

ARTICLE I - NAME

The name of this corporation shall be the Beacon Hill Civic Association, Inc., hereinafter called the Association.

ARTICLE II - OBJECTIVES

The objectives of this Association are to promote the interest of the community of Beacon Hill with respect to the safety, education, recreation, friendship, and general welfare of the community and to protect the community rights of the inhabitants thereof.

ARTICLE III - MEMBERSHIP AND DUES

- I. All persons eighteen (18) years of age or older residing in Beacon Hill are eligible for membership.
- II. Required annual dues shall be five dollars (\$5.00) per dwelling per fiscal year. Any member delinquent in payment of dues for three (3) months shall be ineligible to vote; and, if delinquent for six (6) months shall be dropped from membership. New residents of the community arriving after July 1, shall be entitled to all privileges of membership until the following January 1, without payment of the annual dues.
- III. The fiscal year shall begin on January 1.
- IV. There shall be no compulsory assessments other than annual dues.

ARTICLE IV - VOTING RIGHTS

Each member dwelling shall be entitled to two votes at meetings of the Association. Votes may be cast in person by an adult occupant (18

years or older) having membership in good standing. Absentee voting may be done by submitting a signed ballot to the Secretary in a sealed envelope prior to the balloting at the meeting.

ARTICLE V - OFFICERS

I. Officers

The officers of the Association shall consist of a President, Vice-President, Secretary, and a Treasurer, all of whom shall serve a term of one year or until successors are selected and installed.

It is desirable, although not mandatory, that a member serve on the Board of Directors to be eligible for the Presidency.

II. Duties

A. The President shall be the chief executive officer of the Association and shall preside at all meetings of the Association and meetings of the Board of Directors. He shall see that all resolutions passed by the membership or the Board of Directors are put into effect. He shall also have the power to appoint all committee chairmen, except the nominating and auditing committees. The President shall be an ex-officio member of all committees.

B. The Vice-President shall perform the duties of the President in case of the latter's absence or inability and shall perform such other duties as may be directed by the Board of Directors. In the event of the death or resignation of the President, the Vice-President shall succeed to the Presidency. The Vice-President shall be an ex-officio member of all committees.

C. The Secretary shall take and read the minutes of all Association proceedings and of the Board of Directors and shall keep the essential records belonging to the Association. The Secretary shall handle all

official correspondence of the Association except that which can be properly managed by the various committees. The principal office of the Association will be the residence of the Secretary.

D. The Treasurer shall have custody of the funds and securities of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. He shall deposit all monies and other valuable effects of the Association in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. He shall disburse the funds in accordance with the budget of the Association, taking proper vouchers for said disbursements, and shall render to the President or Board of Directors, whenever they may require it, an account of all his transactions as Treasurer and of the financial condition of the Association, and at the annual meeting of the members, he shall submit his annual report.

ARTICLE VI - BOARD OF DIRECTORS

I. Directors

The members of the Association shall be represented by a Board of Directors consisting of the four officers; the President, Vice-President, Secretary, and Treasurer, and six (6) district representatives. The District Representatives shall be elected by their constituents living in their respective districts, and shall serve for a period of one (1) year. The district shall be determined by the Board of Directors and marked on a copy of the Beacon Hill Plot Plan which will be kept by the Secretary.

II. Powers and Duties of the Board of Directors

A. In addition to the powers and authorities by these By-Laws expressly conferred upon it, the Board of Directors may exercise all such powers of the Association and do all such lawful acts and things as are not by statute or by these By-Laws directed or required to be exercised or done by the members.

B. The Board of Directors shall have full power to conduct the affairs of the Association except as limited by the By-Laws.

C. The business and property of the Association shall be managed and controlled by its Board of Directors.

D. The Board of Directors cannot incur liabilities for the Association in excess of \$25 unless provided for in the Association's budget without the Association's approval (see Item F below for Association's approval of annual budget).

E. The Board of Directors shall have power to:

1. Determine by whom and in what manner the Association's bills, notes, receipts, acceptances, endorsements, checks, releases, contracts, or other documents shall be signed.
2. Delegate specific executive powers to any committee, officer, or agent by proper written communication.
3. Fill any vacancy among the officers or District Representatives for any unexpired term.

F. The Board of Directors will present a proposed budget during the month of January for the approval of the membership at a special meeting of the Association during the month of February. The budget stands approved unless objected to as specified under article 8, section 3. Expenditures of more than \$25 in excess of the budget must be approved by the membership.

ARTICLE VII - NOMINATIONS AND ELECTIONS

- I. Any member who is a voting member in good standing is eligible for nomination as an officer or director.
- II. At a special meeting thirty (30) days prior to the annual meeting, the Board of Directors, acting as the nominating committee, will accept nominations from the floor for all expiring offices. The nominating committee will assure at least two candidates will be offered for each office.
- III. Prior willingness of any candidate to accept the office if elected will be established by the nominating committee prior to publication of the ballot. No candidate may run for more than one office in any one election.
- IV. The election of officers and district representatives shall be by plurality vote and shall take place at the annual meeting in November. At this meeting, the President of the Association shall appoint a Judge of Election and sufficient tellers who are not candidates for office to canvas the vote. The vote shall be by secret ballot. Each voter shall be able to vote for all officers and the director from his district. The ballot shall be counted in the presence of all voting members attending the meeting, and the Judge of Elections shall announce the results, declaring the names of those elected. Terms of office will commence at the close of the annual meeting.

ARTICLE VIII - ASSOCIATION MEETINGS

- I. An annual meeting of the members of the Association for the election of officers and directors and any other business to be transacted

shall be held each November. The date shall be selected by the President, and written notice shall be given to all members of the time, date, and place of the meeting at least ten (10) days in advance thereof.

II. The President may call special meetings of the Association when directed by a majority of the Board of Directors or upon presentation to any member of the Board of a petition signed by at least 10% of the voting members. At least two (2) days in advance of the meeting, all members shall be notified of the time, place and agenda of the special meeting.

III. A quorum, consisting of 10% of the eligible votes of the Association shall be required to transact business (with the exception of nominations) at an annual or special meeting. If, however, a quorum is not present within a reasonable time, the President shall have the power to adjourn and to recall the meeting without written notice at such time as a quorum is present.

IV. Unless otherwise noted in these By-Laws, a plurality of votes cast is necessary to decide any issue which shall come before any meeting of the Association.

ARTICLE IX - MISCELLANEOUS

I. Conduct of Meetings - Any procedure not covered by these By-Laws shall be covered by Robert's Rules of Order, Revised.

II. Audit of Accounts - A committee on audit consisting of three (3) members not on the Board of Directors shall be appointed by the Board of Directors at its last regular meeting prior to the annual meeting, and this committee shall make a complete audit of the books

and records of the Association. The committee shall make its report to the membership at the annual meeting.

III. Amendment of By-Laws - These By-Laws may be amended, altered, repealed, or added to by the affirmative vote of two-thirds of the members entitled to vote.

IV. Adoption of Constitution and By-Laws - This constitution and By-Laws shall become effective upon acceptance by more than two-thirds of those Beacon Hill residents participating at the meeting whose purpose it is to organize this Association.