

BYLAWS OF SUTTON COMMUNITY COUNCIL

Revised 2017

Article I. Name and Purpose

Section 1.01 The name of the organization shall be Sutton Community Council.

Section 1.02 The purpose of Sutton Community Council is to provide a direct and continuing means of citizen participation in Government and local affairs for Sutton residents by:

- A. Serving to create, foster, promote and improve civic betterment in the Sutton community
- B. Establishing and providing, on a continuing basis, a formal channel of communication between local citizens, governmental agencies (borough, state and federal), and other concerned or interested parties/organizations.
- C. Providing s community forum for citizen involvement in government decision-making and community development issues

Article II.. Boundary and Membership

Section 2.01 Sutton-Alpine is located between Moose Creek (Mi 54.6) and Kings River (Mi 66.6) on the Glenn Highway, 11 miles northeast of Palmer in the Mat-Su Borough and the Palmer Recording District. The area is accessed by Chickaloon Way and Jonesville Road. The community lies at approximately 61.796640° North Latitude and -148.845280° West Longitude. (Sec. 27, T019N, R003E, Seward Section.

Section 2.02 Membership

- A. A General Member is any person eighteen (18) years of age or older who resides within the Council Boundaries
- B. A Limited Member is any person owning property or representing a business within Council boundary or a person less than eighteen (18) years of age who resides within the Council boundaries Limited Members have all rights of General Members, except they cannot vote in Council meetings or election of Directors.
- C. A Director is a General Member who resides within the boundaries and is elected by the general membership to sit on the Board.

Section 2.03 There shall be no membership dues

Article III. Board of Directors

Section 3.01 The Board will consist of eight (8) General Members residing in the council boundary and elected at the Annual Meeting.

The Board:

- A. is responsible for overall policy and direction of the Council.
- B. shall manage the affairs of the Council.
- C. shall direct expenditures.

- D. shall act for and as the representatives of the Council.
- E. may delegate responsibility to committees.
- F. shall comply with the conflict of interest declaration requirement before casting any vote at a regular meeting
- G. shall take every reasonable effort to include all persons, regardless of race, religion, sex, national origin or income level.

Section 3.02 The Directors and Alternate Directors (candidates not elected as directors):

- A. receive no compensation.
- B. are not personally liable for any debts liabilities or obligations of the organization.
- C. must read the SCC Conflict of Interest Policy and complete a Conflict of Interest Commitment Form.
- D. Directors and Alternate Directors shall be elected each year at the Annual October Meeting
- E. Directors shall serve two-year term and be eligible for re-election for up to four consecutive terms.
- F. Alternates shall serve a one-year term and be eligible for re-election for up to four consecutive terms.


Section 3.03 Duties of Council Officers:

- A. Chair oversees all Council business and presides at meetings.
- B. Vice Chair assumes chair's responsibilities when chair is absent or unable to act
- C. Secretary records, retains and distributes all business conducted by council .
- D. Treasurer handles, records and reports on all financial transactions of the council.

Article IV. Meetings

Section 4.01 All meetings shall comply with Alaska Open Meeting and with Notice of Members Meetings. All meetings are open but there is no general right of participation for the public. The chair at the relevant meeting will determine participation.

- A. Regular Meeting
 - 1. Board and members attend
 - 2. Held on third (3rd) Wednesday of each month
 - 3. 7 days notice required
- B. Special Meeting
 - 1. Called by Board or by written petition signed by ten (10) or more general members and delivered to a Director
 - 2. Address only the subject for which the meeting was called
 - 3. 3 days notice required
- C. Annual Meeting (regular October meeting)
 - 1. General members elect Board of Directors and receive officer and standing committee reports
 - a) Nominations are received at the regular September meeting.
 - b) Election is held at the regular October meeting.
 - c) Public notice of nominations made immediately following September meeting

- d) In order to vote for Directors, General Members must be qualified to register to vote in Matanuska Susitna Borough. 
- e) General members may vote by mail or from noon to 6 pm before the October meeting
- f) Election will be first order of business at October meeting
- g) After announcement of results, elected board will hold executive netting to elect officers, then resume meeting
- h) 14 days notice required

D. Public Hearing

1. Called by Board or petition of ten (10) members as needed.
2. Gives community opportunity to have input on decisions being made that affect entire community
3. Each person's testimony at a public hearing is written into the public record of the hearing exactly as it is spoken
4. May be scheduled as part of a regular meeting or as a special meeting
5. 7 days notice required

E. Executive Meeting

1. Board members excuse themselves from meeting in process to a private meeting of the Executive Board called at the beginning, during, or end of meeting
2. Between Call to Order and Adjournment

F. Work Session


1. Informal Board work sessions called by Chair enable a free flow of ideas detailed study, and discussion before a final action is taken.
2. Members cannot make motions or vote but can hold discussion that shapes a motion on the floor into final suggested form

G. Committee Meeting

1. **General members** appointed to advise the Board on a specific matter
2. 5 days notice required

Section 4.02 All Meeting Notices shall:

- A. include date, time and place.
- B. be submitted to Borough for publication.
- C. be posted at the Sutton Post Office and Sutton Public Library.
- D. be posted on Sutton Community Council website and sent to Council's email list when appropriate.
- E. be consistent.

Section 4.03 Unless otherwise addressed in these bylaws, Robert's Rules of Order Newly Revised will be used as a guide for conducting the meetings. 

Article V. Committees

Section 5.01 The Board creates committees as needed with a general member as chair.

Section 5.02 Standing Committees are designated each year by the Board at its first meeting after the Annual Meeting.

A. Ethics/Conflict of Interest Committee

1. reads and approves Director's Statement of Commitment Form
2. ensures forms are updated as needed

B. Trails Committee (Limited Advisor)

1. Keeps informed of trails activities within Council boundaries
2. Reports to Board

C. ECommunications Committee

1. Monitors policy for electronic communications which are in any way related to the Council or Board, their work, or their people.
2. Council Secretary will be responsible for all Ecommunications.
3. All electronic communications must be retained in Board's permanent records.

Section 5.03 Ad Hoc Committees shall be automatically dissolved when its assignment is complete or at the time of the Board's Annual Meeting unless its continuation is explicitly re-authorized by the Board.

A. Audit Committee

B. Election Committee

Section 5.04 Committee Chair schedules meetings as needed and fulfills all duties of a Chair.

Section 5.05 A committee shall not obligate the Council on any position and shall not incur any debts to the Council without a vote of the Board of Directors.

Section 5.06 Each committee chair may recruit help from an expert or knowledgeable person in order to better perform their duties. None of these people will have voting rights, their purpose is to advise and assist the committee chair appointing them

Section 5.07 The Chair of each committee will

- A. schedule meetings
- B. notify Committee members
- C. establish meeting rules
- D. keep the Executive Board advised of committee activities.

Section 5.08 All committee meetings are open but there is no general right of participation for the public. Participation by persons other than members of the Committee will be determined by the Chair.

Section 5.09 All committees will present findings, recommendations, and reports from all meetings to the Board.

Article VI. Voting

Section 6.01 Voting:

- A. Each General Member holds the right to one (1) vote.
- B. Simple majority will rule unless otherwise stated in the Bylaws.
- C. Only Directors will vote except for
 - 1. Referendums.
 - 2. Bylaw amendment or revision. (requires 2/3 vote in favor)
 - 3. Election of Directors.
 - 4. Removal of Director. (requires 75% vote in favor))
- D. Five (5) or more Directors of the Board will constitute a quorum.
- E. **An alternate may be seated to reach a quorum.**
- F. The Chair votes only to break a tie.
- G. All votes shall be by show of hands with the exception of election of the Directors, which shall be by ballot.
- H. Any decision of the Board of Directors can be brought to a referendum vote by the Chair or upon the written request of ten (10) or more general members.
- I. There shall be no proxy voting.
- J. If a Director recuses themselves after a quorum has been established, remaining Directors shall constitute a quorum for that motion.
- K. **All motions which are made and seconded shall be placed under General Orders for the next regular meeting. except date sensitive motions shall be voted on immediately following a second and discussion.**
- L. A Director may participate in a regular or special meeting by telecommuting.
- M. Directors shall summarize all correspondence received by any Director before voting on subject addressed by correspondence.

Article VII. Absences, Resignation, Termination, Vacancies

Section 7.01 Absences

- A. The Council expects its Directors to regularly attend board meetings and special events.
- B. **When absence is unavoidable Director shall contact an Alternate Director to fill seat at meeting**
- C. **Chair and Directors will be responsible to deal with any Director who has three (3) absences.**
- D. Director may request Leave for two (2) months in an emergency

Section 7.02 Resignation from the Board of Directors must be in writing and received by Chair or Secretary.

Section 7.03 Termination

- A. A Director may be removed by a three-fourths vote of the remaining Directors of the Board.
 - 1. Resignation requested
 - 2. Resignation automatic if letter is not received within two (2) weeks

3. Chair will also request that the member return Board equipment to materials at a specified location within two (2) weeks
- B. Board shall have the power to remove members for one or more of the following causes:
 1. Misconduct or wrongdoing in office
 2. Convicted of conduct that is considered contrary to community standards of justice, honesty, or good morals while in office
 3. Convicted of a felony
 4. Absences

Section 7.04 Vacancies

- A. Vacancies shall be filled by seating in order of total votes at the previous Annual Meeting
- B. Alternates
- C. Other candidates
- D. Seated Director shall serve for the replaced Director's remaining term of office

Article VIII. Record Retention

Section 8.01 The Board will retain documents and business records as required of a nonprofit.

Section 8.02 The Secretary is responsible for:

- A. The ongoing process of identifying its records which have met the required retention period and overseeing their destruction.
- B. Destruction of hard copy financial and personnel-related documents will be accomplished by shredding.

Section 8.03 Electronic documents will be retained on a regular basis as if they were paper documents.

Section 8.04 Email records are "documents" that shall be included in the retention policy.

Article IX: Amending or Revising Bylaws

Section 9.01 State law allows a corporation to amend or revise its bylaws.

Section 9.02 A committee to recommend amendments or revisions to bylaws shall be appointed when deemed necessary.

Section 9.03 Proposed amendments shall be introduced at a regular meeting.

Section 9.04 Proposed amendments shall be included on the agenda for the next regular or annual meeting.

Section 9.05 Notice for that meeting, including the proposed amendments, shall be announced according to Article IV Section 4.01.

Article X. Dissolution

Section 10.01 A nonprofit community association may be dissolved voluntarily or involuntarily.

These Bylaws were adopted unanimously on March 22, 2017.

President of Board, Directors, Sutton Community Council

Date

Secretary of Board, Directors, Sutton Community Council

Date