

Richland County Neighborhood Council Bylaws and Constitution

Last Revised on April 27, 2023 by Membership of RCNC.

Article I – Name of Organization

The name of this Organization shall be the “Richland County Neighborhood Council,” hereafter abbreviated and referred to as RCNC.

Article II – Duration, Policy, and Purpose

The duration of RCNC is to be perpetual, and the organization is a non-partisan body. RCNC offers membership to all neighborhoods in Richland County and its municipalities to educate residents, exchange information, assist neighborhoods and advise local officials on issues affecting neighborhoods.

ARTICLE III – MEMBERSHIP

1. Membership in RCNC shall be open to any neighborhood organization located within Richland County, South Carolina that is interested in supporting the purpose of RCNC and willing to pay the annual dues.

2. Members shall pay the required dues, as set by the Executive Board of RCNC **AND RATIFIED BY ITS MEMBERSHIP** (As of 2023 the membership fee is \$25), which will determine the amount and schedule of annual dues payable to RCNC by its members and shall give appropriate notice to its membership.

3. Eligible neighborhood organizations members hold at least one public neighborhood meeting, have an elected body of officers, and are non-partisan in nature. Members are required to furnish a copy of their bylaws, contact information for its board members, and a letter of interest on neighborhood letterhead declaring its interest and desire to join RCNC. Members are also required to update its roster of board members and changes to bylaws and provide that information to the Secretary of RCNC and the Richland County Neighborhood Improvement Program.

4. Each member organization in good standing shall be entitled to one vote on each matter submitted to a vote of the members during regular membership meetings of RCNC or during opportunities when such votes by the membership is required outside of such meetings.

5. The Executive Board of RCNC may suspend or terminate a member organization following an affirmative vote of two-thirds of the membership in attendance during a membership meeting for just cause. A revocation vote of membership can only occur after notice has been provided to the member organization. Should membership be revoked, all dues will be forfeited and remain property of RCNC. Any organization whose membership was terminated or suspended may be reinstated after six months of suspension or termination and following an affirmative vote of the RCNC membership with a two-thirds majority in support of reinstatement.

6. Membership is for a duration of one calendar year, as set by the RCNC Executive Board.

ARTICLE IV – Officers of RCNC

1. The RCNC Executive Board is comprised of **five (5) elected officials (President, Vice President, Secretary, Treasurer, and one (1) at-large member.**

2. The Immediate Past President serves as an ex-officio non voting member of the Executive Board in an advisory manner, if he/she has not already been elected by the membership of RCNC to a different position on the RCNC Executive Board.

3. No more than one officer may be elected from any one neighborhood organization.

ARTICLE V – Election of Officers

1. To qualify to be an officer of RCNC, an individual must be a resident of Richland County and actively participate in a recognized Richland County neighborhood organization. They must submit their written and signed application in person, and provide their community association's or organization's bylaws, EIN, and a letter of support confirming her/his position on the association's or organization's letterhead and a personal ID.

2. A nominating committee excluding any candidates for RCNC elected officers shall work with the county Neighborhood Improvement Program to govern the election process.

3. Elections of RCNC officers shall be held at the June meeting each election year, with election governors having made those nominee names selected as proposed officers available by the conclusion of the May membership meeting.

4. Filing for RCNC elected office will begin following the conclusion of the April general membership meetings. The deadline for the receipt of all nominee applications to the nominating committee and Neighborhood Improvement Program will be one week before the May general meeting.

5. The nominating committee and county Neighborhood Improvement Program shall govern the election process. Responsibilities include: Accepting and reviewing candidate applications; ascertaining eligibility and confirming qualifications of all nominees, and providing a list of nominees to the RCNC membership by the May general membership meeting.

6. At the June general membership meeting of an election year, the nominating committee and Neighborhood Improvement Program will govern the election by: Providing ballots for the membership, collecting and tallying the results of each election, and reporting the results of each election to the membership. If a race is uncontested, the committee may ask the RCNC membership to elect the sole nominee to office by acclamation. Votes by proxy are prohibited, and no single representative for an RCNC member shall cast more than one ballot in any election for any RCNC office.

7. Once elected, RCNC officers may complete their terms of office if they continue to reside within Richland County, remain active with a neighborhood or community organization, and perform their duties per the provisions of these bylaws.

8. Elected officers of RCNC shall serve a two-year term or until a successor is elected, and are eligible to run for re-election to her/his office at the end of the term, except for President. Presidents may only run for re-election to a second consecutive term. Any president who has served for two consecutive terms (4 years) may run again for president (as well as for re-election) following a two-year break from that office.

9. If a vacancy in an RCNC officer position occurs because of resignation or removal, the president of RCNC can appoint a qualified member in good standing and meets the qualifying criteria in these bylaws to fill the position in an interim capacity until an election or vote by the membership is scheduled at a subsequent general membership meeting.

ARTICLE VI – Duties of the Officers

1. The **President** shall:

- a. Preside over all meetings of RCNC
- b. Co-sign all checks with the Treasurer,
- c. Call Special Meetings of RCNC as deemed necessary,
- d. Speak for and represent RCNC to other bodies and the news media, or
appoint a spokesperson to do so,

- e. Prepare and issue any public statements and letters at the direction of the NIP or by vote of the members of RCNC, or as needed by normal operating practices of RCNC.
 - f. Appoint ad hoc committees as needed.
 - g. Serve as an ex-officio member of all RCNC ad hoc and appointed committees.
 - h. Perform all duties incident to the office of the President and other such duties as may be assigned by the membership.
2. The **Vice President** shall:
- a. Assist the **President** in carrying out the duties as required,
 - b. Preside over meetings in the absence of the **President** and/or unwillingness to serve,
 - c. Serve as parliamentarian at all RCNC meetings,
 - d. Certify all voting representatives are authorized to vote, and working with the Secretary to maintain accurate RCNC records in the NIP office in Richland County, S.C.
 - e. Perform all duties incident to the office of the Vice President and other such duties as may be assigned by the membership.
3. The **Secretary** shall:
- a. Record, correct, and keep the minutes of all RCNC meetings.
 - b. Distribute minutes to the membership and NIP before the next scheduled meeting, and maintain membership records and minutes for RCNC at NIP office in Richland County, SC.
 - c. Timely notify all members of the regular, executive board, and called RCNC meetings at least one week before the meeting date, the meeting agenda announcing all business, including actions requiring a quorum, and minutes from previous Executive Board and General Membership meetings.
 - d. Distribute and collect membership renewal forms.
 - e. Act on behalf of the Vice-Chair in their absence.
 - f. **Perform all duties incident to the office of Secretary and other such duties as may be assigned by the membership.**
4. The Treasurer shall:
- a. Receive and co-disburse, with the President, all RCNC funds
 - b. Maintain accurate RCNC financial records for review upon request by the membership
 - c. Prepare monthly executive board and general membership meeting financial reports
 - d. Prepare a consolidated annual financial statement of transactions with balances and present it at the RCNC June Executive Board and General Membership meetings.
 - e. Perform all duties incident to the office of Treasurer and other such duties as may be assigned by the membership.
5. The **Immediate Past President** shall serve as an advisor to the RCNC and perform other tasks as assigned.
6. The **At-Large Member** shall:
- a. Act on behalf of the Secretary in their absence (as appointed by President)
 - b. Attending all RCNC and Executive Committee meetings
 - c. Coordinate relationships with liaisons
 - d. Initiate contacts

- e. Provide information updates from NIP to the board and members.
- f. Share ideas, guidance, and expertise with the Executive Board
- g. Assist CCN officers as requested**
- h. Perform all duties incident to the office of At Large Member and other such duties as may be assigned by the membership.**

ARTICLE VII – Meetings

1. General membership meetings will be scheduled by the Executive Board and notice will be provided to all member organizations ahead of time. It is preferred to be held at 6 p.m. on the Fourth Thursday of each month (except for July and August). In the month of December, the organization provides a forum for its members at a holiday event.

2. The executive board will meet as needed, usually monthly, and notice of such meetings will be provided to the membership of RCNC at the general membership meeting prior to any scheduled board meeting.

3. The quorum for Executive Board meetings is a majority of RCNC elected officers.

4. The quorum for a General Membership meeting is no less than 5 member organizations

5. Meetings of the RCNC Executive Board and General Membership will be open to the public. The Executive Board reserves the right to go into executive session at any board meetings, and holds the authority to establish procedures and practices for meetings of the general membership

ARTICLE VIII – GENERAL PRACTICES

1. The parliamentary authority in Robert’s Rules of Order Newly Revised shall be used to govern all RCNC meetings, the Executive Board, and all subcommittees in all cases to which they apply and do not conflict with specific provisions of these Bylaws or any special rules the RCNC may adopt.

2. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions declared eliminated

3. No RCNC elected officer, representative, spokesperson, or member shall have any financial liability of the association.

ARTICLE IX – CODE OF CONDUCT

1. RCNC has the power to enforce its own rules to require all elected officers and community organization members of RCNC to refrain from conduct injurious to the council and its purpose, disruptive behaviors, financial conflicts of interests, and other disruptions during all RCNC meetings.

2. RCNC elected officers shall have honorable characters and reputations, and the ability to refrain from behaviors that injure the good name of the RCNC, disturb its well-being or hamper it in its works.

3. RCNC may censure, suspend, or expel elected officers, members, and non-members for disruptive behavior during its executive board and general meetings of the membership.

4. When an offense occurs in a meeting, and the board witnesses it, the board can vote to censure, suspend, expel, or remove the offending individual with a two-third (2/3) board vote.

ARTICLE X – Other Operating Procedures

1. Any documents, minutes (approved and corrected), and other records generated by or received by the Richland County Neighborhood Council shall become the property of RCNC and NIP and shall upon request be made available in uncensored and unaltered form to any member by the RCNC Secretary.

2. These records shall be retained for a minimum of four (4) years.

ARTICLE XI – Circulation of Bylaws

1. Available RCNC bylaws are maintained on the NIP website for downloading. One copy will be provided to each new RCNC member and neighborhood, or as requested.

2. Bylaws will be reviewed by RCNC **at least once every two years for potential amendments or changes.**

ARTICLE XII – Amendments

1. Any proposed amendments to the Bylaws must be submitted to RCNC Executive Board in writing at a regular meeting, and are subject to review by NIP staff and RCNC neighborhood members.

2. Amendments to the Bylaws must be approved by two-thirds (2/3) votes of the RCNC Executive Board and affirmed by two-thirds votes of RCNC neighborhood members present at a general meeting.

3. The link to RCNC bylaws is at RichlandCountySC.gov, Richland County neighborhood Council.

ARTICLE XIII – Dissolution

1 In the event RCNC is dissolved, any assets remaining in the organization will be donated to a tax-exempt eleemosynary or governmental entity of similar nature as may be designated by the NIP at the time of dissolution.

2 NIP will provide notice of pending dissolution to RCNC in writing if it is found to be functioning outside of the RCNC Bylaws and Policies & Procedures.