

**Concord Carlisle Neighbors**  
**Constitution and By-Laws**  
**APPROVED April 11, 2017**

**ARTICLE I – Name**

The name of this organization shall be: Concord Carlisle Neighbors.

**ARTICLE II – Mission Statement.**

Concord Carlisle Neighbors is a dynamic local social club devoted to fostering connections within our community through outreach, events and interest groups.

**ARTICLE III – Membership**

Any resident in Concord and Carlisle shall be eligible for membership in the club.

Club membership shall commence upon payment of annual dues.

**ARTICLE IV – Board Members**

The term of office for all Board members shall begin at the June Board meeting and conclude in June the following year.

A vacancy in any office shall be filled by appointment by the nominee presented by any Board member, subject to the approval of the remaining members of the Board.

Any member in good standing is eligible to join the Board of Directors. The Board can consider exceptions to Board membership and Board eligibility restrictions on an individual basis.

**Article V - Duties of the Board members.**

The Board shall meet once a month. All Board members are expected to attend regular board meetings.

The Board shall review and approve or decline all requests for funding from the CCN funds at scheduled board meetings. No funds shall be disbursed without board approval and the schedule board meeting.

All board members shall create and maintain appropriate documentation relating to these activities managed by their function during the term of their position and Board member. This documentation is to be made available to the next person performing the function.

All Board members are responsible for their duties as described in the CCN Best Practices as well as the support of club activities. As such, effort should be made to attend club functions and to participate in the planning as well as in the success of such activities.

**ARTICLE VI– Committees**

A Board member may solicit volunteers from club membership as deemed necessary to direct the various activities of the club in fulfillment of its purpose.

**Article VII – Interest Groups**

The Board shall encourage Interest Groups that are consistent with the CCN mission and in line with the CCN Best Practices and that are requested by the membership to be initiated by those members.

All interest groups shall be open to new members at all times.

**Article VIII – Interest Group Leader Responsibility**

Any member in good standing is eligible to become an interest group leader.

Interest Group Leaders may solicit funding from the Board for Group activities or publicity. Requests for funding shall be discussed and voted on by the Board.

The Gourmet Group Leader is responsible for heading a committee that shall organize the Gourmet Club participants into groups and develop and distribute menus and wine/beer pairings to all participating couples.

**ARTICLE IX – Dues**

Dues are paid annually. The Board is responsible for determining the amount of the annual dues and changing them when necessary to meet the cost of operation expenses. Failure to pay dues on time merits reconsideration of membership by the Board.

**ARTICLE X – Method of Voting**

Voting in this organization shall be verbal.

1. Each eligible voting member present in person is entitled to one vote. Voting by proxy shall be permitted. All Board Members are considered to be voting members.
2. A quorum of Board members is required to enact a vote. A quorum is defined as the lesser of five Board members or the full Board. A simple majority vote of those Board members who attend a meeting will be the act of the Board for most voting circumstances.
3. If the impact of the vote will significantly effect the membership and/or finances of the club, the affirmative vote of two thirds of the entire Board membership, by proxy or in person, shall be the act of the Board.

**ARTICLE XI– Amendments**

These by-laws shall be amended at any regular Board Meeting per quorum voting procedures listed in Article X.