

**FRANKLIN COUNTY KEEP AMERICA BEAUTIFUL
BI-LAWS**

**ARTICLE I
NAME, AUTHORITY AND PURPOSE**

Section 1. Name: The name of this organization will be called Keep Franklin County Beautiful

Section 2. Authority: This organization shall be an operating division of Franklin County under the direct authority of the Franklin County Board of Commissioners. A volunteer Board of Directors will govern funds generated through the efforts and under the guidelines for 501C-3 status.

Section 3. Purpose: The purpose of the board is to provide programming aimed at enhancing the quality of life and community pride through changing attitudes and behavior of citizens through natural resource conservation solid waste handling, recycling, beautification, education, and volunteer involvement.

**ARTICLE II.
ORGANIZATION AND STRUCTURE OF THE BOARD**

Section 1. Membership: The board shall consist of seven members. The board will include representatives from the following community organizations: county residents, Franklin County Schools, Industry, Retail Store, NCDOT, Franklin County Homebuilders Association, Waste Hauler, North Carolina Cooperative Extension, Town Representative, Franklin County Solid Waste, etc. The board should include representatives of the above areas but shall not be limited to those persons.

Section 2. Term of Office: Each appointee's term will be concurrent with the term of the commissioner who proposed the candidate for appointment.

Terms will be limited to the initial appointment and one reappointment. Reappointment may be made after one year.

If the appointing Commissioner is not reelected, or resigns, the newly elected or appointed commissioner will make a nomination of his/her choice to fill the board or commission position.

Section 3. Officers and Duties:

A. Officers: The officers of the board shall be Chairman, Vice Chairman, Secretary, Treasurer, and Standing Committee Chairs.

1. The committee members will elect the Chairman on the first meeting in December each year. The Chairman shall preside at all meetings and hearings of the Board, and shall decide all points of order and procedure at such meetings, unless otherwise directed by a majority of the members of the board.
2. The Vice-Chairman shall carry out the duties of the Chairman in his or her absence.
3. The Secretary shall be the custodian of the minutes, papers, and records of the board; present minutes to the board and shall perform other duties customary to that office.
4. The Treasurer shall serve as the financial officer of the organization, keeping all financial records pertaining to the board funds and reporting financial information to the board at each meeting. The Treasurer may also serve any other duties customary to that office. The Treasurer shall be involved in the annual budget process to secure funds for all programs.

B. Other Officers: Committee Chairs will be elected each year at the first meeting in December.

ARTICLE III. MEETINGS

Section 1. Annual Meeting: The annual meeting shall be held in the month of December each year. Officers shall be elected by the Board at this meeting and new members recognized at the volunteer recognition in December.

Section 2. Regular Meetings: Regular meetings of the board shall be held monthly and at the discretion of the Chairman. Time and place of the meeting will be at the resolution of the Chairman and the Board.

Section 3. Special Meetings: Special meetings may be called by either the Chairman, Committee Chairman, or at least 4 members of the board when necessary to act upon matters; provided notice is given to each member forty-eight (48) hours in advance of the meeting. Said notice shall specify the time, place and nature of the meeting.

Section 4. Quorum: A quorum shall consist of at least four of the seven members present.

Section 5. Open Meeting Rule: All meetings of Keep Franklin County Beautiful are obligated to the open meetings rule for county government.

ARTICLE IV. COMMITTEES

Section I. Standing Committees: There shall be a predetermined number of Standing Committees, which shall submit goals and objectives to determine the Board's direction

and future planning. The committees shall also institute the programs of the Board, fundraising events, and projects.

- A. Community Relations/PR Committee: The community relations committee shall develop programs that recruit new volunteers and promote community partnerships. The committee will organize and plan the yearly Annual Meeting and Volunteer Recognition held in December. The committee will serve as liaison between civic groups and other cooperative organizations to co-sponsor efforts that fulfill Franklin County KAB's goals and objectives and build commitment.
- B. Schools/Education Committee: The Schools and Education Committee shall be responsive for educational program promotions throughout the community. The committee shall also promote the dissemination of materials and develop programs to involve public and private schools.
- C. Recycling/Business Committee: The Recycling and Business Committee shall promote creative solutions to solid waste handling in businesses and the community and shall encourage recycling and waste reduction activities through the promotion of the ideals of the KAB system. The committee shall promote and develop programs that encourage voluntary efforts in recycling and source reduction and encourage the involvement of the public/private sector in creatively managing solid waste.
- D. Litter Awareness committee: The Litter Awareness Committee shall promote creative solutions to educating residents and businesses about litter prevention and clean up. The committee promote the dissemination of materials and develop programs to involve businesses, groups, and residents.
- E. Beautification Committee: The Beautification Committee shall oversee any plantings and beautification projects promoted by FCKAB. The committee will review request for plantings, promote other cooperative beautification plans within Franklin County, seek grant funding and public-private partnerships and refer projects to the board.
- F. Finance Committee: The Finance committee shall work under the direction of the Treasurer to develop a fiscal budget and to review financial reports and projections. The Executive Committee may serve as the Finance Committee.
- G. Special Ad/Hoc Committees: The Chairman may designate any committee deemed advisable from time to time, appoint members of said committee, appoint a chairman of said committee and terminate any committee unless otherwise designated as a Standing Committee. The quorum of any such committee shall be on half of those appointed.

ARTICLE V. FINANCES

Section I. Funding: Franklin County is responsible for the appropriations and disbursements of the operational funds for Keep Franklin County Beautiful. KFCB will go through an annual budget review. The KFCB Board of Directors shall oversee

fundraising efforts, donations, and other proceeds generated under the Franklin County financial governing regulations in the name of Keep Franklin County Beautiful.

Section II. The Treasurer shall submit for payments all invoices for the KFCB. The Solid Waste Department will issue a request for payment to purchase supplies and promotional items for KFCB.

**ARTICLE VII.
ATTENDANCE**

Section I. Meetings: Failure to attend three (3) consecutive meetings of the board shall put the membership of the individual into automatic review by the committee. The member shall be removed from membership upon approval from the board.

**ARTICLE VIII.
PARLIAMENTARY PROCEDURE**

Section I. Proceedings: The latest edition of “Robert’s Rules of Order” shall govern the proceedings of the Keep Franklin County Beautiful Board”.

**ARTICLE IX
AMMENDMENTS**

Section I. Amended BI-Laws: These BI-Laws may be amended by the Franklin County Keep America Beautiful Board at any meeting of the Board at which a quorum is present, provided that the proposed amendment(s) be inserted in writing, in the notice of such meeting.

ADOPTED:

SIGNATURE

DATE