

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 inform the community and volunteer organizations of Wake County as to the planned future activities and projects of such organizations.
- b. To better the understanding of the community as to the resources, needs, future trends and historical significance of the Wake Forest Community.
- c. 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.
- d. To promote special community recognition of volunteer efforts through the promotion of annual awards.
- e. To participate in community improvement projects in cooperation with the above organizations.

Article IV
Officers and Methods of Election

Section 1
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
 - Send notice of meetings to Council members
- 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 and the Directory of Council Members
 - Maintain records of attendance at meetings of The Council
 - Record actions of The Council
 - Maintain the books and records 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

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 for one (1) year ending on December 31st shall be effective upon payment of dues to The Council Treasurer.

Section 4

A member may resign from The Council at any time, but with no refund of dues paid. Failure to pay dues on or before the second Wednesday in March will be deemed to constitute resignation.

Article II
Committees

The Chair 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:

- An individual may only represent one (1) organization for reporting purposes at a Council meeting, and an individual may vote only once.
- In order to encourage attendance and participation, each member must have been represented at no less than four (4) meetings of the seven (7) meetings that calendar year up to and including the October meeting in order to vote for the Annual Awards.

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 agreed by a majority vote of the Council at a regular meeting, to take effect from January 1 in the following year, and continuing at that rate until changed. Dues are due and payable at the January Council meeting. A new organization may join at anytime during the year and pay the full year's dues by the next meeting. Dues will not be prorated.

Section 3

Members whose dues have not been paid on or before the second Wednesday in March following the due date shall be dropped for non-payment.

Section 4

Any expenses must be approved by two members of the Board (one of whom may be the Treasurer) before payment by the Treasurer.

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

An individual can receive the Citizen of the Year award only one time. An individual can receive the Peggy Allen Lifetime Achievement award only one time. An organization can receive the Organization of the Year award multiple times.

Section 3

Nominations shall be presented in writing to the Secretary by noon on the third Wednesday in October for selection of the winners at the November meeting. Submissions will be accepted online through the Town website, by email to the Community Council, by hand delivery to the front desk at Town Hall, or by mail to the Council's P.O. Box.

The Chair may, at his/her discretion in exceptional circumstances and after consultation with the Awards Committee, extend the date for receipt of nominations by one week.

The Secretary will confirm that those nominating have obtained the nominee's approval before the nomination is submitted.

Section 4

Before the November meeting of the Council, Officers will send a letter of congratulations to each nominee with information pertaining to the Christmas Dinner.

Section 5

Nominations will be made available to eligible voting members no later than the Monday preceding the November Council meeting. Voting shall be by written secret ballot. The Chair 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.

Article VII Community Project

The Council may decide to undertake a community project proposed by a member at any time, but no more than one project in a calendar year.

Article VIII
Speakers

The Chair may invite a speaker to give a ten minute presentation at any meeting of The Council. The speaker may be from an outside (non-member) organization or a new member of the Council.

Approved by unanimous vote by the WFCC on Jan 8, 2014
Amended by unanimous vote by the WFCC on Nov 14, 2018.
Amended by unanimous vote of the WFCC on Oct 12, 2022
Approved by unanimous vote by the WFCC on Mar 13, 2024
Approved by unanimous vote by the WFCC on Nov 12, 2025