

TOPANGA COMMUNITY CLUB
BYLAWS

ARTICLE I – PURPOSE

The Topanga Community Club is and shall be conducted and operated as a non-profit charitable organization as set forth in Section 23701 (d) of the California Revenue and Taxation Code, and Section 501 (c) (3) of the 1954 Internal Revenue Code, to receive gifts and donations, to promote charitable and fundraising events, to accrue profits from Investments and otherwise to accumulate property to be given to charitable organizations and/or used for charitable purposes, no part of which will inure to the benefit of any individual.

Upon dissolution or abandonment, all assets remaining after the payment or provision for payment of all debts and liabilities of this Club these assets shall be given to an organization that is exempted under Section 501 (c) (3) of the 1954 Internal Revenue Code and no part shall inure to the benefit of any director, officer, or member thereof or the benefit of any private person.

ARTICLE II – DUES

The annual dues of this organization shall be \$15.

ARTICLE III – OFFICERS

The Topanga Community Club shall annually elect a President, a Secretary, and a Treasurer and any other officers deemed necessary. Any standing committee shall elect a representative to attend Officers' meetings.

- a) Officers shall be members of the Topanga Community Club.
- b) A nominating committee including at least one former or present officer will be formed in September. The Committee will present its nominations at the October meeting. Consent of the candidate shall be obtained prior to the nomination.
- c) At the October meeting nominations may be made from the floor. Any nominee shall have attended a minimum of 3 TCC meetings within the previous 12 months.
- d) Elections shall be held at the November meeting. If only one candidate is proposed for an office, the election is done by a voice vote. If there are two or more candidates nominated for a position, nominees will leave the room and a hand vote will be taken. A member must have attended two TCC meetings prior to voting.
- e) Officers shall serve for a term of one year.
- f) Officers assume their duties January 1.
- g) Should an Officer vacate a position before the end of his or her term, the President shall appoint a replacement. The Officers shall confirm this appointment. If the president vacates, an interim President shall be elected by the officers for the remainder of the vacated President's term.

ARTICLE IV – DUTIES OF OFFICERS

Duties of Officers to include:

- a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;
- b) Appoint and remove, employ and discharge, and except as otherwise provided in these Bylaws, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- c) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly;
- d) Meet at such times and places as required by these Bylaws.

ARTICLE V – MEETINGS

General Membership meetings shall be held on the second Thursday of the month. Officers shall meet on the fourth Thursday of the month. All meetings will be held at the Community House and shall be open to the public except in the event that Officers may from time to time meet in closed session to resolve particular issues.

- a) The Executive Board shall create committees as are deemed necessary.
- b) At a General Meeting a quorum consists of seven (7) members.
- c) A quorum of Officers shall consist of three (3) at an Officers' meeting.

ARTICLE VI – PROCEDURE

Roberts Rules of Order, revised shall be present at all meetings. These rules shall govern the organization where applicable and not in conflict with these Bylaws and Articles of Incorporation.

ARTICLE VII – AMENDMENTS

These Bylaws may be amended at any General Membership meeting of the organization by a vote of two thirds of the voting members present provided the amendment has been submitted in writing at the previous meeting.

When Amendments are approved, they can be added to these Bylaws.

ARTICLE VIII – STANDING COMMITTEES

All standing committees shall elect a representative to attend Officers meetings. (Article III.)

- a) The Community House Advisory Council (CHAC) shall be a standing committee of the TCC. It shall manage the rental, usage and maintenance of the Community House. Membership of CHAC shall consist of community groups using the Community House regularly.
- b) The Community House Improvement Committee (CHIC) shall be a standing committee of the TCC. It shall obtain funds and determine community priorities. Additionally, it shall recommend how the property belonging to the TCC could be developed to better serve the community.
- c) Topanga Youth Services (TYS)
- d) Topanga Days Committee