

BYLAWS

BYLAWS OF WALTON COUNTY TAX COLLECTOR EMPLOYEE FUND, INC.

ARTICLE I – Name:

The name of the organization shall be Walton County Tax Collector Employee Fund, Inc.

ARTICLE II – Purpose:

The organization is for the purpose of charitable fund raising events to support employee club functions and support community programs.

ARTICLE III - Membership:

Membership is open to all full time employees of the Walton County Tax Collector's Office.

Voting privileges are limited to active membership with current dues paid. Employees of the club shall determine the amount of the membership fee to be paid annually for club membership.

Active members list shall be maintained by the Secretary.

ARTICLE IV – Officers and Manner of Election:

Officers of the club shall have up to five and not fewer than three members, which shall consist of President, Vice-President, Secretary, Treasurer and Parliamentarian, and shall be responsible for the overall policy and direction of the day-to-day operations of the fund and committee chairpersons.

Election of Officers shall be by a majority vote of the active members. An unbiased voting committee shall establish measures for ensuring a fair election.

All Officers shall serve a one year term, but are eligible for re-election.

ARTICLE V – Duties of Officers:

The president shall preside at all meetings if possible.

The vice-president shall preside at any meetings when the president is absent and shall perform all the duties of the president in his/her absence.

The secretary shall be responsible for maintaining a complete record of minutes of all meetings, active members list, keeping the official bylaws up-to-date, conducting necessary correspondence, posting notices to all members when required and perform other duties as may be required or directed by the president or any committee chairperson.

The treasurer shall chair the finance committee, assist in preparation of the budget, review the account of all money received or disbursed, including approval or disapproval of purchases and make financial information available to the Officers and/or members during each monthly meeting or upon request.

The parliamentarian shall maintain decorum during meetings and perform other duties as may be incumbent upon that office, or as requested by the president.

ARTICLE VI - Meetings:

Annual Meeting date, time and place shall be established by the Officers of the club.

Regular Meetings of the Officers shall be at least monthly at an agreed upon time and place.

Special Meetings may be called by the President or Vice-President in his/her absence.

Committee Meetings may be established or called by the chairperson.

Notice of each meeting shall be given to each voting member, via e-mail, not less than five days before the meeting.

A quorum must be attended by at least 80% present of the Officers before business can be transacted or motions made or passed.

ARTICLE VII - Committees:

The Officers of the club may create committees as needed, such as fundraising, benevolence, special event, etc. Each of these committees shall consist of volunteers from the active membership and each committee shall appoint a chairperson to preside over each meeting and report to the Officers of the club.

The Finance Committee shall be chaired by the Treasurer and shall include three other members from the active membership. The Finance Committee is responsible for developing and reviewing fiscal procedures, such as, but not limited to method/authorization for disbursement and or receipt of revenue, and an annual budget with opportunity for submission of written requests and recommendations made by club members. The Officers of the club must approve the budget and all expenditures must be within the budget. Any major change in the budget must be approved by the Officers of the club. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Officers of the club showing income and expenditures. The financial records of the organization shall be made available to the membership and Officers of the club. Prior approval from the Treasurer and one other elected Officer shall be required for all purchases upon availability of funds.

ARTICLE VIII -- Amendments:

These bylaws may be amended when necessary by a 75% majority vote of the club members. All proposed amendments must be submitted to the Secretary in writing at the next scheduled meeting and shall be held over until the following meeting before voted upon.

ARTICLE IX – Dissolution of Employee Fund:

In the event of dissolution all outstanding liabilities will be satisfied and all assets liquidated with proceeds going to a charitable organization as voted on by the majority of the active membership prior to dissolution.

These Bylaws were approved at a meeting of the Officers of the Club this ____ day of _____, 2008.