

RAYMOND VOTER INFORMATION PROJECT
BYLAWS

ARTICLE 1 – NAME

The name of this organization shall be the Raymond Voter Information Project, hereinafter referred to as the RAYMOND VIP.

ARTICLE II – PLACE

The RAYMOND VIP shall be based in the Town of Raymond in the County of Rockingham in the State of New Hampshire.

ARTICLE III – AFFILIATION

The RAYMOND VIP shall be an independent nonprofit organization, and its policies and programs shall be determined by the officers and Board of Directors of the RAYMOND VIP.

ARTICLE IV – PURPOSE

Said organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The objective of the RAYMOND VIP is the advancement of education to enable community members, including students, to prepare to exercise their civil right to vote with the greatest freedom of choice. (10/23/2012) (10/11/2018)

Section 1. CORE VALUES: We believe that:

- a. The responsibility for good government rests on the shoulders of every citizen.
- b. A well-informed voter has the greatest freedom of choice.
- c. It is possible to present objective voter information.
- d. The good of the Town of Raymond is best served when all of its citizens participate in study, deliberation, and voting.

Section 2. GOALS: We will strive to:

- a. Improve citizen access to comprehensive, complete, objective information on Town of Raymond proposed warrant articles.
- b. Encourage participation in Town of Raymond's Deliberative Sessions.
- c. Encourage participation in Town of Raymond's local elections.
- d. Encourage citizens to seek public office.

Section 3. POLITICAL POLICY: RAYMOND VIP shall:

- a. Neither support nor oppose any political party or any candidate.
- b. Neither support nor oppose any warrant article.
- c. Strive to present objective voting information.

ARTICLE V – MEMBERSHIP AND PRIVILEGES

Voting members shall be those registered Raymond voters who join the RAYMOND VIP and whose dues are current. Voting members shall have the right to vote at all RAYMOND VIP member meetings and shall be eligible to hold office.

ARTICLE VI – OFFICERS

Section 1. Election, Qualifications and Term. The officers of the RAYMOND VIP shall be a President, a Vice President, a Secretary, and a Treasurer. They shall be voting members of RAYMOND VIP and shall be elected biennially, to serve a two-year term, to hold office until the close of the annual meeting at the end of their term or until their successors have been elected and qualified.

Section 2. The President. The President shall be the official spokesperson of the organization (or may appoint a designee); shall have such powers of supervision and management as customarily pertain to the office; shall preside at all meetings of the organization; shall be, ex officio, a member of all committees except the nominating committee; may sign or endorse checks, drafts, and notes in the absence of the Treasurer; and shall perform such other duties as the Board may direct.

In the event of the absence, disability, relocation, resignation, or death of the President, the Vice President shall assume the office; if the Vice President is unable to serve as President, the Board of Directors shall fill the vacancy from among the elected directors.

Section 3. The Vice President. The Vice President shall serve in the absence of the President and shall perform such duties as the President and the Board shall direct.

Section 4. The Secretary. The Secretary shall perform such duties as customarily pertain to the office; shall maintain the membership files; and shall count all votes.

Section 5. The Treasurer. The Treasurer shall provide a financial summary at all meetings, arrange for the annual matching of payments to invoices, balancing of income and expenses, and maintain deposits in authorized financial institutions. The Treasurer will notify the Secretary of paying members. The Treasurer shall report exceptions to the Board. The Board may direct the Treasurer to have an audit by a certified public accountant to review the financial records. (updated 10/11/2018)

ARTICLE VII – Board of Directors

Section 1. Selection, Qualifications and Term. The affairs of the RAYMOND VIP shall be managed and controlled by a Board of Directors, which shall include: the officers of the RAYMOND VIP, no fewer than one nor more than two member-at-large directors appointed by the elected members of the Board, and one past President of the RAYMOND VIP, if available, appointed by the elected members of the Board. The members of the Board of Directors shall serve until their terms expire at the close of an annual meeting or until their successors have been elected and qualified. Vacancies other than the presidency may be filled by vote of the remaining members of the Board.

Section 2. Powers. The Board shall manage and supervise the business, affairs, and activities of the RAYMOND VIP. It shall have the power to appoint and create

special committees as it deems necessary, including but not limited to an editorial board, and shall perform such other duties as are specified in these bylaws.

Section 3. Meetings. At least three regular meetings of the Board shall be held annually at such time and place as the Board may determine.

Section 4. Absences. In the event a member of the Board is absent from two meetings in one fiscal year, without excuse, that office may be declared vacant.

Section 5. Quorum. A majority of the members of the Board shall constitute a quorum. Any one or more members of the Board may participate in a meeting by means of conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

Section 6. Conflict of Interest. Any possible conflict of interest on the part of any member of the Board, officer, or employee of the Corporation shall be disclosed in writing to the Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Board. Where the transaction involving a board member, trustee, or officer exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5,000) in a fiscal year, a two-thirds vote of the disinterested directors is required. Where the transaction involved exceeds five thousand dollars (\$5,000) in a fiscal year, then a two-thirds vote of the disinterested directors and publication in the required newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Board will be advised of this policy upon entering the duties of his or her office, and shall sign a statement acknowledging, understanding of, and agreement to this policy. The Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are incorporated into and made a part of this policy statement. (added 10/18/2011)

Section 7. Audit. (added 10/11/2018) At the direction of the Board, an independent financial audit by a CPA may be conducted.

ARTICLE VIII - ELECTIONS

Section 1. The President, Vice President, Secretary and Treasurer shall be nominated by the Nominating Committee of the RAYMOND VIP. Every effort shall be made to retain at least one officer for a second term, to maintain continuity of the organization. Further nominations may be made by any member at the annual RAYMOND VIP meeting. The nominees must be elected by a majority of the members present at the annual meeting of the RAYMOND VIP.

Section 2. The first appointment of directors shall include one member-at-large director for a term of one year and one member-at-large director for a term of two years if two member-at-large directors are appointed. Member-at-large directors may be appointed for subsequent terms.

Section 3. If willing, past President appointed by the Board of Directors shall serve a term of one year and may be appointed for a subsequent term.

ARTICLE IX – NOMINATING COMMITTEE

The Nominating Committee shall consist of three (3) members of the Board of Directors, excluding the President, appointed by the officers and directors. The Nominating Committee shall draw up a slate of officers and directors to be presented to the RAYMOND VIP at its annual RAYMOND VIP meeting. Further nominations may be made by any member at the annual RAYMOND VIP meeting. Election shall be by ballot except that if there is only one nominee for an office it shall be by voice vote. A majority of those present and voting shall constitute an election.

ARTICLE X - MEETINGS

Section 1. RAYMOND VIP Meetings

The President shall set the agenda and call the RAYMOND VIP meetings, except as provided below, no less than biennially to hold elections for officers and directors, and no less than annually to conduct any other RAYMOND VIP business. (updated 10/11/2018)

Section 2. Annual Meeting. (updated 10/11/2018)

- a. Place, Date, and Call. An annual meeting of the RAYMOND VIP shall be held in the Fall at a time and place determined by the Board at least one month prior to the date fixed in said call. Thereafter, the Board may advance or postpone this date by not more than two weeks. A final call, giving the exact time and place of the annual meeting, shall be issued at least one week prior to its opening session.
- b. Composition. Official membership counts shall be determined by the Secretary by the date of the annual meeting. The voting delegates to the annual meeting shall consist of all voting members in good standing and all members of the Board of Directors.
- c. Delegates' Qualifications and Voting. No delegate shall be entitled to more than one vote, and absentee or proxy voting shall not be permitted. Final determination of a delegate's qualifications or credentials shall be made by the Board of Directors.
- d. Powers. The annual meeting shall adopt annual objectives, elect officers, adopt a budget, and transact such other business as may properly come before it.
- e. Quorum. Twenty percent of the possible number of voting delegates shall constitute a quorum.

Section 3. Board of Directors Meetings

- a. Place, Date, and Call. There shall be a minimum of three Board of Directors' meetings each year on dates determined by the officers. All board members shall receive notice in writing and/or by e-mail, with an agenda, at least seven (7) days prior to the scheduled meeting date.
- b. Special meetings may be convened by the President, and must be convened by the President upon the written request of three members of the Board, upon three (3) days' notice to all members of the Board. Special meetings may be conducted by electronic means, such as telephone conference call, video conferencing, or e-mail. The use of electronic meetings shall be reserved for those issues needing a decision before an in-person meeting is scheduled.

Section 4. The chair of any meeting will ensure the meeting is conducted in an orderly manner. (updated 10/11/2018)

ARTICLE XI – FUNDING

Section 1. Fiscal Year. The fiscal year of the RAYMOND VIP shall be from July 1 through June 30 of each year.

Section 2. Financial Support. The RAYMOND VIP shall draw its financial support from its members, from donations, and, where possible, grants.

- a. Member. The amount of the annual per member payment shall be set initially by the founding members and thereafter may be adjusted by a three-fifths vote of those present and voting at each annual meeting. Each member shall make payment to the RAYMOND VIP Treasurer no later than the annual meeting in order to be considered a member in good standing and eligible to vote.
- b. Business Donors. In appreciation for their donations, businesses will be acknowledged in RAYMOND VIP publications.
(section updated 10/11/2018)

Section 3. The Budget

- a. The Board shall send to the membership, at least four weeks prior to the annual meeting, a proposed budget for the next fiscal year. A budget shall be adopted by a majority vote except that the per member payment shall be approved as provided in Section 2 of this Article.
- b. Budget Committee. The budget shall be prepared by a committee which shall be appointed by the Board for that purpose at least three months in advance of the annual meeting. The budget committee shall consist of no fewer than three members, including a chair and the Treasurer.

Section 4 The Distribution of Funds on Dissolution. The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are: upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes (10/23/2012)

In the event of the dissolution of the RAYMOND VIP, all moneys, securities, and property, real, personal, or mixed, which the RAYMOND VIP has acquired by gift, bequest, or otherwise, as well as all unexpended income from said moneys or property, and any other funds that may be owned or under the control of the RAYMOND VIP, shall be disposed of in equal shares to the existing public schools in Raymond, NH.

Section 5. Financial remuneration. No officer, member of the Board of Directors, or member of RAYMOND VIP shall receive payment from RAYMOND VIP for services rendered to the organization. Reimbursements for expenses must be accompanied by a

receipt submitted to the Treasurer for expenses approved in advance by the Board of Directors.

ARTICLE XII – BYLAWS

Bylaws may be adopted, amended, or repealed by a two-thirds vote of the members present at any regular meeting of RAYMOND VIP, provided a quorum is present, and further providing that such action appeared on the agenda.

ARTICLE XIII – STANDING COMMITTEES

Standing committees of the RAYMOND VIP will include: Membership (maintenance of names and addresses), Editorial Board, Nominating Committee, and such other committees as shall be appointed by the Board of Directors as appropriate.

ARTICLE XIV – ENABLING ACT

These Bylaws became effective upon passage by the charter membership (who are the charter members as signed below).

Names/Signatures of Charter Members as of 9/20/2009 when RAYMOND VIP chartered with the State of New Hampshire: Carolyn Matthews, Marilyn Semple, Marilyn Elliott, Kimberlee Tyndall, Colleen West Coates.

Date Adopted: 1/12/2010
Amended: 10/18/2011, 10/23/2012, 10/11/2018