

CONSTITUTION
The Wake Forest Community Council

Article I
Name

The Organization shall be known as the Wake Forest Community Council, Wake Forest, North Carolina, hereinafter to be called The Council.

Article II
Definition of "Wake Forest Community"

"Wake Forest Community" is defined as that area consisting of the Town of Wake Forest and the immediate surrounding territory, the residents of which consider the town of Wake Forest to be their major trading center.

Article III
Object

The object of The Council shall be:

- a. To better the understanding of the community as to the resources, needs, future trends and historical significance of the Wake Forest Community.
- b. To exchange ideas as to how the many varied civic, social, fraternal, service, educational, religious and business organizations and individuals can contribute to the improvement of life in the community.
- c. To develop recommendations and suggestions as to the programs of action that the above organizations can undertake to improve life in the community.
- d. To participate in community improvement projects in cooperation with the above organizations.
- e. To promote special community recognition of volunteer efforts through the promotion of annual awards.

Article IV
Officers and Methods of Election

Section 1

- a. The Officers of The Council shall be:
 - (1) Chair
 - (2) Vice-Chair
 - (3) Secretary
 - (4) Treasurer

Section 2

The Officers shall be elected at the January meeting each year; a majority of votes cast shall constitute an election. Officers shall take office at the February meeting.

Section 3

Officers shall serve terms of office of one (1) year and may serve no more than two (2) consecutive terms in the same office. After one (1) year out of an office, an individual will once again be eligible for election to that office.

Section 4

The Duties of the Officers shall be:

a. Chair

- Preside over meetings of The Council
- Conduct business on behalf of and as directed by The Council
- Appoint committees as needed

b. Vice-Chair

- Assume the duties of the Chair in his/her absence
- Perform duties as assigned by the Chair and The Council

c. Secretary

- Maintain contact information for Council members
- Send notice of meetings to Council members
- Record actions of The Council

d. Treasurer

- Collect dues from Council members and promptly deposit all receipts into The Council's bank account
- Report financial information to The Council
- Maintain a roster of all dues paying organizations and individuals
- Maintain the financial books and records, and prepare accounts
- Maintain The Council's bank account and promptly pay all approved expenses

Article V Amendments

The Council's constitution and by-laws may be amended at any meeting by a two-thirds majority vote of those present and voting; provided that the notice of the proposed amendment shall be given at the previous regular meeting.

BY-LAWS
The Wake Forest Community Council

Article I
Membership

Section 1

The Council shall be an autonomous body consisting of a representative of each cooperating community organization and of individuals dedicated to the improvement of life in the community.

Section 2

Membership shall be open to civic, social, fraternal, service, educational, religious and business organizations and individuals dedicated to the improvement of life in the community.

Section 3

Membership shall be effective upon payment of dues to The Council Treasurer.

Article II
Committees

The Chairman shall be empowered to name temporary committees consisting of at least three (3) members as she/he deems necessary for the following:

- a. Projects
- b. Public Relations
- c. Volunteer Awards
- d. Nominations
- e. Constitution/By-laws

Article III
Voting Rights

When any matter is to be voted upon by The Council:

- Each member organization and at-large member shall have one (1) vote.
- Even when representing more than one (1) organization for reporting purposes at a Council meeting, an individual may vote only once.

Article IV
Meetings

Section 1

The Council shall meet on the second Wednesday of each month, except in June, July, August and December at a time and place voted on by The Council.

Section 2

A special meeting may be called at the discretion of the Chair.

Article V
Finances

Section 1

The Council shall be a non-profit organization, with a duly elected Treasurer responsible for the handling of funds.

Section 2

Annual dues shall be \$10.00 per year, due and payable at the January Council meeting. A new organization may join at anytime during the year and pay dues by the next meeting.

Section 3

Members whose dues have not been paid by the end of six (6) months following the due date shall be dropped for non-payment.

Article VI
Volunteer Awards

Section 1

The Council shall sponsor the following annual volunteer awards: Citizen of the Year, Organization of the Year and the Peggy Allen Lifetime Achievement Award.

Section 2

Nominations shall be presented in writing to The Council for selection of the winners at the November meeting.

Section 3

All written nominations shall be read by the President and another officer of her/his selection. Voting shall be by written secret ballot. The President and a fellow officer shall count the votes and order the appropriate awards. Details of the award winners will be kept strictly confidential until they are announced at the Community Christmas Dinner and may only be disclosed to those with a need to know.

As approved by unanimous vote at the WF Community Council Jan 8, 2014 meeting