

FRIENDS OF WABENO BYLAWS

ARTICLE 1

NAME AND PURPOSE

SECTION 1: The name of this organization is the Friends of Wabeno, a 501.c.3 nonprofit organization hereafter referred to as the Friends.

SECTION II: The mission of the Friends is to engage in community development activities and improve the quality of life for all residents of Wabeno and neighboring communities.

ARTICLE II

MEMBERSHIP

SECTION I: The Friends organization has an open membership policy that welcomes all Wabeno Area residents and businesses, ensuring inclusivity and equal opportunity regardless of age, race, religion, gender, ethnicity, disability, or sexual orientation.

SECTION II: There shall be no membership dues to belong to the Friends.

SECTION III: The Friends of Wabeno may be dissolved by two-thirds vote of all members present and any remaining funds in the Friends of Wabeno account will be donated to an active local organization to be used explicitly for community development and improvement activities (e.g. seasonal decorations, park improvement projects etc.) The donation to a local organization will be made when the nonprofit votes to dissolve.

ARTICLE III

MEETINGS

SECTION 1: There shall be monthly membership meetings as designated by the chairperson. When necessary due to expediency or pandemic-like situations, meetings may be held through email or a virtual platform. Decisions made must be agreed upon by two-thirds of all members present.

SECTION II: The chairperson shall be responsible for informing members of date, time and place for Officer's meetings and all monthly meetings of the Friends.

ARTICLE IV

OFFICERS AND RESPONSIBILITIES

SECTION 1: Officers shall consist of a chairperson, vice-chairperson, secretary, treasurer and member-at-large.

SECTION II: All officers shall be elected by a majority vote.

SECTION III: All officers shall serve a two year, renewable term. Elections will be staggered to provide continuity to the association.

- a. Elections for the Vice Chair and the Treasurer shall be held every even numbered year beginning February 2016
- b. Elections for the Chair and the Secretary shall be held every odd numbered year beginning February 2017

SECTION IV: Responsibilities

- a. **Chairperson:** The chairperson shall preside over all monthly meetings, issue press releases, represent the Friends as requested by local governments or community organizations and have authority to sign checks in the Treasurer's absence.
- b. **Vice Chairperson:** The Vice chairperson shall perform all the duties of the chairperson in his/her absence.
- c. **Secretary:** The secretary shall take and maintain minutes of each meeting. The previous month's minutes will be distributed at the subsequent meeting.
- d. **Treasurer:** The Treasurer shall be responsible for making out and signing all checks and keeping records of all transactions. The Treasurer shall provide a Treasurer's Report for each monthly meeting and end of the fiscal year, which is December 31st.

ARTICLE V

COMMITTEES

SECTION 1: All committees will have a chairperson responsible for organizing meetings dates, time, place and agenda. The chairperson will report committee activities to the Friends membership.

SECTION II: Standing Committees of the Friends

- a. Local Businesses
- b. Town Attractions
- c. Community Events
- d. Successful Schools
- e. Downtown Revitalization

SECTION III: Committees may be added or dropped as needed.

SECTION IV: All matters shall be decided by a simple majority vote of all members present at meetings.

SECTION V: The chairperson of each committee shall report progress and updates at monthly Friends meetings.

ARTICLE VI

Amendments

SECTION 1: These bylaws may be amended by a two-thirds vote of all members present.

Amended February 12, 2025