## ARTICLE ONE

## NAME

Section 1.

Section 2.

Section 1.

Section 2.

Section 3.
Section 1.

Ashbourne Hills shall include all of that area shown on the plot or plots of Ashbourne Hills which are now or may in the future be recorded in the office of the recorder of Deeds in and for New Castle County.

## $\underline{\text { ARTICLE Two }}$

MEMBERSHIP
Active membership in the Association shall be extended to all households, (sole, joint, or otherwise) in Ashbourne Hills upon payment of dues as specified in Article II of the By-Laws.

## ARTICLE THREE

The name of this organization shall be "The Ashbourne Hills Civic Association, Inc." hereinafter referred to as the Association.

ARTICLETWO

## ORGANIZATION

The affairs of the Association shall be managed by the Executive Board of the Association, except as is provided in section 3 of this Article.

All decisions of the Executive Board shall be by majority vote of the total number of Board members, except as may otherwise be provided in this Constitution and By-Laws.

A quorum of active member households at any meeting called pursuant to the provisions of this Constitution and/or By-laws may exercise, by a majority vote on any question, in addition to any powers specifically reserved to the active membership, all the powers of the Executive Board including the power to override said Board.

## ARTICLE FOUR

## EXECUTIVE BOARD

Section 1.

Section 2.

Section 3.

Section 4.

Section 5.

Section 6.

Only active resident members of the Association shall be eligible for nomination to the Executive Board.

The Executive Board shall be composed of the President, Vice-President, Secretary and the Treasurer.

President: The President shall preside over all meetings of the Association and the Executive Board. She/He shall call all meetings of the Association and Executive Board, except as otherwise provided in this Constitution and ByLaws. She/He shall appoint the chairperson of all committees. She/He shall execute all agreements approved by the Association or the Executive Board. She/He shall be responsible for ensuring that the budget is prepared and submission of the budget as provided in the By-laws. She/He shall be one of the officers qualified to countersign checks for the payment of money.

Vice-President: The Vice-President shall perform the duties of the President in his/her absence or disability or when so requested by the President. In the event of the death, resignation, or removal from the office of the President shall become President. She/He will automatically succeed the President to office upon the completion of the President's term of office. She/He can be one of the officers qualified to countersign checks for the payment of money.

Secretary: The Secretary shall prepare and keep such books of record of the business of the Association as the Executive Board or the laws of the state of Delaware may require. The Secretary shall carry on the correspondence of the Association at the direction of the President or the Executive Board.

Treasurer: The Treasurer shall keep full and accurate accounts of the financial transaction, receipts, and disbursements of the Association, in the books to the Association. She/He shall deposit the funds and other valuable effects of the Association in such depository or depositories as may be designated by the Executive Board. She/He shall be one of the officers qualified to countersign checks for the payment of money.

The members of the Executive Board shall hold office for two years, or until their successors are elected and qualified as hereinafter provided in the Constitution and By-laws, as do the President and the President Elect, who shall hold office for a term of two years.

Section 8.

Section 9.

Section 1.

Section 2.

Section 3.

Section 4.
Each active member household shall be entitled to one vote at meetings of the Association. Votes may be cast in person or by submission of a ballot to the Secretary in a sealed envelope in advance of the meeting.

## ARTICLE SIX

## ADOPTION AND AMENDMENT

Section 1.

Section 2.

Section 1.

Section 2.

Section 3.

Section 4.

Section 5.

Section 6.

This constitution and By-laws shall become effective October $13^{\text {th }}, 2010$.

Upon written petition of twenty-five active members this constitution may be amended provided the affirmative vote of the majority of the active member households is obtained. Due notice of such action shall be given at least five (5) days prior to voting thereon.

## BY-LAWS

MEETINGS
The annual meeting of the Association shall be held during the month of April each year on such date as shall be designated by the President.

In addition to the Annual meeting each year, special meetings of the Association shall be called at the discretion of the Executive Board by ten (10) active members of the Association.

Written notices of regular and special meetings shall be provided to all members advising the place, date, and time of the meeting at least five (5) days in advance of the meeting.

The Executive Board shall hold at least one meeting each month, except during the months of June, July, August, and December, when such meetings shall be optional. All Board meetings can be open to any member (active) of the Association.

All meetings shall be governed by "Robert's Rules of Order" except where they are inconsistent with this Constitution and By-laws.

A quorum for the transaction of business at meetings of the membership at large shall be all members present at the
meeting which has been legally called and for which due notice as provided for in Article I, Section 3 of the By-laws shall have been given.

Section 7.
The membership year of the Association shall be from the first day of January to the thirty-first day of December of any given year.

## ARTICLE TWO

## DUES AND FINANCE

Dues for active household membership shall be set at the Annual Meeting payable by December 31, of the current year.

The President is required to present to the membership an annual budget no later than September $30^{\text {th }}$ of each year.

The Executive Board is authorized to spend all necessary sums for the operation of the Association.

Section 4.

Section 5.

Section 1.

Section 2.

Expenditures in excess of Seventy Dollars (\$70) must be authorized by the Executive Board and checks co-signed by the President or Vice-President as provided in Article IV of the Constitution. The Treasurer is authorized to sign checks to the extent of Seventy Dollars (\$70).

During each year the President shall appoint, with the approval of the Executive Board, an auditing Committee from among the active members of the Association. The auditing committee shall audit the books of the Association and present a written report at the Annual meeting, and at such other times as the Executive Board may request.

## ARTICLE THREE

## ELECTION AND VOTING

The Executive Committee shall present their slate of nominees to the membership no later then three weeks prior to the elections.

Additional nominees for any office can be placed on the official ballot at the annual meeting.

Section 3.

Section 4.
Section 5.

Section 1.

Revised/2010
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Officers and Representatives shall be elected from the active membership by the plurality vote.

No one person shall hold more than one elective office at the same time.
The Past President can be an ex-officio member of the succeeding Executive Board.

## ARTICLE FOUR

AMENDMENT
These By-laws may be amended by a two-thirds vote of the members present at any meeting provided due notice shall have been given (5) days in advance.

