

# Coalition of New Hampshire Taxpayers

Sample of bylaws for use by local taxpayer activist associations. Alter and incorporate these bylaws for use by your group. Bylaws promote good order and help resolve conflicts that can arise in any organization.

Bylaws of the Taxpoortown Taxpayers Association

Article I. NAME OF THE ORGANIZATION

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The name of the organization shall be the Taxpoortown Taxpayer's Association. (Optional: *Taxpoortown Taxpayer's Association is registered with the State of New Hampshire.*)

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II. PURPOSE [PHILOSOPHY]

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The purpose of this organization is to reduce the taxpayer burden of the size, scope and cost of government. The Taxpoortown Taxpayer's Association will monitor the actions of government officials and make those actions public. The association where possible will take actions to prevent harm to the taxpayer by public officials. The Taxpoortown Taxpayer's Association will question candidates for public office and endorse candidates to provide information to guide the taxpaying voter.

III. MEMBERSHIP

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Any person, corporation or organization may join the Taxpoortown Taxpayer's Association. The TTA Executive Board may define different types of membership with different rates of dues. TTA will welcome and encourage a diverse membership. All members will be allowed to vote at the annual meeting for officers.

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All applicants for membership in the Taxpoortown Taxpayer's Association must file an application accompanied by a membership fee which includes dues. Applicants must be approved by a majority of the Executive Committee.

Members shall be in good standing: A Member's conduct should uphold the dignity, reputation and good standing of Taxpoortown Taxpayer's Association. Members shall conduct their "public activities" (public activities include letters to newspapers, public speeches, or other open public activities) in such a manner as to not recklessly or maliciously disparage or undermine the public perception of the Taxpoortown Taxpayer's Association, or the members, officers, director and others acting on behalf of TTA.

Nothing in this section shall prevent any Member from exercising their U. S. Constitutional rights of free speech. Members shall not reveal confidential information or partake in activities that jeopardize the official programs and aims of Taxpoortown Taxpayer's Association.

## Discipline of Members:

Taxpoortown Taxpayer's Association members who are deemed not to be in good standing are subject to disciplinary proceedings. A member may be disciplined by a majority vote of the members in attendance at the next scheduled Taxpoortown Taxpayer's Association meeting. A member may be charged with misconduct and disciplined as follows:

1. Any member in good standing may make a charge of misconduct against any other TTA member.
2. The disciplinary proceedings will begin after a second charge of misconduct.
3. The charges shall be listed and identified against a member.
4. The member so charged shall be given an opportunity to respond to the charges. If not present at the meeting, said member shall be notified by US Mail and have five (5) days to respond to the charges.
5. A majority vote of the members present shall be taken on the disciplinary action. The options shall be a) dismissal of charges, b) reprimand, c) probation and d) expulsion.
6. A member placed on probation shall be allowed to perform one or more services for Taxpoortown Taxpayer's Association to be removed from probation. The Executive Committee shall determine said services.
7. A member who is expelled shall have his/her dues refunded, prorated to the nearest unused month of the fiscal year.

## IV. DUES

The dues for members will be established by the Executive Committee and be after the first year shall be approved by the members attending the Annual Meeting.

## V. MEETINGS

Meetings will be held approximately monthly unless specified by the Executive Committee at a time and place so designated. An annual meeting shall be held during May of each year.

The election of officers shall take place at the annual meeting. Members shall normally be notified of time and place for any non-emergency meeting(s) at least 7 days before the meeting(s).

Meetings will normally be held no earlier than 7:00 PM in order to permit maximum attendance. Robert's Rules of Order, as revised, shall prevail at all meetings.

## VI. VOTING AND ELIGIBILITY

All participating members in good standing, pursuant to the limitations for the FY, and excepting any member who does not meet the Eligibility provisions of this Article, are eligible to vote at all regular and special meetings of the Association. A majority vote of the members present shall prevail.

A minimum of seven (7) members shall constitute a quorum at all regular and special meetings of the Association, the minimum level for a quorum may be adjusted by the Executive Committee and approved by a vote of the participating members. Quorum level adjustments shall not apply to the meeting at which a vote was taken but to only to all subsequent meetings.

Members are not allowed to vote at the meeting that accepts them as members. No elected or appointed official of the governing bodies of Taxpoortown Town, NH shall be allowed to be an association officer. This provision is intended to protect both TTA and the member/official from conflict of interest(s) and ethics issues.

## □VII. ASSOCIATION OFFICERS

The officers of the Taxpoortown Taxpayer's Association shall consist of president, vice president, secretary and treasurer and director-at-large.

Nominations for election to these positions will be made at the last regular meeting prior to the annual meeting each year, and voting will be by printed ballot or by a show of hands of Members present, except those who are admitted to membership at that meeting. The term of office will be one year.

The president or his designee shall be the TTA representative to the Coalition of New Hampshire Taxpayers.

1. Removal: Any officer, official, employee or member may be removed by the membership and the Executive Committee whenever in its judgment the best interest of the Association would be served thereby, but such removal shall be without prejudice to any contract rights of the officer or Director as removed. Removal will be decided by a two thirds (2/3) vote of attending participating members, with a quorum present, and a vote of the Executive Committee.

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2. Vacancies: Any vacancy occurring in any office because of death, resignation, removal, and disqualification or otherwise may be filled by the Executive Committee for the remaining portion of the term.

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3. Eligibility: The officers of the Association must be members of the Association in good standing.

4. President: The President shall be the principal executive officers of the Association. He or she shall, when present, preside at all meetings of the Executive Committee, shall have the general and executive management and control of the business of the Association, and shall see that all orders and resolutions of the Executive Committee are carried into effect. He or she shall perform all duties as are provided by the laws of the State of New Hampshire or by these Bylaws or as may be prescribed from time to time by the Executive Committee.

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5. Vice President (VP): In the absence or disability of the President, the Vice President will assume the duties of the President.

6. Secretary will keep the minutes of the Association meetings and those records required by law and good management.

7. Treasurer shall be the financial officer of the Association and shall have the custody of the Association funds and securities. He or she shall fulfill the duties of an organization's Treasurer. He or she shall deposit such funds in the name of the Association in such depositories as may be designated by the Executive Committee. He or she shall disburse the funds of the Association as directed by the Executive Committee, and shall keep records of account showing accurately at all times the financial condition of the Association. He or she shall furnish to the President and the Executive Committee, whenever requested, a statement of the financial condition of the Association, and shall perform such other duties as these Bylaws may require or the Executive Committee may prescribe.

The Treasurer may be required to furnish bond, when so requested by the Executive Committee, in such amount and with such securities as the Executive Committee shall determine, the cost of such bond being payable by the Association.

8. Director-At-Large will assume duties as designated by Executive Committee.

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#### VIII. COMMITTEES

There shall be two standing committees, which shall have such duties in addition to those specified in this section, as the Executive Committee may delegate from time to time. All standing committees shall report to the Executive Committee and no money shall be expended by any standing committee without approval of the Executive Committee.

The delegation to a standing committee of authority shall not relieve

the Executive Committee of any responsibility otherwise imposed upon it by law or these bylaws. Unless otherwise provided by these Bylaws, the members of each standing committee shall be appointed by the President and approved by the Executive Committee. The Executive Committee may, from time-to-time, form or appoint others committees to deal with specific issues.

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The standing committees shall be:

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##### 1. The Executive Committee

The Executive Committee will be the governing body of the Association and will consist of five members, being the Officers and the Director-At-Large of the Association. The Executive Committee shall meet on the call of the President or at the request of any two of its members. A majority of the members of the Executive Committee shall constitute a quorum for the transaction

of business. The Executive Committee shall have such responsibilities to the management of the Association. The Executive Committee shall report to the membership at the next meeting on its actions and deliberations since the last meeting of the Executive Committee.

## 2. The Nominating Committee

The Nominating Committee shall consist of three persons nominated by The President and approved by the Executive Committee at the annual meeting of the Association, or at any meeting held in lieu thereof, and shall serve until the next annual meeting of the Association. The Chairman of the Nominating Committee shall be appointed by the President and approved by the Executive Committee. The Nominating Committee shall meet at its discretion for the purpose of preparing the slate of Officers to be elected at the annual meeting of the Association.

The Nominating Committee shall also meet upon request during the year for the purpose of suggesting nominees for filling vacancies. A

majority of the members of the Nominating Committee shall constitute a quorum for the transaction of business.

## IX. EXEMPT ACTIVITIES

Notwithstanding any other provisions of these Bylaws, no Director, officer, employee, agent or representative of this Association shall take any action or carry on any activity on behalf of the Association not permitted to be taken or carried on by an organization exempt from tax under Section 501 (c) (4) of the Internal Revenue Code of 1954 and the regulations there under, as they now exist or as they may hereafter be amended, or by any organization contributions which are deductible under Section 170 (c) (2) of such Code and Regulations.

## X: AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) referendum vote of the membership of the Association present at any regular or special meeting, with a quorum present, said vote to be taken by a voice vote, a show of hands, or on a paper ballot containing the proposed amendment. The membership will be notified by the Secretary, pursuant to Article XIII, Notification, at least seven (7) days in advance of the context of the proposed amendment, and the time and place of the proposed amendment is to be presented for adoption.

## XI. FINANCE

The President may approve expenditures up to an amount so authorized, from time to time by the Executive Committee. No expenditure of funds in excess of this amount is authorized by any Officer or the Director of the Association without approval of a majority of members in attendance at a general meeting with a quorum present. In matters where it is inappropriate to wait for a

general meeting to approve an expenditure greater than the amount specified by the Executive Committee, a vote of a majority of the Executive Committee shall suffice to authorize additional expenditures.

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## XII. FISCAL YEAR

The fiscal year of this Association will begin on May 1 of each year and end on April 30 of the following year unless changed by a vote of the Executive Committee.

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## XIII. □□NOTIFICATION

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Whenever notification is required in these Bylaws, it shall deemed to have been made when one or more of the following authorized methods is used: publication in local periodicals, notification by mail, notification by telephone.

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\*\*\*\*\*END OF BYLAWS \*\*\*\*\*

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Bylaws adopted by the Taxpoortown Taxpayer's Association officers this xxth of MXXX, 2004:

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Officers

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Michele Doe, President

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John Roe, Vice-president

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Jane Coe Secretary

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Elaine Moe, Treasurer

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Belinda Boe, Director-At-Large