

RANCOCAS CIVIC ASSOCIATION CONSTITUTION AND BY-LAWS

Amended June 15, 1994

Amended March 20, 1996

Amended July 17, 2002

Amended March 17, 2010

Amended March 16, 2026

CONSTITUTION

ARTICLE I: NAME

The name of the organization shall be: Rancocas Civic Association

ARTICLE II: PURPOSE

Our mission is to bring neighbors together to create a strong community and preserve the “small town feeling” which is unique to our Village by organizing and funding community events and providing neighborly support.

ARTICLE III: MEMBERSHIP

Section 1: Eligibility

Membership shall be open to Rancocas Village residents and other individuals as defined by the Bylaws

Section 2: Rights

Members in good standing shall have the right to vote and participate in meetings as defined by the Bylaws.

ARTICLE IV: GOVERNANCE

Section 1. Executive Board

The Executive Board shall be the governing body of the Association and shall be responsible for overall policy direction, financial oversight, and administration of the Association. The duties and procedures of the Executive Board shall be set forth in the By-Laws. The executive board shall be composed of the following four (4) officers.

1. President
2. Vice-President
3. Secretary
4. Treasurer

ARTICLE IV: AMENDMENTS

The Constitution and By-Laws may be amended by two-thirds majority vote of the members present, provided the proposed amendment has been sanctioned by the Executive Board, and the members notified of the pending change by email ten days in advance of the meeting.

BY-LAWS

ARTICLE I: MEMBERSHIP

Section 1: Eligibility

- Any adult resident of the village of Rancocas (within the 08073 zip code)
- Any member of a religious or service group in the village of Rancocas

who is interested in the purpose for which this organization was formed and who pays the annual dues may be a member.

Section 2: Good Standing & Dues

- Members shall be in good standing upon payment of annual dues of \$10.00, with a household membership option of \$20 for up to 4 members living in the same household.
- Dues shall be payable in advance of the Annual Meeting.
- Members will be considered delinquent if dues are not paid by the March meeting.
- Members whose dues are not paid in full will not be permitted to vote or hold office.

ARTICLE II: EXECUTIVE BOARD

Section 1: Composition

The Executive Board shall consist of four (4) officers:

1. President
2. Vice President
3. Secretary
4. Treasurer

Section 2: Election and Term

- Officers shall be elected at the Annual Meeting
- The officers shall be elected for a period of two (2) years.

Section 3: Nominations

- A Nominating committee shall be appointed by the presiding officer at the November meeting preceding the Annual Meeting.
- The Committee shall present a slate of nominees at the Annual Meeting.
- Nominations may also be made from the floor.

ARTICLE III: MEETINGS

Section 1: Regular meeting schedule

The regular meetings shall be held on the third Monday of January, March, May, July, September and November at 7:00 p.m.

Section 2: Annual Meeting

The annual meeting shall be held on the third Monday in January.

Section 3: Special meetings

Special meetings may be called by the Executive Board at any time with 24 hours' notice via email.

Section 4: Quorum

Five (5) members including at least two (2) members of the Executive Board shall constitute a quorum.

Section 5. Place of Meetings

Meetings shall be held at the Rancocas Community Center or an alternate location to be designated by the Executive Board.

ARTICLE V: FINANCES

- The fiscal year shall run from July 1 through June 30.
- The proposed budget will be presented at the March meeting and voted on in May
- The Executive Board may approve expenses up to ten percent (10%) over a budgeted line item. Larger overages require membership approval.
- Additional expenses not already approved in the budget will require board approval. (eg a new community event)
- Checks over \$100 and exceeding ten percent (10%) of the approved budgeted amount shall require two authorized signatures.

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DUTIES OF OFFICERS: See attached addendum

ADDENDUM: DUTIES OF OFFICERS

Section 1. President

The President shall:

- Preside at all membership and Executive Board meetings.
- Provide leadership and oversee Association activities. (fundraising, community building, etc)
- Prepare meeting agendas in cooperation with the Secretary
- Serve as the official spokesperson.
- Appoint committee chairpersons and serve as an ex-officio member of all committees.
- Sign authorized documents.
- Perform other duties assigned by the Executive Board.

Section 2. Vice President

The Vice President shall:

- Act in place of the President when necessary.
- Assist the President.
- Help oversee committees and coordinate events. (fundraising, community building, etc)
- Perform marketing and communications functions. (website and social media etc)
- Perform other duties assigned by the Executive Board.

Section 3. Secretary

The Secretary shall:

- Record and maintain meeting minutes.
- Provide required meeting notices.
- Maintain official records.
- Maintain the membership list.
- Handle official correspondence.
- Perform other duties assigned by the Executive Board.

Section 4. Treasurer

The Treasurer shall:

- Manage and safeguard Association funds.
- Receive and deposit funds.
- Pay approved expenses.
- Maintain accurate financial records.
- Provide regular financial reports.
- Assist in preparing the annual budget.
- Perform other duties assigned by the Executive Board.