

**CONSTITUTION AND BYLAWS
of the
ELK FOREST CIVIC ASSOCIATION**

**CONSTITUTION
of the
ELK FOREST CIVIC ASSOCIATION
AS AMENDED 06 SEPTEMBER 1970, 07 NOVEMBER 1976, 21 AUGUST 2016, 15
AUGUST 2021 AND 12 AUGUST 2023**

PREAMBLE

SECTION 1. The ELK FOREST CIVIC ASSOCIATION exists 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 person who owns property in the Elk Forest Residential Area shall be eligible for membership in the Association.

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

SECTION 3. Each fiscal year of the Association shall commence on August 1 and end on July 31 of the following year.

ARTICLE III – ORGANIZATION

SECTION 1. The BOARD OF DIRECTORS, as defined in the By-Laws, shall manage the affairs of the organization.

ARTICLE IV – ELECTIONS AND VOTING

SECTION 1. All members of the BOARD OF DIRECTORS shall be elected by members of the Association at the Annual Meeting, as defined in the By-Laws.

ARTICLE V – ADOPTION AND AMENDMENT

SECTION 2. The Constitution and By-Laws may be amended as defined in the By-Laws.

**BY-LAWS
of the
ELK FOREST CIVIC ASSOCIATION
AS AMENDED 06 SEPTEMBER 1970 AND 07 NOVEMBER 1976
AND 21 AUGUST 2016**

ARTICLE I – BOARD OF DIRECTORS

- SECTION 1. (A) The BOARD OF DIRECTORS shall be composed of the President, Vice-President, Secretary, Treasurer (Officers), the immediate Past-President four elected Directors and the Webmaster.
- (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. If the vacancy occurs at another time of the year, another Director may be appointed by the Board Members.
- (C) The elected Officers and Directors may serve a limit of 2 consecutive 2 year terms in any position. If no one is willing to serve, the current Officer or Director may be elected to a 3rd consecutive term. Term limits are waved for the Webmaster but turnover is encouraged.
- (D) All Officers and Directors must be members in good standing, defined as members who are current in the full payment of the annual dues.
- SECTION 2. The Vice-President shall fill a vacancy that occurs in the office of the President. A vacancy occurring in any other office on the BOARD OF DIRECTORS shall be filled by appointment by 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. A request to remove any Officer or Director from office may be made by a petition signed by fifteen members in good standing stating the reason for their request to the Board of Directors. The Board of Directors shall then call a special meeting of the Association to vote on the request. A majority of the members present shall determine the outcome. The individual Officer or Director being voted upon shall not be present at such meeting.
- SECTION 5. All decisions of the BOARD OF DIRECTORS shall be by majority vote of the Board members present at meetings. A majority of the Board shall constitute a quorum for the transaction of business.

- SECTION 6. PRESIDENT – The President shall preside over all meetings of the Association and the BOARD OF DIRECTORS. The President shall call all meetings of the Association and the BOARD OF DIRECTORS, except as otherwise provided in the By-Laws. The President shall appoint the chairperson of all committees as needed. The President shall execute all agreements approved by the Association or the BOARD OF DIRECTORS. The President shall give a summary of proceedings of the BOARD OF DIRECTORS for the year at each annual meeting.
- SECTION 7. VICE-PRESIDENT – The Vice-President shall perform the duties of the President in his/her absence or disability or when requested by the President. In the event of the death, resignation or removal of the President, the Vice-President shall become President.
- SECTION 8. SECRETARY – The Secretary shall keep an accurate record of all meetings and shall keep and be responsible for all legal papers and shall issue notice of all meetings. Notification on the Association website is acceptable.
- SECTION 9. 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. The Treasurer will maintain the financial records of the Association. The Treasurer will prepare and keep on record a correct file of names, addresses, and pertinent data of all the members. The Treasurer shall issue the annual notice of dues 60 days prior to the end of the fiscal year. The Treasurer shall have the books audited by a person approved by the BOARD OF DIRECTORS prior to the annual meeting, and make a financial statement report to the Association at the annual meeting. The Treasurer shall also develop a recommendation for annual dues to present to the BOARD OF DIRECTORS, with an objective that the Association maintains a balanced budget. This recommendation shall be based on a forecast budget of expenses and revenues for the upcoming fiscal year.
- SECTION 10. 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.
- SECTION 11. Each member of the BOARD OF DIRECTORS shall have one vote on the Board.

ARTICLE II – MEETINGS

- SECTION 1. Meetings shall be held as the BOARD OF DIRECTORS of the Association shall designate, except as otherwise specified in the By-Laws.

SECTION 2. The Annual Meeting of the Association should be held on a Saturday or Sunday in August of each year, with sufficient time allowed after July 31 for the Treasurer to close the books for the previous fiscal year. Another date may be selected at the discretion of the BOARD OF DIRECTORS if deemed necessary. The Annual Meeting agenda will include a summary of the previous year's meetings of the BOARD OF DIRECTORS presented by the President, an annual report by the Treasurer, election of Officers and Directors to fill openings, and any other business raised by the Board or members.

SECTION 3. The BOARD OF DIRECTORS meetings shall be open to any member of the Association in good standing. The members will be notified of upcoming meeting times and locations via the Association website. The President, as authorized in these By-Laws, shall call meetings of the Board.

SECTION 4. Members may call a special meeting by presenting the BOARD OF DIRECTORS with a petition signed by fifteen members, and which states the purpose.

ARTICLE III - DUES

SECTION 1. Each postal address/property in ELK FOREST RESIDENTIAL AREA shall pay the same amount of dues of the Association, regardless of the number of persons in the household.

SECTION 2. The BOARD OF DIRECTORS shall determine dues for each fiscal year with a recommendation from the Treasurer, such that the Association maintains a balanced budget.

SECTION 3. In the event of a fiscal emergency, the BOARD OF DIRECTORS can approve up to \$500 expense to address the issue. The BOARD OF DIRECTORS and a majority of members present at voting must approve any expenses over this amount. If necessary, the BOARD may call a special meeting for the vote.

ARTICLE IV- ELECTIONS AND VOTING

SECTION 1. All elections to the BOARD OF DIRECTORS shall be held at the Annual Meeting, except as otherwise provided in these By-Laws. Officers and Directors shall be elected by majority vote of the members present and in good standing.

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 an adult member of the household.

SECTION 3. Voting in the Association shall be restricted to members in good standing, defined as members who are current in the full payment of the annual dues. Those members who pay dues for multiple postal addresses/properties shall have one vote for each postal address/property.

ARTICLE V – COMMITTEES

SECTION 1. The BOARD OF DIRECTORS may authorize the President to form one or more committees, as they deem necessary for the benefit of the Association.

ARTICLE VI – PARLIAMENTARY RULES

SECTION 1. Roberts Rules of Order, revised, should be the parliamentary authority for this Association.

ARTICLE VII – ADOPTION AND AMENDMENT

SECTION 1. This Constitution and By-Laws may be amended upon motion of fifteen members and the majority vote 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. The Treasurer shall certify that all signatures are from Association members in good standing. Written notice published on the Association website will be acceptable notice.

SECTION 2. The Secretary shall notify all members of the Association, in writing, of any amendments to the Constitution or By-Laws approved by the members. Publication of the amendments on the Association website will be acceptable notification.

Amendment Record

15 August 2021

- Add Webmaster to the Board of Directors (Article 1, Section 1 (A))
- Note term limits are waved for the Webmaster, added: Term limits are waved for the Webmaster but turnover is encouraged (Article 1, Section 1 (C))

12 August 2023

Add the following

- The sitting V.P. (Vice President) and the IMPP (Immediate Past President) will co chair a nominating committee to fill any and all vacant board positions as needed. In order to ensure ample time for this to occur the committee should canvas the community to determine residents with interest in serving on the board. The committee should begin their work during January of the calendar year in which there will be an upcoming vacancy. The President of the Board will determine which, if any, positions will need to be filled.