

Crescent Lake Neighborhood Association By-Laws

Crescent Lake Neighborhood Association, Inc.

Article One: Name

The name of the organization is:

Crescent Lake Neighborhood Association, Inc.

Article Two: Purpose

The purpose of the Association is to enhance, improve, and beautify the Crescent Lake Area, which is bordered by 22th Avenue North to the north, 12th Avenue North to the south, 4th Street to the east, and Dr. M.L. King Street to the west. Promoting the general welfare, happiness, and civic pride of the real property owners, tenants, and residents in the Crescent Lake Area is at the heart of this stated purpose.

Article Three: Membership

Section 1. The membership shall consist of Active and Associate members.

- a. An Active Member is any adult real property owner, tenant, or resident of the Crescent Lake Area whose dues are currently paid. An Active Member has the right to vote and privilege of holding office. New Active membership shall begin 7 days after receipt of dues.
- b. An Associate Member is any adult living outside the boundaries of this Association whose dues are currently paid and who endorses the goals of this Association. An Associate Member does not have the right to vote or hold office.

Section 2. Any person who ceases to be a member of the Association shall forfeit all right of interest in any property of the Association.

Article Four: Dues

Section 1. Members shall be required to pay annual dues in the amount as recommended by the Board of Directors and approved by the majority of active members present at any general meeting of the Association.

Section 2. The fiscal year shall be the calendar year.

Article Five: Elections

At the September Board meeting, the secretary will accept nominations for officer positions from the board, and then will collect nominations from the general body for outstanding board positions. No later than September 31 the secretary will present a ballot to the President for verification, and will present the sample ballot at the October board meeting.

A sample ballot shall be circulated in the November newsletter.

Elections will be held at the November General Meeting. The ballots will be available at the door of the meeting room. Active members present will complete their ballots and

drop them into the ballot box provided. Balloting will be opened one-half hour after the announced starting time for this meeting, and closed 20 minutes late.

The secretary will tally the votes during the meeting and will report the results before that meeting ends. The prevailing candidates will be officially seated at the end of the December Board meeting and shall serve until new ones are elected.

In the event no candidate wins a majority, the two candidates with the largest number of votes will be voted on.

All candidates for any office will be given a brief opportunity to speak before the balloting begins.

Article Six: Officers

Section 1. There shall be four Officers: President, Vice-President, Secretary and Treasurer. Duties of these Officers shall include, but not limited to, the following.

Section 2. The President shall:

- a. Be the Executive Officer and preside over the meeting of the Association and the Board of Directors.
- b. Co-sign with the Treasurer any contract or obligation as authorized by the board.
- c. Have authority to create Special Committees and appoint committee chairpersons.
- d. Be an ex-officio member of every committee.
- e. Give an Annual Report at the December Board meeting.
- f. Upon leaving office, be an ex-officio member of the Board of Directors, for one year.

Section 3. The Vice President shall:

- a. Perform the duties of the President when the President is absent.
- b. Assist the President or Board of Directors upon request.
- c. Assume the office of the President for the remaining term, should that office become vacant.

Section 4. The Secretary shall:

- a. Keep minutes of the Association meetings and Board of Directors meetings, and promptly send or deliver them to the President.
- b. Receive any written communication or reports from members and committees, and promptly send or deliver them to the President.
- c. Maintain a current list of names and addresses of all members.
- d. Safely keep all corporation documents and have a reference copy of the Articles of Incorporation and By-Laws available at all Association Meetings and Board meetings.
- e. Regularly pick up and promptly distribute Association mail received at the post office.
- f. Send for, or provide all notices as may be required.
- g. Collect nominations and assemble the ballot for Association elections.

Section 5. The Treasurer shall:

- a. Collect or receive all money belonging to the Association, promptly deposit all funds in the name of the Association in such financial institutions as the Board of Directors may designate.
- b. Pay all recurring, normal, or routine bills of the Association as authorized by the Board of Directors, and disburse any other funds as approved by the general membership.
- c. Co-sign with the President any contract or obligation as authorized by the Board.
- d. Co-sign checks with any Officer.
- e. Give a monthly Treasurer's report at the Board meeting, and a quarterly report at the General meeting, and a written financial report, whenever requested, to the Board of Directors.
- f. Maintain the financial records.

Article Seven: Directors

Section 1. The Board of Directors shall consist of all Officers and Directors, as may be elected, and the outgoing President. The Board of Directors shall have no less than seven (7) members. The office of any Director failing to attend two (2) consecutive regular Board meetings or Association meetings may, at the discretion of the Board, be declared vacant.

Section 2. The Board is charged with the responsibility of transacting the regular, routine business of the Association. Among its duties, the Board shall:

- a. Authorize payment of recurring, regular, or routine bills of the Association.
- b. Fill vacancies on the Board for the term remaining, except the office of President, by a majority vote.
- c. Create and define the duties of all Standing Committees and confirm the President's appointment of all Standing Committee Chair persons.
- d. Approve the purpose and duties of Special Committees.

Article Eight: Meetings

Section 1. General Meetings of the Association shall be held generally once a quarter with a minimum of four (4) a year. The time, date and place shall be recommended by the Board of Directors and approved by a majority of active members at any general meeting. At least seven (7) days notice shall be given to all members whenever there is a change in time, date, or place of the regular general meeting.

Section 2. Special Meetings of the Association may be called by the Board of Directors or by written request of ten (10) active members. Written notice of the date, place, and purpose of Special Meetings shall be provided to all Association members at least seven (7) days before any special meetings.

Section 3. The first General Meeting of the year shall be known as the Annual Meeting.

Section 4. The Board of Directors shall meet regularly once a month. Special Board meetings may be called by the President, or any three (3) Directors. At least three (3) days notice must be provided to Directors for Special Board meeting. In all Board meetings, a quorum shall consist of four (4) directors.

Article Nine: Standing Rules

The orderly transaction of business affairs during meeting shall be governed by Robert's Rules of Order, Revised.

Article Ten: Amendments

These By-Laws may be amended in the following manner over a period of Two (2) consecutive General Meetings.

Section 1. First Meeting: The proposed amendment shall be read to the general membership and the floor opened up to debate.

Section 2. Second Meeting: The proposed amendment shall be re-read to the general membership, followed by a motion to vote. The amendment must be approved by two-thirds (2/3) of the active members present.

Article Eleven: Fund Raising

Any fund raising shall be approved by the Board of Directors and shall not violate any city, county, state, or federal statute or law. Donations shall be accepted.

*"An ex-officio member of a committee or Board is one who is a member by virtue of holding some particular office. If the office is under the control of the Society, then there is no distinction between the ex-officio member and the other members. But if the ex-officio member is not under the authority of the Society, they have all the privileges but none of the obligations of membership as were the Governor of a State is ex-officio manager or trustee of a private academy. Sometimes the By-Laws provide that the President shall be ex-officio member of every committee; in such a case it is evidently the intention to permit, not require them to act as a member of the various committees, and therefore in counting a quorum they should not be counted as a member."

Source: Robert's Rules of Order, Revised.