



Keep Chandler Beautiful Board

*Post Office Box 425
Chandler, Texas 75758
Telephone (903) 849-6853
Fax (903) 849-4663*

THE KEEP CHANDLER BEAUTIFUL BOARD WILL MEET FOR A REGULAR SCHEDULED MEETING **MONDAY, AUGUST 24, 2015** AT CHANDLER COMMUNITY CENTER, CHANDLER, TEXAS AT **6:00 P.M.**

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL AND ANNOUNCE IF QUORUM IS PRESENT
- C. REGULAR SESSION: Subjects to be discussed or upon which any formal action may be taken are as follows:
 - 1. Elect Officers (President, Vice President, Secretary and Treasurer).
 - 2. Review and act on By-laws
 - 3. Establish Committee Board membership
 - 4. Brainstorm goals

D. ADJOURNMENT

INDIVIDUALS WITH DISABILITIES WHO REQUIRE SERVICES OR ASSISTANCE SHOULD CONTACT CITY HALL AT 903 849-6853 AT LEAST 48 HOURS PRIOR TO THE MEETING.

I, the undersigned authority, do hereby, certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Chandler, Texas a place convenient and readily accessible to the general public at all times, and said notice was posted on the following date and time:

August 20, 2015, at 4:00pm and remained so posted at least 2 hours before said meeting was convened.

City Secretary

DRAFT
KEEP CHANDLER BEAUTIFUL EXECUTIVE BOARD MEMBERSHIP
8/20/15

NAME	BOARD POSITION	EMAIL	PHONE
Julie Henry	President	juliehenry72@yahoo.com	(903)316-5419
CJ Hughes	Vice President	cyrethiah@aol.com	(903)360-1821 (903)849-0167 wk
Joy Neal	Treasurer	joy@alzalliance.org	(903)330-6306
Shirley Parmer	Secretary	sparmer@chandlertx.com	(903)849-6853
Staff Support			
John Taylor	KCB Coordinator	jtaylor@chandlertx.com	(903)805-4140
Shelia Waters	Administrative Assistant	swaters@chandlertx.com	(903)849-6853

KEEP CHANDLER BEAUTIFUL, INC.
BY-LAWS

ARTICLE I. ORGANIZATION STRUCTURE AND PURPOSE

- a. The name of this organization is Keep Chandler Beautiful, Incorporated (KCB).
- b. KCB is a Texas not-for-profit corporation, charter number 800145405
- c. The principal place of business of KCB is Chandler, Texas.
- d. The purpose of KCB is to implement a Keep America Beautiful program for the City of Chandler, Texas. This is a charitable and educational purpose within the meaning of the Internal Revenue Code, Sections 501 (c)(3), and includes educating the public to reduce waste, improve the appearance of the community, and organize volunteers for such purpose.
- e. KCB and its programming and operations are governed by a City Council appointed board of directors (Board), such Board having the fiduciary and operational responsibility of KCB.
- f. General Membership in KCB and dues, if any, will be determined by action of the Board.
- g. General Membership is open to all and is unlimited.
- h. The fiscal year of KCB is October 1 through September 30.

ARTICLE II. BOARD OF DIRECTORS

- a. The Board of KCB shall consist of a minimum of ten (10) members, and a maximum of twenty (20) including one to two City Council members. Members shall be appointed by City Council.
- b. The Board has the full authority and responsibility for the management of KCB in the exercise of the purpose of the organization, including the establishment of KCB policies.
- c. The election of members to the Executive Board shall occur at a scheduled meeting.
- d. Board members serve unlimited terms. Members serve at the pleasure of the City Council and can be removed for any just cause. Board members serve without pay.
- e. The Board has the sole authority to conduct the business of KCB. Decisions made and funds expended outside Board meetings shall be done in accordance with the annual adopted budget and adopted calendar of activities. Such budget and calendar may only be altered by a vote of the Board at a regular or called meeting.
- f. Business may be conducted at any regular or called meeting, at which a quorum of a minimum of fifty percent (50%) of the Board members are present.
- g. Adoption of any item shall be by majority of those present and voting at any regular or called meeting, except for amendments to the by-laws, which must be adopted pursuant to the policy adopted in the current by-laws.
- h. Board meetings shall be held on a minimum quarterly. The annual meeting, which are open to all General Membership, shall be the last month of the fiscal year. An annual calendar of Board meetings shall be set by the Board. Special meetings may be called by the president or by five (5) members of the board.
- i. Voting on an issue may occur electronically between Board meetings with the Board having agreed to such procedure at a previous regular or called meeting.
- j. Members are expected to attend Board meetings as often as possible. If a Board member misses three (3) consecutive meetings without notification of the President or staff, the City Council has the authority to replace that member.
- k. Vacancies will be filled by the Board at the earliest regular Board meeting.

- f. The Special Events Committee shall be responsible for the production of any special event approved by the Board. The Chair of Special Events is authorized to form subcommittees for each event as desired, and to oversee those subcommittees.
- g. The Schools and Youth Committee shall be responsible for all projects and activities related to children and youth, including the partnering with educational institutions.
- h. The Environmental Sustainability Committee shall oversee all projects related to litter reduction, recycling, clean and green projects, partnerships with other groups, and related projects or programs that may be adopted.
- i. The Development Committee shall be responsible for locating, recommending, and pursuing funding sources for KCB and general membership.
- j. The Outreach and Public Relations Committee shall be responsible for preparing promotional literature or other forms of promotion and shall also be responsible for outreach programs into the community of Chandler.
- k. All committees of whatever sort shall provide a report at each regular board meeting. That report may be verbal, or in writing.
 1. Committees may take action as designated by the adopted budget and calendar of activities. Committees may not expend funds unless authorized by the budget or by the Board.

ARTICLE V. INTERNAL STRUCTURE

- a. Meetings of the KCB Board shall occur on the scheduled date and at the location determined by the Board.
- b. Meetings of the Board shall be governed by Robert's Rules of Order, latest revision, when not in conflict with these By-Laws.
- c. The Board shall adopt an annual budget as scheduled elsewhere in these By-Laws, and shall adopt an annual calendar of activities.
- d. The funds of KCB, excluding any funds provided by the City of Chandler, shall be deposited in an accredited financial institution as selected by the Board. Checks or other forms of payment issued on behalf of KCB for purchases exceeding \$500.00 must be signed by no fewer than two of the following authorized signatories: President, Vice President, Treasurer, and Secretary.

Definitions :

- "Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
- "Separate purchases" means purchases, made separately, of items that in normal practices would be purchased in one purchase.
- "Sequential purchases" means purchases, made over a period of time, of items that in normal purchasing practices would be purchased in one purchase.

A person who is an officer, employee, or agent otherwise authorized as a signatory on checks or authorized to use other forms of payment on behalf of KEEP CHANDLER BEAUTIFUL, Inc.(KCB) violates the bylaws and procedures of KCB and is subject to removal from their appointed or elected position or termination of employment with KCB, and prosecution of any applicable statutory criminal violation, if the person makes or authorizes separate, sequential, or component purchases by authorizing through signature, order or act of issuing a check or other form of payment exceeding \$500 in value or multiple checks or other forms of payment of a lesser value that cumulatively exceed \$500 for the purpose of making a separate, sequential or component purchase. Checks or other forms of payment issued on behalf of KCB for purchases exceeding \$500 must be signed by no fewer than two authorized signatories. The KCB may prosecute and seek any remedy in law or equity against a person who violates this provision.

KEEP CHANDLER BEAUTIFUL COMMITTEES

Finance Committee - shall be chaired by the Treasurer. The Finance Committee shall be responsible for preparing the annual budget and shall prepare such budget on a schedule compatible with that of the City of Chandler budget process. The Finance Committee is authorized to review any other financial matters and to make recommendations to the board regarding such matters.

Special Events Committee - shall be responsible for the production of any special event approved by the Board. The Chair of Special Events is authorized to form sub-committees for each event as desired, and to oversee those sub-committees.

Schools and Youth Committee - shall be responsible for all projects and activities related to children and youth, including the partnering with educational institutions.

Environmental Sustainability Committee - shall oversee all projects related to litter reduction, recycling, clean and green projects, partnerships with other groups, and related projects or programs that may be adopted.

Development Committee - shall be responsible for locating, recommending, and pursuing funding sources for KCB and general membership.

Outreach and Public Relations Committee - shall be responsible for preparing promotional literature or other forms of promotion and shall also be responsible for outreach programs into the community of Chandler.

KEEP CHANDLER BEAUTIFUL GOALS

Finance Goals -

Special Events Goals

Schools and Youth Goals

Environmental Sustainability Goals

Development Goals

Outreach and Public Relations Goals