

CONSTITUTION
AND
BY-LAWS
of the
ELK FOREST
CIVIC ASSOCIATION

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of the
ELK FOREST CIVIC ASSOCIATION

AS AMENDED 06 SEPTEMBER 1970 AND 07 NOVEMBER 1976

PREAMBLE

SECTION 1. To protect the rights, liberties, and property of each ELK FOREST resident and property owner.

ARTICLE I - NAME

SECTION 1. The name of this organization shall be "THE ELK FOREST CIVIC ASSOCIATION".

ARTICLE II - MEMBERSHIP

SECTION 1. Any family that owns property shall be eligible for membership.

SECTION 2. All members of the Association shall pay dues in the manner prescribed in Article II of the By-Laws.

ARTICLE III - ORGANIZATION

SECTION 1. The affairs of the organization shall be managed by the BOARD OF DIRECTORS.

SECTION 2. (A) The BOARD OF DIRECTORS shall be composed of the President, Vice-President, Secretary, Treasurer, immediate Past-President, and four elected Directors.

(B) If the immediate Past-President is not available to serve on the BOARD OF DIRECTORS, another Director shall be elected at the annual meeting.

(C) The elected Directors may not serve more than three successive years.

(D) All Officers and Directors must be members of the Association in good standing.

SECTION 3. All decisions of the BOARD OF DIRECTORS shall be by majority vote of the Board members present.. A majority of the Board in office shall constitute a quorum for the transaction of business.

SECTION 4. The members of the BOARD OF DIRECTORS shall hold office for one year, or until their successors are elected and qualified as hereinafter provided in this Constitution and accompanying By-Laws.

ARTICLE IV - BOARD OF DIRECTORS

SECTION 1. PRESIDENT - The President shall preside over all meetings of the Association and the BOARD OF DIRECTORS. He shall call all meetings of the Association and the BOARD OF DIRECTORS except as otherwise provided in this Constitution and By-Laws. He shall appoint the chairman of all committees except the nominating committee. He shall execute all agreements approved by the Association or the BOARD OF DIRECTORS. He shall co-sign, with the Treasurer, all vouchers of the Association.

SECTION 2. VICE-PRESIDENT - The Vice-President shall perform the duties of the President in his absence or disability or when so requested by the President. In the event of the death, resignation, or removal of the President, the Vice-President shall become President.

SECTION 3. SECRETARY - The Secretary shall keep an accurate record of all meetings and shall keep and be responsible for all legal papers, shall issue notices of all meetings, shall prepare and keep on record a correct file of names, addresses, and pertinent data of all members. At each annual meeting he shall give a report of proceedings of the BOARD OF DIRECTORS during the year, and shall send a copy of the Constitution and By-Laws to all new members.

SECTION 4. TREASURER - The Treasurer shall keep full and accurate accounts of the financial transactions, receipts and disbursements of the Association, in books belonging to the Association, and shall deposit the funds and other such valuable effects of the Association in such depository or depositories as may be designated by the BOARD OF DIRECTORS with the recommendation of the Treasurer; shall be co-signer, with the President, of all vouchers of the Association and shall report to the Association at the annual meeting. The Treasurer shall present the Secretary with a current list of the names and addresses of the members of the Association in good standing.

SECTION 5. No member of the Association shall receive any salary or remuneration from the Association, except for such expenses as are approved by the BOARD OF DIRECTORS.

**BY-LAWS OF THE ELK FOREST CIVIC ASSOCIATION
AS AMENDED 06 SEPTEMBER 1970 AND 07 NOVEMBER 1976**

ARTICLE I - MEETINGS

SECTION 6. Any person elected to the **BOARD OF DIRECTORS** may be removed from his office as hereinafter provided in this Constitution and By-Laws.

SECTION 7. Each member of the **BOARD OF DIRECTORS** shall have one vote on that Board.

ARTICLE V - ELECTIONS AND VOTING

SECTION 1. All elections to the **BOARD OF DIRECTORS** and the nomination committee shall be held at the annual meeting, except as may be otherwise provided in this Constitution and By-Laws.

SECTION 2. All voting by the Association shall be on the basis of one vote per member-household which may be exercised collectively or individually by the adult member of the household.

SECTION 3. Voting in the Association shall be restricted to members who have paid their current dues.

ARTICLE VI - ADOPTION AND AMENDMENT

SECTION 1. This Constitution may be amended upon motion of fifteen members and the vote of two-thirds of the member households present, provided that written notice of such motion shall be given to each member-household at least thirty days prior to voting thereon.

SECTION 2. Amendments to this Constitution may be proposed by a petition addressed to the **BOARD OF DIRECTORS** signed by not less than fifteen members of the Association.

SECTION 3. The Secretary shall notify all members of the Association in writing of any amendment to this Constitution approved by the members.

SECTION 1. Meetings shall be held as the **BOARD OF DIRECTORS** of the Association shall designate, except as otherwise specified herein. The members shall be advised of the place, date, agenda, and time of the meeting by written notice at least fifteen days in advance. In the case of the Annual Meeting, the notice shall include a request for annual dues. The Annual Meeting of the Association shall be held on the third Sunday of May each year, or such date for the following year as decided by the majority of members present at the Annual Meeting.

SECTION 2. The **BOARD OF DIRECTORS'** meetings shall be open to any member of the Association in good standing. Meetings of the Board shall be called by the President, as authorized in Article IV, Section 1 of the Constitution.

SECTION 3. Members may call a special meeting by presenting the **BOARD OF DIRECTORS** with a petition signed by five members, which states the purpose of the meeting.

ARTICLE II - DUES

SECTION 1. Each member-household in ELK FOREST shall pay the same amount of dues of the Association, regardless of the number of persons in the household.

SECTION 2. Dues shall be five dollars per member-household per fiscal year from September First to August Thirty-First. Current dues must have been paid in order to be considered an "active member" or "a member in good standing".

ARTICLE III - BOARD OF DIRECTORS

SECTION 1. The President, Vice-President, Secretary, and Treasurer shall not serve for more than two consecutive terms as "elected officers at large" on the **BOARD OF DIRECTORS**.

SECTION 2. A vacancy occurring in the office of President shall be filled by the Vice-President, as provided in Article IV, Section 2 of the Constitution. A vacancy occurring in any other office on the **BOARD OF DIRECTORS** shall be filled by appointment of the **BOARD OF DIRECTORS**.

SECTION 3. No person shall hold more than one office at the same time on the BOARD OF DIRECTORS.

SECTION 4. Any officer may be removed from office provided a majority of the active members of the Association concurs.

ARTICLE IV - AUDITING COMMITTEE

SECTION 1. Each year the President shall appoint, with the consent of the Board, an auditing committee from among the active members of the Association, for the purpose of auditing the financial records of the Association. This committee shall conduct such audit at least once during the year and at such time as the BOARD OF DIRECTORS may request.

ARTICLE V - PARLIAMENTARY RULES

SECTION 1. Roberts rules of order, revised, shall be the parliamentary authority for this Association.

ARTICLE VI - STANDING COMMITTEES

SECTION 1. The standing committees of the Association shall be: nominating, auditing, membership, and such other committees as the BOARD OF DIRECTORS shall deem necessary.

ARTICLE VII - ADOPTION AND AMENDMENT

SECTION 1. The By-Laws of this Association may be amended upon motion of fifteen members and the vote of two-thirds of the member households present, provided that written notice of such motion shall be given to each member household at least thirty days prior to voting thereon.

SECTION 2. Amendments to these By-Laws may be proposed by a petition addressed to the BOARD OF DIRECTORS signed by not less than fifteen members of the Association.

SECTION 3. The Secretary shall notify all members of the Association, in writing, of any amendment to the By-Laws approved by the members.