

# **KEEP PORTSMOUTH BEAUTIFUL**

## **BYLAWS**

### **ARTICLE I NAME**

**The name of the affiliate is Keep Portsmouth Beautiful.**

### **ARTICLE II MISSION**

**Keep Portsmouth Beautiful exists to promote a cleaner and more beautiful City and to ensure our community's environmental vitality.**

### **ARTICLE III GOALS**

**The Goals of Keep Portsmouth Beautiful are to:**

- Encourage sustainable use of resources.
- Increase the awareness of environmental stewardship responsibilities (litter prevention, recycling and beautification).
- Provide education to engage the community in environmental activities.

These goals will be reviewed annually.

**ARTICLE IV  
ORGANIZATIONAL STRUCTURE**

**Section I. The structure of Keep Portsmouth Beautiful will consist of:**

- A. Steering Committee
- B. Special Committees
- C. General Public

**Section II. Keep Portsmouth Beautiful**

- A. Composition of Keep Portsmouth Beautiful:

Keep Portsmouth Beautiful Steering Committee will be comprised of 5 - 15 members.

- B. Keep Portsmouth Beautiful is an advisory agency to the City that shall meet bi-monthly. The purpose of Keep Portsmouth Beautiful is as follows:

- 1. Provide advice and recommendations to the City.
  - 2. Set policy regarding direction of projects.
  - 3. Offer budget suggestions for projects to the Director of General Services.

- C. Officers of Keep Portsmouth Beautiful:

- 1. Keep Portsmouth Beautiful shall consist of the following officers:  
Chair, Vice Chair, Secretary and Historian. Each officer shall hold office for 2 years. The officers will be nominated by the steering committee, voting will take place in June, and officers will be appointed to those offices on July 1<sup>st</sup>.
  - 2. Notice of resignations of officers shall be made in writing to the Keep Portsmouth Beautiful Chairman. If the Chairman resigns, the officer shall send the written letter of resignation to the Executive Director with a copy to the Keep Portsmouth Beautiful Vice Chair.

**Section III. Duties of the Officers**

- A. Chair- The chair, in conjunction with the Executive Director, shall preside over all meetings of Keep Portsmouth Beautiful and manage all administrative functions, subject to the control of Keep Portsmouth Beautiful. The chair will

present an agenda at each regular and special meeting of Keep Portsmouth Beautiful. The Chair will appoint committees and evaluate the activities.

- B.** Vice Chair- the Vice Chair will temporarily perform all duties of the Chair, and when so acting, shall have the same powers and restrictions placed upon the office of the Chair. The Vice Chair will work closely with the Chair and advisors to assess progress toward meeting the goals of KPB.
- C.** Secretary- The Secretary shall ensure that accurate meeting minutes are kept.
- D.** Historian- The Historian shall keep account of organizational records and documents (Awards, newspaper clippings, etc.). The historian also thoroughly documents all events through photographs, video or written descriptions.

#### **Section IV. Membership on KPB**

- A.** Appointment. Members are appointed by the Executive Director.
- B.** Attendance. Members are expected to be available for the meetings. If a member misses more than 3 meetings in a 12-month period, the member may be asked to resign from the committee.

### **ARTICLE V GENERAL MEMBERSHIP**

#### **Section I. Membership**

To promote a robust and cohesive team, it is acknowledged that there are a variety of avenues for participating in the KPB Mission and Activities. KPB membership is defined below:

##### **Steering Committee Members:**

Keep Portsmouth Beautiful Steering Committee members shall consist of those individuals and organizational representatives who support the mission of KPB. Membership is without regard to gender, race, color, age, religion, national origin, sexual orientation, or disability. Members may be from the City of Portsmouth, or from the Greater Hampton Roads area or state organizations with involvement in the community.

- A.** Any interested organization may designate a representative to join the membership. If the designated representative leaves his or her organization, the organization is expected to appoint another representative to maintain continuity.

- B.** Members agree to serve a two-year term. Members may renew membership and serve consecutively one-time
- C.** Members will attend at least four meetings during the year.
- D.** All KPB steering committee members will serve on at least one committee.

Those seeking to become a member shall apply by submitting a letter of interest and application to the Executive Director. Members are those who have interests in being involved with two or more KPB projects per year. Membership is open to persons 18 years of age or older. Membership applications will be presented prior to the bi-monthly meeting for ratification.

General Members have voting privileges in project planning.

### **Associate Members:**

KPB associate membership shall consist of less formal and occasional volunteers including Adopt-A-Spot Program and one-time event volunteers (Clean the Bay Day) and (The Great American Cleanup). Associate membership is open to the general public and has no restrictions or voting privileges.

## **ARTICLE VI COMMITTEES**

### **Section I. Leaders**

The chair, after consulting with the Executive Director, shall appoint committees. Each committee shall have a leader appointed by the Chair. The Committee Leaders are responsible for scheduling meetings, drafting the agenda, developing and managing the work plan and providing reports to the membership.

### **Section II. Recorders**

All committees shall appoint a recorder who shall keep written minutes of each meeting, copies of which are to be filed with the KPB Chair. Notice of resignations of members from Committees shall be made in writing to the respective committee leader.

## **ARTICLE VII MEETINGS**

### **Section I. Meetings**

KPB meetings shall be held bi-monthly.

### **Section II. Special Meetings**

Special Meetings can be called by the KPB Chair. There will be a strategic planning meeting held annually.

### **Section III. Quorums**

A majority of the Steering Committee shall constitute a quorum at meetings.

### **Section IV. Open Meetings**

All meetings of KPB shall be open to the public.

### **Section V. Correspondence/ Notification of Meetings**

- A. Minutes from each meeting will be mailed electronically within two weeks after the meeting to the Department of General Services.
- B. Meeting notices will be sent electronically at least one week prior to the meeting.
- C. Notice of KPB meetings will be appropriately posted on the KPB website.

### **Section VI. Meeting Agenda**

- A. Steering Committee members may add to the meeting agenda by contacting the Chair up to one week before each meeting. At the discretion of the Chair, additional items may be added or removed up to the beginning of the meeting.
- B. Time will be provided at the end of each meeting for questions and comments.
- C. The Chair may offer changes to the agenda during the meeting to keep meetings to the allotted time.

## **Section VII. Decision Making**

- A.** Decisions will be a vote of a simple majority of the Steering Committee members when a quorum exists.
- B.** No vote may be taken except during a public meeting of KPB at which a quorum is present. Electronic, proxy, or telephone vote are prohibited by state law.

## **ARTICLE VIII AMENDMENT TO BYLAWS**

These bylaws may be amended at any regular meeting of Keep Portsmouth Beautiful by a vote of a simple majority of the quorum. The amendment must have been presented in writing to the Steering Committee 30 days prior to the meeting.