

MARK TWAIN COMMUNITY CENTER
And
MARK TWAIN COMMUNITY CENTER [MTCC] BOARD BY-LAWS

Whereas, it is desirable for a Community Center Board to be governed by rules for the efficient and proper administration of its affairs, now therefore be it stated:

Resolved, that a community center Board of Directors for the residents of the **Mark Twain** community, located in **Storey County, Nevada** on this first day of July, 2013 be organized for the residents benefit and supervision of the **Mark Twain Community Center**. The purpose of the **MTCC** is to plan, provide, organize and control the activities as defined by the community and the board.

The board shall consist of five to seven members. First preference would be someone from the Mark Twain community who has skills that could benefit the operation of the MTCC or someone outside the community who has special talents or skills that would be especially valuable and benefit the MTCC and the Board of Directors, i.e. legal or financial expertise or unique organizing abilities. A board member may be a Storey County official or someone uniquely qualified to be appointed by same to fulfill these described duties, and does hereby adopt the following rules as the By-Laws to govern its activities:

Statement of Exempt Purpose:

The Mark Twain Community Center is proposed as a tax exempt entity to provide resources and facilities for the promotion of goodwill, educational opportunities and training for the Mark Twain residents for the express purpose of neighborhood improvement and growth.

Program Descriptions:

Several programs to be included are the Neighborhood Watch, Library, space and equipment for Computer and other related technology training, community meetings, clubs, meeting space for several 10 STEP programs, legal assistance, and several programs for exercise, games, puzzles, etc.

Results of Dissolution:

All assets, properties and equipment associated with the MTCC will revert back to Storey County as required by law.

Annual Meeting

The annual meeting of the **Mark Twain Community Center** Board shall be the first regular meeting in the month of September of each year hereafter. Such meetings shall be devoted to the election of officers for the ensuing year, and such other business as may be necessary to complete the business of the outgoing budget.

Regular Planning Meetings

Regular planning meetings of the Community Center Board shall be held at the **Mark Twain Community Center** at 6:00 PM [or as scheduled by the BoD] on the second [2nd] Monday of every month. At such meetings, the Board shall discuss activities, events and duties as prescribed by these by-laws and properly administrate the **MTCC** operations. Other matters properly brought to the attention of the Board shall also be considered. These meetings will be open to the public.

Special Meetings

Special meetings of the Community Center may be called by any board member and held at the Community Center; Board members will be notified not less than twenty four hours in advance thereof. A majority must be present to accomplish any official business.

Quorum

At any meeting of the Community Center Board, a Quorum shall consist of a majority of the members of the Board. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a Special Meeting at a later date.

Proceedings

At the **annual meeting** of the **Mark Twain Community Center** Board, the following shall be regular order of business:

1. Roll Call
2. Reading and the approval of the minutes of the proceeding meeting or meetings
3. Public Comment (Any public comment time may be limited by the Chairman, and may not be voted on until future meetings, after being placed on the agenda)
4. Correspondence – Communications
5. Reports an action on old business
6. New Business
7. Agenda for the next meeting.
8. Adjournment

All meetings shall be conducted in accordance with **Robert's Rules of Order**

Election of Officers

The officers of the Community Center Board shall be elected for the ensuing year at the annual meeting of the Board by the Board of Directors. In the event the Secretary is absent from any meeting, the officer presiding shall designate another member of the Board to act pro tem in place of the Secretary to handle the publication of the appropriate election results.

Duties of the Officer

The duties and powers of the officers of the Community Center Board shall be as follows:

Chairman:

1. To preside at all meetings
2. To sign, together with the Secretary, all and any official documents
3. To see that all reports, documents and actions of the Board are properly made executed and filed
4. To serve as a liaison to and for the **Mark Twain Community Center**

Vice – Chairman [1 and 2]

1. During the absence, or disability of the Board Chairman, the Vice Chairman shall exercise and perform all the duties, and be subject to all the responsibilities of the Chairman.

Secretary:

1. To keep all minutes all meetings in an appropriate minute book
2. To give or serve all notices required by law and By-Laws
3. To be custodian of records
4. To attend to all official correspondence
5. To lay before the Board all official correspondence
6. To affix to official document of the Board and proper signatures as required by law and or the By-Laws of the Board, only after official authorization by an affirmative vote of the Board.

Treasurer:

Manage financial affairs of the organization.

1. To direct all financial planning and investment funds for the particular business or organization and produce receipts, disbursements and other required banking functions.
2. To ensure finances are managed and expended proficiently so finances fall into standard policies and accounting procedures.
3. To produce the financial reports for the organization and oversees and implements the plans for resources to ensure financial success of the organization which includes submitting monthly reports for the general public and staff to review.
4. To make sure all financial records are adequate and documented correctly.
5. To make recommendations for financial investments if there is an excess of funds.
6. To verify the organization or business is covered for liability and casualty losses.
7. To generate yearly tax documents, forms and regulations must be prepared, reviewed and submitted by the treasurer.

Conflict of Interest Policy:

No MTCC board member or other MTCC officer can have any business relationship with MTCC that affords personal financial gain or any other possible business advantage in any other related or unrelated business activity.

Voting/Conflicts of Interest and Vacancies

Should any vacancy occur, by reason of death, resignation, disability, or otherwise immediate notice shall be given to the Secretary. The vacancy shall be filled at the next regular meeting, the officer elected then to serve the unexpired term of the missing member. This section does not prohibit individual members of the Board from making temporary individual preferences to fill vacancies.

Applications/Procedures

Applications shall be noted, dated and held for a vacancy that may occur or for the annual meeting.

Standing Committees

TBD

Committees:

The **Mark Twain Community Center** Board shall appoint committees to carry out the activities for operation, care, and maintenance of the said Community Center as follows:

- 1. Finance
- 2. Fund-raising
- 3. Building & Maintenance [including co-ordination w/ various agencies]
- 4. Social Activities w/ Scheduling & Volunteer Coordination
- 5. Holiday and Special Activities
- 6. Personnel
- 7. TBD as necessary

Amending By-Laws

These by-laws may be amended at a meeting of the full Board provided that first notice, or ‘*initial read*’ Of said proposed amendment[s] is[are] given to each member of the full Board for review. The proposed by-law changes will be decided at a second meeting after the first notice or ‘*initial read*’ is given. All notices of any by-laws changes must be given with a minimum of five days prior to the said meeting. Said notices shall contain a detailed description of the change proposed.

Official Signatures

The official signatures of the Community Center Board shall be endorsed upon all papers requiring the same. The official signatures shall be as follows –

Representing the **Mark Twain Community Center** Board

By _____ Chairman

Date _____

By _____ Secretary

Date _____

Official Storey County Contacts

- 1. Cherie Nevin - Phone: 775-847-0986 or Cell: 775-230-1474
- 2. Pat Whitten 775-847-0968
- 3. Lance Gilman 775-412-5999
- 4. Jennifer Millsap-Barnes 775-842-7910

Revision Page #1:

*SECTION & PAGE CHANGED: _____ page #1 _____ DATE: _____ June 23, 2014 _____

***CHANGE of VERBIAGE:**

FROM: _____ Regular Meeting start time was 4:00 on second [2nd] Tuesday of each month _____

TO: _____ Regular Meeting start time to 6:30 on third [3rd] Wednesday of each month _____

Approval of Board of Directors: DATE: _____ June 18, 2014 _____ INITIALED BY: _____ RGE _____

*SECTION & PAGE CHANGED: _____ page #1 _____ DATE: _____ April 15, 2015 _____

***CHANGE of VERBIAGE:**

FROM: _____ Regular Meetings _____

TO: Regular meetings of the Community Center Board shall be held at the **Mark Twain Community Center** at 6:30 PM [or as scheduled by the BoD] on the third [3rd] Wednesday hereafter on the [3rd] month of each quarter. At such meetings, any and every matters properly brought to the attention of the Board shall be considered. The Community Center Board shall have monthly meetings during the first [1st] and second [2nd] months of each quarter in the **Mark Twain Community Center** at 6:30 PM to discuss activities and duties as prescribed by these by-laws to properly administrate the **MTCC** operations.

FROM: _____ Regular Meetings shall have a start time of 6:30 on the third [3rd] Wednesday of each month _____

Approval of Board of Directors: DATE: _____ June 17, 2015 _____ INITIALED BY: _____ RGE _____

Revision Page #2:

*** SECTION & PAGE CHANGED: _____ Page 1 _____ DATE: 9/11/17 _____

CHANGE of VERBIAGE:

FROM: Special Meetings

Special meetings of the Community Center shall be held at a time and place designated by the Chairman, who will notify the Board members not less than twenty four hours in advance thereof. A quorum must be present to accomplish any official business.

TO: Special Meetings

Special meetings of the Community Center may be called by any board member and held at the Community Center; Board members will be notified not less than twenty four hours in advance thereof. A majority must be present to accomplish any official business.

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB

**** SECTION & PAGE CHANGED: _____ Page 1 _____ DATE: 9/11/17 _____

CHANGE of VERBIAGE:

FROM: Regular Meetings

Regular meetings of the Community Center Board shall be held at the **Mark Twain Community Center** at 6:30 PM [or as scheduled by the BoD] on the third [3rd] Wednesday hereafter on the [3rd] month of each quarter. At such meetings, any and every matter properly brought to the attention of the Board shall be considered. The Community Center Board shall have monthly meetings during the first [1st] and second [2nd] months of each quarter in the **Mark Twain Community Center** at 6:30 PM to discuss activities and duties as prescribed by these by-laws to properly administrate the **MTCC** operations.

TO: Regular Planning Meetings

Regular planning meetings of the Community Center Board shall be held at the **Mark Twain Community Center** at 6:00 PM [or as scheduled by the BoD] on the second [2nd] Monday of every month. At such meetings, the Board shall discuss activities, events and duties as prescribed by these by-laws and properly administrate the **MTCC** operations. Other matters properly brought to the attention of the Board shall also be considered. These meetings will be open to the public.

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB

CHANGE of VERBIAGE:

FROM: Proceedings

At any regular meeting of the Mark Twain Community Center Board, the following shall be regular order of business:

1. Roll Call
2. Reading and the approval of the minutes of the proceeding meeting or meetings
3. Public Comment (Any public comment time may be limited by the Chairman, and may not be voted on until future meetings, after being placed on the agenda)
4. Correspondence – Communications
5. Reports an action on old business
6. New Business
7. Agenda for the next meeting.
8. Adjournment

TO: Proceedings

At the annual meeting of the Mark Twain Community Center Board, the following shall be regular order of business:

1. Roll Call
2. Reading and the approval of the minutes of the proceeding meeting or meetings
3. Public Comment (Any public comment time may be limited by the Chairman, and may not be voted on until future meetings, after being placed on the agenda)
4. Correspondence – Communications
5. Reports an action on old business
6. New Business
7. Agenda for the next meeting.
8. Adjournment

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB

CHANGE of VERBIAGE:

FROM: Election of Officers

The officers of the Community Center Board shall be elected for the ensuing year at the annual meeting of the Board by the Board of Directors. A Nominating Committee shall be appointed by the BoD President to present a proposed, qualified board slate to the BoD at the official September BoD meeting. In the event the Secretary is absent from any meeting, the officer presiding shall designate another member of the Board to act pro tem in place of the Secretary to handle the publication of the appropriate election results.

TO: Election of Officers

The officers of the Community Center Board shall be elected for the ensuing year at the annual meeting of the Board by the Board of Directors. In the event the Secretary is absent from any meeting, the officer presiding shall

designate another member of the Board to act pro tem in place of the Secretary to handle the publication of the appropriate election results.

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB

***** SECTION & PAGE CHANGED: Page 4 DATE: 9/10/11

CHANGE of VERBIAGE:

FROM: **Chairman:**

1. To preside at all meetings
 2. To call special meetings in accordance with these By-Laws
 3. To sign, together with the Secretary, all and any official documents
 4. To see that all reports, documents and actions of the Board are properly made executed and filed
 5. To serve as a liaison to and for the Mark Twain Community Center
-

TO: **Chairman:**

1. To preside at all meetings
 2. To sign, together with the Secretary, all and any official documents
 3. To see that all reports, documents and actions of the Board are properly made executed and filed
 4. To serve as a liaison to and for the Mark Twain Community Center
-

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB

***** SECTION & PAGE CHANGED: Page 1 DATE: 9/11/17

CHANGE of VERBIAGE:

FROM: *The board shall consist of five members. First preference would be someone from the Mark Twain community who has skills that could benefit the operation of the MTCC or someone outside the community who has special talents or skills that would be especially valuable and benefit the MTCC and the Board of Directors, i.e. legal or financial expertise or unique organizing abilities. A board member may be a Storey County official or someone uniquely qualified to be appointed by same to fulfill these described duties, and does hereby adopt the following rules as the By-Laws to govern its activities:*

TO: *The board shall consist of five to seven members. First preference would be someone from the Mark Twain community who has skills that could benefit the operation of the MTCC or someone outside the community who has special talents or skills that would be especially valuable and benefit the MTCC and the Board of Directors, i.e. legal or financial expertise or unique organizing abilities. A board member may be a Storey County official or someone uniquely qualified to be appointed by same to fulfill these described duties, and does hereby adopt the following rules as the By-Laws to govern its activities:*

Approval of Board of Directors: DATE: 9/11/17 INITIALED BY: KB