

## **RAYMOND VOTER INFORMATION PROJECT BYLAWS**

### **ARTICLE 1 – NAME**

The name of this organization shall be the Raymond Voter Information Project, hereinafter referred to as the RAYMOND VIP.

### **ARTICLE II – PLACE**

The RAYMOND VIP shall be based in the town of Raymond in the county of Rockingham in the state of New Hampshire.

### **ARTICLE III – AFFILIATION**

The RAYMOND VIP shall be an independent nonprofit organization, and its policies and programs shall be determined by the officers and Board of Directors of the RAYMOND VIP.

### **ARTICLE IV – PURPOSE:**

Said organization is organized exclusively for charitable, religious, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The object of the Raymond Voter Information Project is the advancement of education to enable students and community members to prepare to exercise their civil right to vote with the greatest freedom of choice. (10/23/12)

Section 1: CORE VALUES: We believe that:

- a. The responsibility for good government rests on the shoulders of every citizen.
- b. A well informed voter has the greatest freedom of choice.
- c. It is possible to present objective voter information
- d. The good of the Town of Raymond is best served when all its citizens participate in study, deliberation, and voting.

Section 2: GOALS: We will strive to:

- a. Improve citizen access to comprehensive, complete, objective information on Raymond candidates, issues, and proposed warrant articles.
- b. Encourage participation in Raymond's Deliberative Sessions.
- c. Encourage participation in Raymond's local elections.
- d. Encourage citizens to seek public office.

Section 3: POLITICAL POLICY: RAYMOND VIP shall:

- a. Neither support nor oppose any political party or any candidate.
- b. Neither support nor oppose any warrant article.
- c. Strive to present objective voting information

## ARTICLE V – MEMBERSHIP AND PRIVILEGES

Section 1. There shall be two categories of members: a. Voting members shall be those registered Raymond voters who join the RAYMOND VIP and whose dues are current. b. Supporting members shall be all who choose to support the work of the RAYMOND VIP and whose dues are current.

Section 2. Rights and privileges of members:

- a. Voting members shall have the right to vote at all RAYMOND VIP member meetings, and shall be eligible to hold office.
- b. members shall possess all the rights and privileges of voting members except the right to vote or hold office.

## ARTICLE VI – OFFICERS

Section 1. Election, Qualifications and Term. The officers of the RAYMOND VIP shall be a president, a vice-president, a secretary and a treasurer. They shall be voting members of RAYMOND VIP and shall be elected biannually, to serve a two year term, to hold office until the close of the annual meeting at the end of their term or until their successors have been elected and qualified.

Section 2. The President. The president shall be the official spokesperson of the organization (or appoint a designee); shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts and notes in the absence of the treasurer; and shall perform such other duties as the board may direct. In the event of the absence, disability, relocation, resignation or death of the president, the vice-president shall assume the office; if the vice-president is unable to serve as president, the board of directors shall fill the vacancy from among the elected directors.

Section 3. The Vice-President. The vice-president shall serve in the absence of the President and shall perform such duties as the president and the board shall direct.

Section 4. The Secretary. The secretary shall perform such duties as customarily pertain to the office; shall maintain the membership files; shall count all votes, and shall affix and attest the seal of the RAYMOND VIP on any documents other than financial document.

Section 5. The Treasurer. The treasurer shall arrange for the annual matching of payments to invoices, balancing of income and expenses, and reporting of exceptions to the board by a certified public accountant; and at the direction of the board, maintain deposits in authorized financial institutions.

## ARTICLE VII - Board of Directors

### Section 1. Selection, Qualifications and Term.

The affairs of the RAYMOND VIP shall be managed and controlled by a Board of Directors, which shall include: the officers of the RAYMOND VIP, no fewer than one nor more than two member-at-large directors appointed by the elected members of the board, and one past president of the RAYMOND VIP, if available, appointed by the elected members of the board. The officers of the RAYMOND VIP shall also serve as officers of the Board of Directors. The members of the board of directors shall serve until their terms expire at the close of an annual meeting or until their successors have been elected and qualified. Vacancies other than the presidency may be filled by vote of the remaining members of the board.

### Section 2. Powers.

The board shall manage and supervise the business, affairs and activities of the RAYMOND VIP. It shall have the power to appoint and create special committees as it deems necessary, including but not limited to an editorial board, and shall perform such other duties as are specified in these bylaws.

### Section 3. Meetings.

At least three regular meetings of the board shall be held annually at such time and place as the board may determine.

### Section 4. Absences.

In the event a member of the board is absent from two meetings in one fiscal year, without excuse, that office shall be declared vacant.

### Section 5. Quorum.

A majority of the members of the board shall constitute a quorum. Any one or more members of the board may participate in a meeting by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 6: (added 10/18/2011) Any possible conflict of interest on the part of any member of the Board, officer or employee of the Corporation, shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the

disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement. (10/18/2011)

#### ARTICLE VIII - ELECTIONS

Section 1. The President, Vice-President, Secretary and Treasurer shall be nominated by the Nominating Committee of the RAYMOND VIP. Every effort will be made to retain at least one officer for a second term, to maintain continuity of the organization. Further nominations may be made by any member at the annual RAYMOND VIP meeting. The nominees must be approved by a majority of the members present at the annual meeting of the RAYMOND VIP.

Section 2. The first appointment of directors shall include one member-at-large director for a term of one year and one member-at-large director for a term of two years if two member-at-large directors are appointed. Member-at-large directors may be appointed for subsequent terms.

Section 3. A past President appointed by the board of directors shall serve a term of one year and may be appointed for a subsequent term.

#### ARTICLE IX – NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members of the Board of Directors, excluding the President, appointed by the officers and directors. The Nominating Committee shall draw up a slate of officers and directors to be presented to the RAYMOND VIP at its annual RAYMOND VIP meeting. Further nominations may be made by any member at the annual RAYMOND VIP meeting. Election shall be by ballot except that if there is only one nominee for an office it shall be by voice vote. A majority of those present and voting shall constitute an election.

#### ARTICLE X - MEETINGS

##### Section 1. RAYMOND VIP Meetings

The Board of Directors shall set the agenda and call the RAYMOND VIP meetings no less than biennially to hold elections for officers and directors and no less than annually to conduct any other RAYMOND VIP business.

##### Section 2. Annual Meeting

a. Place, Date and Call. An annual meeting of the RAYMOND VIP shall be held in October at a time and place determined by the board at least one month prior to the date fixed in said call.

Thereafter, the board may advance or postpone this date by not more than two weeks. A final call, giving the exact time and place of the annual meeting, shall be issued at least one week prior to its opening session.

b. Composition. Official membership counts shall be determined by the Secretary by September 30 of the year in which the annual meeting is held. The voting delegates to the annual meeting shall consist of all voting members in good standing and all members of the Board of Directors.

c. Delegates' Qualifications and Voting. No delegate shall be entitled to more than one vote, and absentee or proxy voting shall not be permitted. Final determination of a delegate's qualifications or credentials shall be made by the Board of Directors.

d. Powers. The annual meeting shall adopt annual objectives, elect officers, adopt a budget and transact such other business as may properly come before it.

e. Quorum. Twenty percent of the possible number of voting delegates shall constitute a quorum.

### Section 3. Board of Directors Meetings

a. Place, Date and Call: There shall be a minimum of three Board of Directors meetings each year on dates determined by the officers. All board members shall receive notice in writing and/or by e-mail, with an agenda, at least seven (7) days prior to the scheduled meeting date.

b. Special meetings may be convened by the President, and must be convened by the President upon the written request of three members of the board, upon three - (3) days notice to all members of the Board. Special meetings may be conducted by electronic means, such as telephone conference call, video conferencing or e-mail. The use of electronic meetings shall be reserved for those issues needing a decision before an in-person meeting is scheduled.

c. Quorum: Three fifths of the Board of Directors, excluding past presidents, shall constitute a quorum at any meeting, regular or special.

Section 4: The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and not inconsistent with these bylaws.

## ARTICLE XI – FUNDING

### Section 1. Fiscal Year.

The fiscal year of the RAYMOND VIP shall be from July 1 through June 30 of each year.

### Section 2. Financial Support.

The RAYMOND VIP shall draw its financial support from its members, and from donations.

a. The amount of the annual per member payment shall be set initially by the founding members and thereafter may be adjusted by a three-fifths vote of those present and voting at each annual meeting.

b. Each member shall make payment to the RAYMOND VIP treasurer no later than September 30 for the following year in order to be considered a member in good standing who will be eligible to vote at the annual meeting in October of the year the dues were paid.

- c. When two or more members reside at the same address in a common household, the payment determined at the annual meeting shall be made for the first member; a payment equal to one-half the per member payment shall be paid for each other member.
- d. The per member payment for a member who is a student shall be equal to one-half the per member payment amount. A student is defined as an individual enrolled either full or part-time in an accredited institution.
- e. The per member payment for supporting members shall be the same as a through d above.

### Section 3. The Budget

- a. The board shall send to the membership, at least four weeks prior to the annual meeting, a proposed budget for the next fiscal year. A budget shall be adopted by a majority vote except that the per member payment shall be approved as provided in Section 2 of this Article.
- b. Budget Committee. The budget shall be prepared by a committee which shall be appointed by the board for that purpose at least three months in advance of the annual meeting. The budget committee shall consist of no fewer than three members including a chair and the treasurer. The majority of the members of this committee, including the chair, shall not be members of the board.

### Section 4 The Distribution of Funds on Dissolution.

The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are: upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes (10/23/2012) In the event of the dissolution of the RAYMOND VIP, all moneys, securities and property, real, personal or mixed, which the RAYMOND VIP has acquired by gift, bequest or otherwise, as well as all unexpended income from said moneys or property, and any other funds that may be owned or under the control of the RAYMOND VIP, shall be disposed of in equal shares to the existing public schools in Raymond, NH.

### Section 5. Financial remuneration.

No officer, member of the board of directors or member of RAYMOND VIP shall receive payment from RAYMOND VIP for services rendered to the organization. Reimbursements for expenses must be accompanied by a receipt submitted to the secretary-treasurer for expenses approved in advance by the Board of Directors. ARTICLE XII – BY-LAWS By-laws may be adopted, amended, or repealed by a two-thirds vote of the members present at any regular

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approved 1/12/2010; amended 10/18/2011 & 10/23/2012

meeting of RAYMOND VIP provided a quorum is present and further providing that such action appeared on the agenda.

#### ARTICLE XIII- STANDING COMMITTEES

Standing committees of the RAYMOND VIP will include: Membership Database (maintenance of names and addresses), Editorial Board, and such other committees as shall be appointed by the Board of Directors as appropriate.

#### ARTICLE XIV – ENABLING ACT

Section 1. These Bylaws shall become effective upon passage by the charter membership as signed below. Date Adopted: 1/12/2010 Amended 10/18/2011, 10/23/2012:

**Names/Signatures:**

Carolyn Matthews  
Leslie O'Donnell  
Marilyn Semple  
Linda Hoelzel  
Marilyn Elliott  
Joyce Wood  
Sally Paradis  
Barbara Edgar