

**COLUMBIA COUNCIL OF NEIGHBORHOODS (CCN)
BY-LAWS**

MISSION STATEMENT

The mission of the Columbia Council of Neighborhoods is to serve as a community-based umbrella organization to coordinate the activities of Columbia's diverse neighborhoods and to foster communication and cooperation at all levels within the city.

**ARTICLE I
NAME OF ORGANIZATION**

The name of the organization shall be Columbia Council of Neighborhoods, hereafter referred to as CCN.

**ARTICLE II
STATEMENT OF PURPOSE**

CCN is committed to preserving and promoting the integrity of Columbia's neighborhoods by serving as an umbrella organization whose members are the various recognized and approved neighborhood associations of the city. CCN's primary purpose is to promote communication, cooperation, and action between organizations; foster a sense of community and assist each other by providing a forum where member organizations can bring specific concerns and vision for discussion, receive reliable information and support for legitimate causes. CCN provides a connecting link between neighborhoods and the elected and appointed officials and units of local government that it advises on issues of neighborhood concern.

**ARTICLE III
ORGANIZATIONAL STATUS**

CCN is a non-profit, nonpartisan, and non-sectarian organization.-CCN is a 501(c)3 corporation registered with the South Carolina Secretary of State. The fiscal year of the organization runs from July 1 - June 30.

ARTICLE IV MEMBERSHIP

A. Membership in CCN is open to any neighborhood organization that meets the following criteria:

1. Has fixed geographic boundaries in which at least part of the neighborhood is within Columbia city limits,
2. Holds as least one public neighborhood meeting per year,
3. Has at least two elected officers, and
4. Completes annual certification process by July 31 each year or within 30 days of attending their first CCN meeting.

B. "Full Membership" organization shall be eligible to vote on any business before CCN and use all resources of CCN.

C. "Full Membership" organizations who wish to be considered for grants through CCN, must regularly attend CCN meetings and provide their EIN/TIN on the annual certification form.

ARTICLE V MEETINGS

A. Regular meetings of CCN shall be scheduled for the fourth Thursday of each month except for the months of November and December. The time of the meeting shall be determined by the Executive Committee and communicated to CCN Membership.

B. The last regular meeting in each fiscal year shall be in June and titled the Annual Meeting & Officer Election.

C. Special meetings of CCN may be called by the President or by one-fourth of the "Full Membership" organizations provided that a five-day notice is given to CCN membership.

D. The Executive Committee shall have the authority to postpone any regular meeting provided that a five-day notice is given to CCN Membership.

E. Quorum for all CCN meetings shall consist of 10 percent of "Full Membership" organizations present, unless otherwise specified in these bylaws.

F. The CCN Regular and Special-Meetings shall be open to the public.

**ARTICLE VI
VOTING AND VOTING REPRESENTATIVES**

Each “Full Membership” organization shall have one vote at all CCN meetings and elections. The Voting Representative and the Alternate shall be those identified on the re-certification form.

**ARTICLE VII
OFFICERS AND EXECUTIVE COMMITTEE**

- A. The officers of CCN shall consist of the President, President-Elect, Vice-President, Secretary, Assistant Secretary and Treasurer.
- B. The Executive Committee shall consist of the officers plus the Immediate Past President as ex-officio.
- C. Officers should reflect the diverse make up of Columbia neighborhoods and ideally no more than one officer should be elected from any “Full Membership” organization unless approved by a quorum of voting membership present prior to the election.
- D. Responsibilities of the Executive Committee shall include, but not limited to:
 - 1. Setting monthly meetings and ensuring date and time are published as least two (2) weeks in advance.
 - 2. Establishing an annual budget and reviewing said budget monthly.
 - 3. Establishing committees as deemed necessary for the operation of CCN.
 - 4. Acting on behalf of the general membership of CCN.
 - 5. Keeping the general membership informed on all actions of the Executive Committee, the financial status of the organization, as well as city and county issues of importance and/or interest of member organizations.

**ARTICLE VIII
ELECTION OF OFFICERS & TERM OF OFFICE**

- A. Election of officers shall be held at the June meeting each year.
- B. A Nominating Committee shall be established each February and consist of five (5) “Full Membership” organizations with the chair being appointed by the President. The chair shall select four (4) other members, all from different “Full Membership” Organizations
- C. The Nominating Committee shall:

1. Solicit nominations from CCN membership.
 2. Verify that each candidate is a member of a “Full Membership” organization,
 - 3.. Determine the willingness of each candidate to serve,
 4. Vet all candidates, gather biographical information from each candidate, and provide a complete slate of nominees with biographical information to the Membership at least two (2) weeks prior to the May meeting,
 5. Preside over the election and voting process, following Roberts Rules of Order.
- D. To qualify for nomination, an individual must:
1. Reside in a neighborhood that is a “Full Membership” organization of CCN as defined in these bylaws.
 2. Provide a biographical statement, to include a personal “why” they want to serve, to the Nominating Committee by stated deadline.
- E. Elections shall be by secret, written ballot. Proxy or electronic votes shall not be allowed.
- F. If the slate of candidates is uncontested following a call for nominations from the floor, the Chairperson of the Nominating Committee may move to accept the slate of candidates by acclamation.
- G. The term of office is two (2) years, except for the President who serves a six-year term, 2 years as President-Elect, 2 years as President, and 2 years as Past President. All CCN Officers, except for the President, may continue to serve up to two consecutive terms so long as they continue to reside within the City of Columbia and maintain their membership with a “Full Membership” organization.
- H. Officers shall be installed at the end of the June meeting.

ARTICLE IX DUTIES OF OFFICERS

- A. General duties of each officer include:
- a. Certifying to the President each January that they still meet the qualifications to serve as a member of the Executive Committee.
- B. Specific duties of the President shall include:
- a. Presiding over all meetings of CCN and CCN Executive Committee
 - b. Calling special meetings of CCN or the Executive Committee, as may be deemed necessary.

- c. Speaking for and representing CCN to other bodies, to include city and county officials and the media, or appointing a spokesperson to do so.
 - d. Appointing Committee chair with the advice and consent of the Executive Committee.
 - e. Co-signing all CNN Request for Reimbursement Forms and working with the Treasure to ensure that all expenditures are approved and aligned with the purpose of the organization, the annual budget, and IRS 501c3 status.
- C. Specific duties of the President-Elect shall include:
- a. Acting in the position of President in their absence.
 - b. Assisting the President in carrying out the President's duties.
 - c. Coordinating and communicating with all Committees established by the Executive Committee.
 - d. Certifying that all voting representatives are authorized to vote, per criteria listed under "Membership".
- D. Specific duties of the Vice-President shall include:
- a. Acting on behalf of the President and President-Elect in their absence.
 - b. Acting as Parliamentarian.
 - c. Recommending General Meeting programs/speakers to The CCN Executive Committee.
- E. Specific duties of the Secretary shall include:
- a. Recording and archiving minutes of CCN General Meetings. Minutes are to be published to CCN website two (2) weeks after each General Meeting and appropriately organized and stored, as determined by the Executive Committee.
 - b. Notifying the membership of CCN General Meeting (to include meeting agenda), at least one week prior to the meeting.
 - c. Managing CCN Membership Database and working with the Vice-President to ensure that prior to each meeting voting representatives meet all qualification to vote on behalf of a Full Membership" Organization.
 - 4. Assisting in the management of The CCN website.
- F. Specific duties of the Assistant Secretary shall include:
- a. Acting on behalf of the Secretary in their absence.
 - b. Recording and archiving minutes of all CCN Executive Committee Meetings.

- c. Assisting the Secretary in the management of CCN Membership Database and an accurate record of membership attendance.
- d. Assisting in the management of CCN website.
- G. Specific duties of the Treasurer shall include:
 - a. Receiving and distributing all funds of CCN per established by Executive Committee.
 - b. Maintaining accurate financial records of CCN.
 - c. Providing CCN Membership a monthly report of all activity.
 - d. Preparing a Consolidated Annual Financial Statement of CCN deposits, expenditures, and fund balances.
 - e. Ensuring that annual IRS tax returns are completed by deadline.
 - f. Ensuring that CCN is recertified each year with the SC Secretary of State.
 - g. Vetting all donations to CCN to ensure compliance with IRS regulations.
 - h. Ensuring that each request for reimbursement includes a CCN Request for Reimbursement Form with complete documentation.

ARTICLE X REMOVAL OF OFFICERS

- A. Officers may be removed for failure to carry out the duties of office as prescribed by these Bylaws.
- B. Any member of CCN Executive Committee with more than three (3) consecutive, unexcused absences may be removed from the Executive Committee by a vote of the Executive Committee.
- C. The Executive Committee may recommend to the membership the removal of an officer for failure to carry out the duties of the office. All "Full Membership" Organizations of CCN shall be given 14 days advance notice of said recommendation.
- D. Such removal must be accomplished with good cause and the officer involved shall be given the opportunity to be present and to be heard at the meeting at which the removal is considered.
- E. The removal an officer requires a two-third vote of the "Full Membership" Organizations in attendance.

ARTICLE XI COMMITTEES

Committees may be established or abolished by the Executive Committee as deemed necessary for the overall operation of CCN. All members of CCN may serve on a CCN Committee, however, members of the Executive Committee shall not have a vote. Standing Committees include at a minimum; a Nominating Committee and may include Website, Special Events, Bylaws, and Archives.

ARTICLE XII ANNUAL CIRCULATION OF BYLAWS

By October 1 each year, the President shall make available CCN Bylaws to the CCN Membership.

ARTICLE XIII RULES OF ORDER

The latest edition of Robert's Rules of Order shall govern all procedural matters not covered in the Bylaws.

ARTICLE XIV AMENDMENTS

The CCN Bylaws shall be reviewed, at a minimum, every two (2) years.

A. Bylaw revisions require a majority vote of the Executive Committee prior to being brought before the membership for a vote.

~~B.~~ Bylaw amendments must be distributed in written form to the membership at least two weeks prior to a vote.

C. Bylaw amendments require a 2/3 vote of the "Full Membership" organizations present at a General Meeting of CCN.

ARTICLE XIV DISSOLUTION

A. In the event this organization is dissolved, any assets remaining in the

organization will be donated to a tax-exempt eleemosynary or non-profit entity of similar nature as may be designated by the Executive Committee at the time of dissolution.

B. Any documents, minutes, or other records generated by or received by Columbia Council of Neighborhoods, or any committee of the organization shall become the property of The CCN and shall upon request be made available in uncensored and unaltered form to any members. These records shall be retained for a minimum of seven years.

C. Archiving of documents shall be determined by the Executive Committee

Adopted on _____ by the “Full Membership” organizations of CCN.

Respectfully submitted by the 2023 Bylaws Committee:

Pat Mason, co-chair

Denise Wellman, co-chair

Pat Brown

Harrison Greenlaw

Jerry Parker

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