

Summary of Dignity Village Bylaws:
Roles of Village Council and Officers
As of March, 2007

VILLAGE COUNCIL (a.k.a. Board of Directors)

Number of Councilors: The affairs of the Village are managed by the Village Council. The Village Council consists of an odd number of Councilors, between three (3) and twenty-five (25) people. Councilors are elected by the membership at an Annual, Monthly or Special Membership Meeting.

Eligibility for Council: All seats on the Village Council must be filled by current Members in good standing who have been members for at least 90 continuous days. If there are not enough members with ninety (90) consecutive days of residency, then members closest to completion of the qualifications and who are willing to serve may be elected.

Elections and Term: Members of the Village Council are elected for one year terms, except for those elected to fill vacancies. Councilors elected to fill vacancies serve until the next Annual Meeting of the Membership. Councilors completing a term of office may run for re-election at the end of their term.

Recall or Removal: Councilors can be removed from their position if:

- Councilors miss three consecutive regularly scheduled meetings of the Village Council
- Councilors resign by written notification to the Chairperson or Secretary of the Village
- 2/3 Members of the Village at meeting vote to remove the Councilor, with or without cause

Duties:

- attend regular weekly meetings of the Village
- conduct Village business through discussions and voting
- run the day-to-day operations of the Village
- currently also responsible for judicial decisions and handling security issues

OFFICERS

Eligibility and Number of Officers: The Officers of the corporation include a Chairperson, Vice-Chairperson, Secretary, and Treasurer. Each officer must be a Council Member. At annual elections, each officer is elected by a majority vote of the Village Council.

Recall and Removal: Officers can be removed from their position if:

- miss three consecutive regularly scheduled meetings of the Village Council
- resign by written notification to the Chairperson or Secretary of the Corporation
- 2/3 Members of the Corporation vote to remove the officer

Duties of Officers:

Chairperson

- calls all regular meetings of the Council
- makes appointments to all committees subject to the approval of the Village Council
- conducts all meetings of the Council and the General Membership
- notifies the Council of any vacancies
- sets the agenda 24 hours in advance of Council meetings, except for emergency meetings
- may be assigned other powers and duties by the Village Council that are consistent with the bylaws

Vice-Chairperson

- acts in the absence of the Chairperson
- may be assigned other powers and duties by the Village Council that are consistent with the bylaws

Secretary

- custodian of all the records and documents
- records all meetings of the Village Council, and of the Members of the corporation in one or more books provided for that purpose, with the time and place of the holding of the meetings, how they were called or authorized, the notice given, the names of those present, and the proceedings
- keeps records in a secure place on the premises of the corporation
- keeps a list of all current residents and members
- may be assigned other powers and duties by the Village Council that are consistent with the bylaws

Treasurer

- receives and gives receipts for the monies due and payable to the corporation
- deposits all monies received in the name of the corporation in such banks, trust companies, or other depositories as from time to time may be designated by the Village Council
- charges of the disbursement of the monies of the corporation in accordance with the directions of the Village Council
- enters regularly in books to be kept by him or her, or under his or her direction for that purpose, a complete and correct account of all monies received and disbursed by him or her for the account of the corporation
- renders a statement of his or her account to the Village Council when it is requested
- submits a financial report to the Membership at monthly meetings of the Members of the corporation
- exhibits the books of account of the corporation and all securities, vouchers, papers, and documents of the corporation in his or her custody to any Member upon written request within a minimum of 24 hours or at the next Village Council meeting
- arrange for audits of the corporation's financial accounts
- may be assigned other powers and duties by the Village Council that are consistent with the bylaws