibility of identifying suitable candidates within the WBA membership for the available office. Those nominees will be presented at the next regular meeting of the WBA. At that time, additional nominations may be accepted from the floor. The secretary shall print and distribute mail ballots to the full membership, with the ballots returned for tabulation by the end of the following month. The mailed/emailed ballots will include an option for members to write-in alternate choices for their vote for each position. The results shall be announced at the next regular meeting.

Article VIII

These Bylaws may be amended at any regular meeting of the Organization by a two-thirds vote of the membership present at the meeting. The proposed amendment must be submitted in writing to all members in good standing at least 30 days prior to the regular meeting at which the vote is taken.

These Bylaws were originally adopted in May 1999, with a major revision ratified on September 7, 2005. Additionally, these bylaws were amended in February 2024 and ratified on April 2024.