

LIBERTY FOUNTAIN COMMITTEE BYLAWS

Section 1-1. Creation

The Holly Ridge Town Council established the Liberty Fountain Committee to plan, implement, and raise funds for the Liberty Fountain memorial. The Holly Ridge Town Council will appoint Liberty Fountain Committee Members as needed.

Section 1-2. Purpose

The purpose of the Committee shall be to organize fund raisers and collect donations for the construction of the Liberty Fountain.

Section 1-3. Membership and vacancies

The Liberty Fountain Committee shall consist of up to ten (10) members. The committee members should consist of citizens, business owners, military members (active, retired, or dependents), and people that are from the Extra-Territorial Jurisdiction of Holly Ridge. The Committee may have an unlimited number of volunteers. The members of the Committee shall serve for the duration of the project unless a member chooses to resign. In the event of a vacancy, the Town Council may make a new appointment.

The Committee will also include two (2) Town Council liaison members.

Section 1-4. Quorum

A majority of the members consists of a quorum, and a quorum must be present in any given meeting in order to conduct official meetings.

Section 1-5. Meetings

Regular meetings of the Committee shall be held at the Holly Ridge Community Center the first Thursday of every month at 6:00 p.m. A written notice of the regular meetings shall be filed with the Town Clerk by the Secretary of the Committee in compliance with the open meetings law of the State of North Carolina. The committee shall hold at least one (1) meeting each month. All meetings shall be open to the public. Special meetings may be called by the Chairman or upon written request from a majority of the committee.

Section 1-6. Organization, rules, and records

- 1) The committee shall elect a Chairman, Secretary, and Treasurer for a term of one year with eligibility for re-election. The responsibilities of each committee member are as follows:
 - a. The elected Chairman shall appoint a Co-Chairman to conduct meetings in the absence of the Chairman.
 - b. The Secretary of the Committee shall keep accurate records and minutes

which shall be public record.

- c. The Treasurer shall keep accurate records of all moneys and transactions which shall also be public record. All donations and receipts will be submitted to the Finance Director on the same day they are received or as soon thereafter as practicable. Expenditures shall be subject to the same process as all other Town of Holly Ridge Departments to include pre-audit requirements and purchase orders.
- 2) Election of officers shall be held at a regular meeting held in June of each year. New officers shall take office at the regular July meeting each year.

Section 1-7. Attendance at governing body meetings

The committee shall appoint at least one member to attend and report to the Town Council at each of the Regular Monthly Meetings.

Section 1-8. Annual Report

The committee shall, in April each year, submit in writing to the Town Manager, a report of its activities and an analysis of expenditures to date for the current fiscal year. The committee shall also submit to the Town Manager, for budget consideration, any requested budget as well as a report of proposed activities for the coming year.