



**“Neighbors Working Together To Improve  
the Quality of life in Our Neighborhood”**

**NEWCASTLE CONCERNED CITIZENS, INC.**

# **COMMUNITY HANDBOOK/BY-LAWS**

[www.newcastleconcernedcitizens.com](http://www.newcastleconcernedcitizens.com)

**Revised February 2020**



# INTRODUCTION

We, the Newcastle Handbook Committee, sincerely hope that this publication will provide you with meaningful information concerning our neighbourhood and community resources available. It is our wish that each and every individual will continue to grow in love, knowledge and positive change in becoming the best community we can be.

We extend our deepest gratitude to each of you for taking an active role in the preservation and improvement of OUR neighborhood. Every bit of your time and effort are appreciated. When you helped comforted a sick neighbor or bereaved family, prepared meals, picked up litter, distributed newsletters, shopped, hauled and set-up supplies and equipment for activities, made phone calls, welcomed new neighbors, donated the use of your home, participated in Neighborhood Council meetings, as well as Newcastle activities and meetings, came to the table with your ideas and opened minds, paid dues, made other monetary contributions, and kept us in your prayers, we sincerely thank you and appreciate all of your support.

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# Newcastle Concerned Citizens Handbook/By-Laws Committee

## Current Committee 2020

**Joan Mobley, *Co-chairperson***  
**Geraldine S. Parker, *Co-chairperson***  
**Ethel Bingham**  
**Betty Forney**  
**Pearlestine Jones**  
**Dr. Anthony Mack**  
**Therin McCants**  
**Mary W. McCants**  
**Mattie Moses**  
**Gene Blakely Parks**  
**Sammy Parks**  
**James Rhett**

## Previous Committee

**Joan Mobley, *Co-chairperson***  
**Geraldine S. Parker, *Co-chairperson***  
**Melvin Davis**  
**Hazel Haigler**  
**Therin McCants**  
**Dorothy Richards**  
**Nora Smith**  
**Herman Walker**

# EXECUTIVE BOARD

## Officers

President: **Mary W. McCants**

Vice President: **Gene Blakely Parks**

Recording Secretary: **Pearlestine Jones**

Corresponding Secretary: **Betty Forney**

Treasurer: **Geraldine S. Parker**

Assistant Treasurer: **Joan Mobley**

Chaplain: **Rev. Dr. Reid R. White, Jr**

Co-Chaplain: **Deacon James Taylor**

Block Captain Coordinator: **James Rhett**

## Committee Chairpersons

Beautification: **Mattie Moses**

Benevolence: **Betty Forney**

Social Activities: **Dr. Anthony Mack**

Crime Watch & Safety: **Therin McCants / James Rhett**

Welcome: **Ethel Bingham**

Adopt.a-Highway: **Sammy Parks**

Decorating: **Mattie Moses/ Dorthy Richards**

Yard-of-the-Month: **Dr. Anthony Mack**

# BLOCK CAPTAINS

Revised 11/4/2019	Telephone	Address	Block /of Houses
JAMES RHETT	803.513.4518 C	308 Carlton Dr.	Carlton Drive (12)
JOHN JOHNSON	803.764.4867 C	22 Carnaby Ct.	Carnaby Court (8)
COMILLA SAMPSON	803.873.4514 C	6628 Cartwright Dr.	Cartwright Drive (14)
SOLOMON & ELLA BURWICK	803.754.8194 C	6612 Catalina Court	Catalina Court (11)
JAMES RHETT	803.513.4518 C	308 Carlton Dr.	Charwood Drive (22)
ANTHONY MACK & MARY ANN BOOKERT	803.727.2177 C 803.319.3038 C	157 Coolstream Dr. 153 Coolstream Dr.	Coolstream Drive (28)
ALPHONSO SIMMONS	803.754.5655 H	229 Devoe Drive	Devoe Drive (26)
MAGGIE DAVIS	803.754.8465 H	109 Hyer Ct.	Hyer Court (8)
BETTY FORNEY	803.315.9208 C	217 Weldwood Ct.	Nevamar Drive (10) 200s Weldwood Ct. (20)
MIKE JOHNSON	803.361.1439 C	152 Newcastle Dr.	100s & 200s Newcastle Dr. (27)
THERIN MCCANTS	803.261.0738 C	305 Newcastle Dr.	300s Newcastle Drive (7) Sherry Court (5)
ELTON JEWELL	803.960.7536 C	9 Oakley Circle	100s Oakley Drive (10) & Oakley Court (5)

Revised 11/4/2019	Telephone	Address	Block /of Houses
CYNTHIA PRIVETTE	803.397.4016 C	208 Oakley Dr.	200s Oakley Drive (10) & Oakley Court (5)
NORA SMITH	803.414.7744 C	133 Ranchero Dr.	100s & 200s Ranchero Dr. (24)
MATTIE MOSES	803.754.8445 H	158 Redwood Ct.	100s Redwood Ct. (19) & 100s Weldwood Ct. (15)
BRENDA JACKSON	803.873.5756 C	248 Redwood Ct.	200s Redwood Ct. (25)
FREDRICKA PETERKIN	803.979.7247 C	408 Redwood Ct.	300s & 400s Redwood Ct. (25)
KELVIN KOHN	803.900.2361 C	6524 Scarlet Ct.	Saxonbury Drive (6) & Scarlet Ct. (11)
RALPH & DOROTHY BRYANT	803.381.7213 C	113 Sunglow Ct.	Sunglow Ct.
LAVON COOPER	803.348.5528 C	130 Sunnydale Dr.	100s Sunnydale Dr. (8)
CHENOA B. LINDSEY	803.479.2475 C 803.915.1849 C	247 Sunnydale Dr.	200s Sunnydale Dr. (29) Sunnydale Ct. (5)
WILLIE MAE BOWMAN	803.467.6722 C	313 Weldwood Ct.	300s Weldwood Ct. (11)



# COMMUNITY RESOURCES

- **Richland County Sheriff LEON LOTT** 803.576.3000  
Visit [www.RCSD.net](http://www.RCSD.net)
- **RCSD Dispatch Direct Line**, 803.691.6000
- **Deputy GINO GIUSTI** , Codes Enforcement, Richland County, 803.600.2518 cell
- **Richland County Ombudsman** 24-Hour Response Line, 803.929.6000
- **S.C. Senator DARRELL JACKSON**, Senate District 21, 803.212.6048
- **S.C. Representative LEON HOWARD**, House District 76, 803.254.9468 or 803.237.6119 Cell
- **Richland County Councilwoman YVONNE L. MCBRIDE**, District 3, 803.904.9145
- **Richland County Neighborhood Council Meeting.** *every fourth Thursday, 5:30 p.m.*
- **New Castle-Trenholm Acres Community Center**  
5819 Shakespeare Road.
- **Newcastle Contact Line:** 803.500.6507
- **Garbage** and trash pickup **every Monday**  
Recycling Pickup **every other Monday**

(See Page 10 for more details)

# BEAUTIFICATION

## Yard-of-the-Month Criteria

- Continuity of maintenance through all seasons
- Beds neat and grass weed-free, as visible from the street
- Lawn healthy and trim
- Plants healthy
- Overall design: landscaping does not have to be elaborate
- Creativity and uniqueness, interesting, with curb appeal
- No violations of city codes and neighborhood restrictions in terms of trash and recycling bin storage and retrieval (i.e., storing on side of house and leaving trash cans, bins, etc., on the curb beyond pickup date will disqualify a yard from consideration)
- No one family can receive the award more than once in a 24-month period
- All plants must be live, no silk, plastic or artificial plants
- Garden objects like statuary, birdbaths, etc., acceptable.
- No vehicles parked on lawn and no junk vehicles.
- Every attempt will be made to rotate the award among all sections of the neighborhood

## GARBAGE ROLL CARTS AND RECYCLING ROLL CARTS:

Garbage Roll Carts and Recycling Roll Carts are provided by Richland County at the start of service and are considered the **property of Richland County**. Each cart has a unique number that is assigned to the address of service.

**Garbage roll carts and recycling roll carts should NOT be removed from the assigned property for any reason, including the transportation of trash or other debris to another location. Removal of a cart is considered a crime. If your cart is stolen, report it immediately to Richland County at 803-929-6000. If you find your missing cart, please report it immediately also.**

**Do NOT take or use a neighbor's garbage cart under any circumstance; instead, place garbage in sealed bags at the curb on your scheduled pick up day until a replacement roll cart is delivered. Using more than one county garbage roll cart is only allowed if you are paying for the additional service.**

### Holiday Schedule for pickup

There will be **NO CURBSIDE COLLECTION** on ***New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day***. When collection is interrupted due to a holiday, your garbage, recycling or yard waste will be picked up the day following your usual pick-up day.

Call Richland County at **803-929-6000** for information on all schedule changes.



# HOUSEHOLD GARBAGE CURBSIDE RULES

## When to Roll It Out and Roll It In

On the morning of your weekly collection day, your roll cart must be at the curb by **7:00 AM** to ensure pick-up. If your cart is not out when the hauler comes by, the hauler will not return until the next scheduled pick-up date.

Please remove your cart from the curb by **7:30 PM** of your collection day. Failure to remove your cart by 7:30 PM is a violation of county ordinance.

## Where to Park It

Roll your cart to the curb or the edge of the street. Ensure that the cart is on the property-side of the curb and **NOT on the street**. The collector should return your cart to the same place. Please do not place your cart in the street or block access to your mailbox. Place your cart at least four feet from yard waste, and other obstacles.

Note: Some communities require backyard pickup. Such communities are charged for the extra service and may have different placement requirements.



Proper Cart placement (curb and sidewalk—left picture, rural area—right picture) **NOTE: New Recycling Roll Carts should be positioned the same as Garbage Roll Carts**

**If you are a customer with a disability or other physical limitations**, you may be eligible to have the collector bring your roll carts to the curb and back at no additional charge. A doctor's statement is required for each person at the residence. Yard waste must still be placed at curbside.

Please contact Richland County for more information at 803-929-6000.

# YARD WASTE

Yard Waste is picked up weekly and should be placed at curbside on your designated day by 7:00 AM. **Do NOT place yard waste in the roadway where it could impede traffic in any manner. Failure to comply may result in a significant fine.** Compliant piles of Yard Waste will be collected in unlimited quantities if placed at curbside. Bagging and bundling is not required but is recommended.

## What does Yard Waste consist of?

### Yard Waste Definition

Grass clippings, loose leaves, pine straw, small clippings, limbs, sticks and brush generated from routine landscape maintenance of residential properties. Brush is bulky trimming and pruning waste generated from routine tree and shrubbery maintenance conducted at least annually. **Items exceeding 4 inches in diameter and 4 feet in length will not be collected.**

Yard waste does **NOT** include construction or demolition debris (boards, lumber, tile, bricks, etc.) or sand / dirt. **It does NOT include limbs, branches or trunks from trees that have a trunk size larger than 4 inches in diameter at the base, which have either been cut down, blown down or have fallen down.** It also does **NOT** include debris from professional landscapers or homeowners that is produced **above and beyond** normal weekly or monthly yard maintenance. It does include leaves, yard clippings and small branches from annual pruning. Larger debris must be taken to a drop-off center or landfill by the landscaper or the homeowner. Homeowners are responsible for the proper disposal of storm debris. Yard waste also does not include mulch or sod.

## REQUIREMENTS FOR COLLECTION

**Limbs can be no larger than 4 feet long and 4 inches in diameter.** Tree stumps of any size will not be collected. Compliant Yard Waste will be collected in unlimited quantities. Compliant yard waste shall be free from household garbage, litter or other non-yard waste material for collection service. Do **NOT** put yard debris in your roll carts. **ANY WASTE FROM TREE REMOVAL IS NOT ELIGIBLE FOR CURBSIDE COLLECTION.**

Waste from tree removal or substantial pruning must be taken to an approved disposal facility. Trees that fall down or are blown down are not eligible for curbside collection and must be taken to an approved Drop-off Center or Disposal Facility.

**Please do not place limbs, branches or leaves in creeks, storm drains or drainage ditches. All debris must be on the property-side of the curb and not in the street. You could be fined up to \$1,092.50 for placing yard waste in the street.** These materials obstruct drainage flow, which increases the potential for flooding and mosquito problems.

Measure a limb diameter as shown in the image.

***This limb is just over 4 inches and would NOT be eligible for curbside collection.***



## WAYS TO REDUCE YARD WASTE

Instead of bagging your grass after you mow, you can leave the clippings on the lawn. Your lawn will recycle the clippings, producing an environmentally healthy and beautiful lawn. Leaves and small shrubbery trimmings can be used as mulch around trees and bushes or can be composted.

# “READY AMERICA” SAFETY TIPS

This plan was prepared for Newcastle Community

The information in these contents will discuss safety tips, to include severe weather preparation and Fire Safety in the home.

## Prepare and Practice Emergency Plans

### Hurricane Season

- Know what to do in case a hurricane warning is broadcast for our area.
- Determine where the safety area is in your home.
- Practice getting in and out of the area quickly with whatever protective equipment is necessary-blankets, pillows and etc.
- In the event emergency service is delayed, persons in the immediate area may become first respondents.
- Know where the shutoff valves are located on your property--for both gas and water.
- Do not go where downed power lines are located.

### Fire and Fire Safety in the Home

- Install a proper type fire extinguisher and learn how to use it (ABC or BC Type).
- Develop and practice exit routes you and your family members will use if your fire alarm is activated by smoke when members are asleep.
- Also, designate a meeting place for roll call after safely exiting the home.

### Other Safety Concerns

- Read labels, eliminate all expired medications property. **DO NOT FLUSH EXPIRED MEDICATIONS DOWN COMMUNE.** Call the Sheriff's Department about disposal area locations.
- Some cleaning agents are dangerous when used improperly (i.e., mixing ammonia and chlorine bleach)

# EMERGENCY PREPAREDNESS

When preparing for a possible emergency situation, it's best to think about the basics of survival: fresh water, food, clean air and warmth.

## **Recommended Items to Include in a Basic Emergency Supply Kit:**

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- **First aid kit**
- Whistle to signal for help
- **Dust mask**, to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food (if kit contains canned food)
- Local maps



## **Additional Items to Consider Adding to an Emergency Supply Kit:**

- Prescription medications and glasses
- Infant formula, diapers and wipes.
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or travelers checks and change
- Emergency reference material such as a first-aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes.

## **Consider additional clothing if you live in a cold-weather climate.**

- Household chlorine bleach and medicine dropper
- When diluted nine parts water to one part of bleach, bleach can be used as a disinfectant. Or in an emergency, you can
- use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented color safe bleaches with added cleaners.
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children

# RICHLAND COUNTY ORDINANCES

## Sec. 17-10. Parking in residential zones of the county.

(a) It shall be unlawful for a truck tractor, a semi-trailer having more than two (2) axles, or a trailer having more than two (2) axles to be parked on any public street, road, right-of-way or as otherwise prohibited by the Richland County Code of Ordinances in the Unincorporated portions of the county which are or hereafter shall be designated as Rural Residential, Single-Family Residential, Manufactured Home, or General Residential under the Richland County Zoning Ordinance and the "Zoning Map of Unincorporated Richland County", as amended. For the purpose of this paragraph, the following definitions shall apply:

(1) **Truck tractor** means every motor vehicle designed and used primarily for drawing other vehicles, and not so constructed as to carry a load other than a part of the weight of the vehicle and the load so drawn.

(2) **Semi-trailer** means every vehicle having more than two (2) axles, with or without motive power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle, and so constructed that some part of its weight and that of its load rests upon or is carried by another vehicle.

(3) **Trailer means** every vehicle having more than two (2) axles, with or without motor power, other than a pole trailer, designed for carrying persons or property and for being drawn by a motor vehicle, and so constructed that no part of its weight rests upon the towing vehicle.

(b) It shall be unlawful for an automobile, motor vehicle, or wheeled conveyance of any kind required by law to be licensed that is unlicensed, or is displaying an expired or invalid licenses to be parked on any public street, road, right-of-way or as otherwise prohibited by the Richland

County Code of Ordinances in the unincorporated portions of the county which are or hereafter shall be designated as Rural Residential,

Single-Family Residential, Manufactured Home, or Multi-Family Residential under the Richland County Zoning Ordinance and the 'Zoning Map of Unincorporated Richland County' as amended.

(c) All motor vehicles and/or trailers without a valid state-issued license plate permitting operation on public roads and highways, which are stored, parked or located on a lot in any zoning district in the unincorporated areas of the county, except for those parcels that are five (5) acres or greater in the (RU) Rural zoning district, are required to be kept in a garage, carport, or protected from the elements by a fitted cover; provided, however, in the or protected from the elements by a fitted cover; provided, however, in the case of a vehicle protected from the elements by a cover, such vehicle shall not be visible from the public right-of-way. Licensed automobile dealerships, persons licensed to conduct businesses involving storage and sale of junk and scrap, trailers utilized as temporary structures in conjunction with construction activities, and vehicles used in agricultural operations and which are not operated on the public roads and highways are exempt.

(d) Any motor vehicle and/or trailer that is not capable of operating in accordance with South Carolina law and/or capable of moving under its own power (even if it has a valid state-issued license plate permitting operation on public roads and highways) shall not be stored, parked, or located on a lot in any residential zoning district in the unincorporated areas of the county (except for those parcels that are five (5) acres of greater in the (RU) Rural zoning district) for more than a single period of thirty (30) consecutive days during any calendar year unless it is kept in an enclosed garage, in a carport attached to the residence, or protected from the elements by a fitted cover; provided, however, in the case of a vehicle protected from the elements by a cover, such vehicle shall not be visible from the public right-of-way.

(e) Penalties. Unless otherwise prescribed by law, any owner and/or operator of a motor vehicle and/or trailer violating the provisions of this section shall be deemed guilty of a misdemeanor. In addition, any owner and/or occupant of the residential property on which a motor vehicle and/or trailer is parked in violation of this section shall be deemed guilty of a misdemeanor.

(f) Administration and enforcement. The Sheriff of the county shall be authorized to enforce the provisions of this section and to engage a towing service to remove any vehicle parked in violation of these regulations, provided the cost of towing services shall be charged to the registered owner of any vehicle so removed.

(Ord. No. 061-01HR, § I, 9-4-01; Ord. No. 054-02HR, §II, JO-I-02; Ord No. 040-03HR, §I, 6-3-03; Ord. No. 053-06HR. § I, 6-6-06)

## **Sec. 17-11. Careless driving**

(a) It shall be unlawful for any person to operate any vehicle without care and caution, without full regard for the safety of persons or property, or when the vehicle or its appliances are not in proper or safe condition.

(b) Any person who violates this section shall upon conviction thereof, be fined not less than \$25 and not more than \$200.

(c) This offense shall in no way whatsoever be used as an alternative or lesser charge for driving under the influence of intoxicants, driving under suspension of driver's license, passing a stopped school bus, or reckless driving, or to contravene any state statutes which impose criminal liability.

(Ord. No. 054-06HR, § I, 6-6-06)

## MEETING/ACTIVITY VENUES



New Castle – Trenholm Acres  
Community Center  
5819 Shakespeare Rd.

**Community Meetings**  
**every 4th Thursday**  
of each month  
at **5:30 PM**  
Except August, November  
and December



Richland County Adult  
Activity Center  
7494 Parklane Rd.

Regular Venue for  
NCCI Events

# Benevolence Fund Policies

The NCCI Benevolence Fund exists to minister to those who are residents of the Newcastle community. It is intended to be a heart-felt love offering to those experiencing sickness and or death or unforeseen hardship, case by case.

Benevolence Committee Members should have membership paid and actively involved in the betterment of the Newcastle Community.

## **Income for Benevolence Fund**

- a. Two fish fry events per year (May and October)
- b. Sale of cans collected during litter pick-ups and resident's donations
- c. Donations (money may not be designated to a particular family)

## **Administration**

The Benevolence Fund Committee is responsible for the administration of the fund. One member will be appointed as the chairperson. A year end written activity report will be made at the January monthly meeting (dates, recipients, addresses, amounts disbursed and reasons for disbursement of funds).

## **Disbursements**

The chairperson will contact all committee members whenever a disbursement is required per guidelines listed below. The chairperson and two other committee members should visit the recipient(s) to deliver our love offering(s).

## Disbursement Guidelines

1. Total amount disbursed should be **\$25 per** death or sickness, hospitalized for 3 or more consecutive days
2. The disbursement is intended to be given to a resident or family experiencing a death and or sickness. Funds disbursed no more than twice a year to the same person for personal sickness.
3. Disbursement will be made due to:
  - a) The death or sickness of a resident or spouse
  - b) Death or sickness of resident's child or grandchild
  - c) Death or sickness of resident's parent or grandparent
  - d) Death or sickness of resident's brother or sisterNote: Resident should notify their block captain and or Fund's chairperson within 5 days.
4. Check for disbursements will be made out to:
  - a) **In Death** - the head of household or next of kin in charge of arrangements.
  - b) **Sickness** - the individual or care giver (as designated by the sick person).

## BENEVOLENCE COMMITTEE OFFICERS

**Betty Forney** – Chair

**Mary Ann Bookert**

**Verlinda Burris**

**Dr. Anthony Mack**

**James Rhett**

**James Taylor**

**Gail Wilson**



**"Neighbors Working Together To Improve  
the Quality of life in Our Neighborhood"**

**The Newcastle Concerned Citizens Inc.  
in Columbia SC not a Profit Corporation.  
It is a separate and distinct organization.**

**Newcastle Concerned Citizen Inc.  
Community Meetings  
every **4th Thursday of each month**  
**at 5:30 PM** Except August, November  
and December**

**New Castle – Trenholm Acres  
Community Center  
5819 Shakespeare Rd.**



## **NEIGHBORHOOD ACTIVITIES EVENTS FOR THE YEAR!**

**Fish Fry  
Clean Sweep  
Community Wide Garage Sale  
National Night Out / Back to School Bash  
Veteran's Luncheon  
Christmas Celebration**





**NEWCASTLE CONCERNED CITIZENS, INC.**

# **BY-LAWS**

## **ARTICLE I**

### **NAME**

The name of this corporation is **Newcastle Concerned Citizens, Inc.**

## **ARTICLE II**

### **PURPOSE**

The purpose of this corporation is to promote a better community through group action, and representing the interest of residents of Newcastle and the adjoining areas.

## **ARTICLE III**

### **MEMBERSHIP**

The membership of this corporation shall be limited to residents of this community, with boundaries: Warner Drive to include Newcastle, Newcastle West, Newcastle Drive to Warner Drive, and Carlton Drive to Jonquil Street. Any resident of this community shall be eligible for membership. However, membership shall be terminated immediately when a member no longer owns real property in this community.

## ARTICLE IV

### Dues

Annual dues are thirty- dollars (\$30.00) per household. Annual membership period is January 1st through December 31st.

## ARTICLE V

### OFFICERS

**Section 1.** The officers are: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, Chaplain and Co-Chaplain.

#### **Section 2. Duties of the officers are:**

##### **A. President**

1. Shall preside over all regular meetings.
2. Call special meetings when required.
3. Appoint and assist all committees needed to carry out the activities of the corporation.
4. Shall have the day-to-day operational responsibility of the corporation.
5. Shall, with the assistance of the executive committee, prepare the meeting's agenda.
6. Shall act as spokesperson for the organization.

##### **B. Vice-President**

1. Shall preside when the president is absent or when requested to do so by the president.
2. If the absence or disability of the president is permanent, the Vice President becomes Acting President with powers and duties of the President. The Vice-President will continue in office until the term of the president expires.

### **C. Recording Secretary**

1. To record, read, and preserve the minutes of each regular and called meeting.
2. Responsible for filing and/or keeping reports from committees, communications, etc.
3. To call the meeting to order when neither the president nor Vice-President is present; and preside as President.
4. To delegate the Recording Secretary's duties to the Corresponding Secretary and conduct business as usual.

### **D. Corresponding Secretary**

1. Transmit all correspondence as the corporation deems necessary.
2. To perform the duties of the Recording Secretary when directed to do so.

### **E. Treasurer**

1. To receive and disperse money and keep an accurate account of all incoming and outgoing monies.
2. Maintain complete and accurate records of all active and inactive members of the corporation.
3. Make available a monthly financial report to the corporation.

### **F. Assistant Treasurer**

1. Performs the duties of the Treasurer when the Treasurer is absent.
2. Assists the Treasurer when required.

### **G. Chaplain**

1. Conducting the open and closing of meetings and special occasions.

### **H. Co-Chaplain**

1. Performs the duties of the Chaplain in when the Chaplain is absent.
2. Assists the Chaplain when required

## **ARTICLE VI**

### **MEETINGS**

**Section 1.** Meetings will be conducted at the place and time designated by notification.

**Section 2.** General membership meetings will be held on the fourth Thursday of each month except August, November and December.

**Section 3.** The order of business at meetings shall be as follows:

- CAT Team
- Call to order and opening prayer
- Reading of minutes
- Treasure Report
- Reports of officers and committees
- Unfinished business
- New business
- Announcements
- Adjournment

**Section 4.** Special meetings may be called at any time by the president. The place, time, and date must be specified in the notification at least seven (7) days before the meeting.

**Section 5.** At the October meeting, the president will select a nominating committee.

**Section 6.** At the January meeting, an official ballot will be used for the election process. An official ballot will show all officers nominated at the December meeting. Nominations received immediately before the election will be added.

**Section 7.** At any general meeting, each member present is entitled to one vote.

## **ARTICLE VII**

### **EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of all officers of the organization and committee chairpersons.

**Section 2.** The Executive Committee should meet prior to the regular monthly meeting. The time and place will be decided by the Executive Committee.

**Section 3.** Special meetings of the Executive Committee shall be called by the President, or upon written request of at least three (3) members of the committee

## **ARTICLE VIII**

### **STANDING COMMITTEES**

**Section 1.** The standing committees are: Beautification, Decorating, Benevolence, Social Activities, Crime Watch & Safety, Welcome, Adopt-a-Highway, Yard-of-the-Month, and Youth. The chairperson of each committee is appointed by the President. Membership in the standing committee is open to all members on a voluntary basis. Any member of the organization may be a member of more than one committee.

## **ARTICLE IX**

### **QUORUM**

In matters of business or a general meeting, those members present will constitute a quorum. At least two (2) members of the Executive Committee must be present to conduct official business. All members of the Executive Committee must be notified. In all matters of business, the president has a vote only when necessary to break a tie.











**Newcastle Concerned Citizens, Inc. maintains its classical look with mature landscaping and distinctive characteristics.  
Homes with varying architectural styles are accessed street by street.**



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