

Revision 10/20/05

Constitution & By-Laws – Clermont Civic Association

ARTICLE 1 – Name & Purpose

Section 1 - The name of this organization shall be CLERMONT CIVIC ASSOCIATION (hereinafter called the Association).

Section 2 - The purpose shall be the improvement, safety, recreation, health, and general welfare of the community of Clermont.

ARTICLE 2- Membership, Boundaries, Dues & Voting Rights

Section 1- Each residence shall be entitled to one membership and one vote, which may be cast by any adult member of the residence (except see Section 3 below).

Section 2 - The boundaries of the Association shall cover the same as the recorded plot of Clermont.

Section 3 - Dues shall be Ten Dollars (\$10.00) per membership per year, payable at the annual meeting (see Article 6). Any membership delinquent for six (6) months in payment of dues shall be ineligible to vote.

Section 4 - Each eligible membership shall be entitled to one (1) vote at all meetings of the Association. A member may cast its vote by sealed ballot, provided this ballot is delivered personally by a member of his household to the Secretary prior to the start of the meeting at which the matter in question is to be voted upon. The secretary shall deliver all absentee ballots to the President when the vote is taken.

ARTICLE 3- Officers

Section 1 - The officers of the Association shall be the President, Vice-President, Treasurer and Secretary.

Section 2 - These officers shall constitute the Executive Committee of the Association.

Section 3 - The officers shall serve for a term of two (2) years. The term of office will start from the time of the annual meeting at which they are elected, or until their successors are elected and installed.

Section 4 - The officers shall be elected and installed at the annual meeting of the Association. A majority of the votes cast shall be required to elect any officer. If none of the candidates receive a majority on the first ballot, the two candidates receiving the highest number of votes cast shall be the candidates on the second vote.

Section 5 - The President shall appoint a nominating committee at least one month before the annual meeting. Additional nominations may be made from the floor at this meeting. The consent of each nominee must be obtained.

Section 6 - In case of a vacancy in the office of President, the Vice-President shall succeed to the office for the remainder of the term. The President shall appoint successor officers in the case of vacancies in either the Vice-President, Secretary or Treasurer offices until the next annual meeting, at which the appointee must stand for election if one more year remains in the office to which they were appointed.

ARTICLE 4- Duties of Officers

Section 1- The President shall be the chief executive officer of the Association and the Executive Committee. The President shall preside at all meetings of the Association and of the Executive Committee. The President shall see that all actions of the Association and the Executive Committee are carried out. The President shall also be empowered to sign all checks of the Association in the absence or inability of the Treasurer.

Section 2- The Vice-President shall assist the President and shall perform the duties of the President in the President's absence.

Section 3- The Treasurer shall keep accurate and complete accounts of receipts and disbursements, shall deposit all money received by the Association in a bank approved by the Executive Committee, and shall sign all of the checks of the Association. The Treasurer shall permit the accounts to be inspected or audited upon request of the Executive Committee or any member of the Association. The Treasurer will report the status of accounts at each annual meeting.

Section 4- The Secretary shall keep a list of the membership of the Association, a summary of all actions at each meeting of the Association and of the Executive Committee, and shall keep all records belonging to the Association. The Secretary shall conduct the correspondence of the Association, including notices of meetings, notifying members whose dues are in arrears, and shall be the final authority on the eligibility of voters.

Section 5- The Executive Committee shall carry on the affairs of the Association between meetings of the Association. The Executive Committee shall meet at the call of the President. At least three (3) days notice, not necessarily in writing, shall be required for such meetings, but such notice may be waived if agreed to by all four officers.

ARTICLE 5- Committees

Section 1- The President may, as the need arises, appoint standing or special committees. Duties of such committees shall be decided by the Executive Committee. The period of service of all standing or special committees may not extend beyond the annual meeting. However, nothing in this section shall be construed as barring reappointment of any or all standing or special committees.

ARTICLE 6- Meetings

Section 1- The annual meeting of the Association shall be held on a Sunday (after Labor Day) in September, unless changed by direction of the President, but in any event will be held within the next thirty (30) days. At least ten (10) days written notice of the time and place of the meeting shall be required.

Section 2- The fiscal year of the Association shall start on October 1 and end on September 30.

Section 3- Special meetings of the Association may be called upon ten (10) days notice by the President of the Executive Committee. The notice shall state the business to be considered, and no other business shall be considered at the special meeting.

Section 4- No business at an annual or special meeting may be considered unless a quorum (at least 51%) of the membership is present in person or by proxy.

Section 5- A majority of the votes shall be required to decide any matter which comes before any meeting, except amendment of this Constitution and By-Laws (see Article 7).

Section 6- The order of business at meetings shall be:

1. Call to order.
2. Reading of Minutes of previous meeting.
3. Reports of officers.
4. Reports of committees.
5. Unfinished business.
6. New business.
7. "Good of the Association" suggestion and discussions.
8. Adjournment.

ARTICLE 7- Adoption and Amendment

Section 1- This Constitution and By-Laws shall take effect upon its adoption by a majority of qualified memberships who signify their adoption by signing the permanent record copy of this document.

Section 2- This Constitution and By-Laws may be amended by a vote of 70% of the eligible memberships of the Association, provided the proposed amendment has been presented at a regular or special meeting of the Association within forty-five (45) days before the meeting at which the amendment is to be voted upon, and provided further that written notice of the time and place of the meeting at which the vote shall be made has been given to the membership at least ten (10) days before such a meeting.

