

# By Laws of the Lincolnshire Residents Club

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## DEFINITIONS

BOD	- Board of Directors (Board)
CLUB	- "LINCOLNSHIRE RESIDENTS CLUB"
DIRECTORS	- Other elected members of the Board not serving in an Officer capacity.
MEMBERS	- All Resident Owners and their spouses in Lincolnshire Estates
OFFICERS	- President, Vice-President, Secretary, & Treasurer '- (on occasion Immediate Past President, Assistant-Sect, & Assistant-Treasurer)
STAFF	- Officers and Directors

## **ARTICLE I - NAME of the ORGANIZATION**

The name of this organization shall be “**THE LINCOLNSHIRE RESIDENTS CLUB**”. The Residents Club should not be confused with the Homeowners Association (HOA) of Lincolnshire Estates. The Residents Club shall not merge their Organization or Staff members with the HOA at any time.

## **ARTICLE II - OBJECTIVES**

Section 1. THE OBJECTIVES OF THIS CLUB SHALL BE:

- (a) To promote social, educational, and recreational activities. To encourage participation by all residents (owners & renters).
- (b) The Club shall be non-political and shall endorse no candidates for public office.

## **ARTICLE III - MEMBERSHIP**

Section 1.1 The members of this Club shall consist of every resident owner and/or spouse in Lincolnshire Estates.

Section 1.2 Renters shall have all the privileges of the Club except those of holding elective offices of the voting at any business meeting of the Club.

## **ARTICLE IV – BOARD OF DIRECTORS**

Section 1.1 The BOD of the Club shall consist of the President, Vice-President, Secretary, Treasurer and six (6) Directors, all having been elected by the Membership.

1.2 The Immediate Past President shall automatically become a member of the Board for one (1) year.

1.3 No Board Member of the Residents Club shall hold a Board Member position on staff of the Homeowners Association (HOA) of Lincolnshire Estates.

Section 2. The term of office for the President, Vice-President, Secretary and Treasurer shall be for two (2) years ~~unless re-elected~~.

Section 3. The term of office for the six (6) Directors shall be for two (2) years ~~unless re-elected~~ and in such a manner that the terms of three (3) Directors shall expire in one (1) year and the term of the other three (3) Directors shall expire the following year.

Section 4. The Assistant Secretary and Assistant Treasurer shall be appointed by the BOD and will have voting power in this capacity only in the absence of the Secretary and/or Treasurer.

Section 5. The President shall act as Chairman of the meeting of the BOD and all other meetings. In his/her absence, the order of responsibility shall be:

- (a) Vice-President, (b) Immediate Past President, (c) any Board Member appointed by the President.

Section 6.1 A vacancy on the BOD shall exist when a member:

- (a) Neglects his/her duty or is absent from the Board of Director’s meeting for three (3) consecutive meetings during the period of November thru April.

- (b) Absence is considered detrimental to the interest of the Club.
- (c) When a member is physically unable to fulfill his/her duties.
- 6.2 Whenever a vacancy occurs in any office, or on the BOD, the President, with the approval of the BOD, shall declare the office vacated and shall name a successor to complete the unexpired time of such office.
- Section 7. A vacancy on the BOD shall be filled by a majority vote of the remaining members of the Board and the person so appointed shall hold office until the next annual election of the Club.
- Section 8.1 The BOD shall assist the President in appointing such committees, their chairperson(s) and in setting out their duties and responsibilities as shall be deemed desirable for the efficient and harmonious operation of the Club's affairs and activities.
- 8.2 The term of office for appointees shall be for the fiscal year of the Club but such person(s) may be appointed.
- Section 9. The BOD shall supervise the use and care of the recreation hall except for the duties and responsibilities designated to be that of the Owners and/or Managers.
- Section 10.1 The BOD shall review all written requests, suggestions and grievances submitted by the residents, insofar as relate to the objectives of the Club as set out in Article II, Section 1. of these By-Laws.
- 10.2 All such requests, suggestions and grievances shall be acknowledged, in writing, showing the Board's proposed action on the subject.
- 10.3 Should a resident not agree with the proposed action he/she may request to appear before the Board to discuss the issue in detail.
- 10.4 If still unsatisfied, such may be brought forward at the next business meeting of the Club.
- Section 11. The BOD shall, every two (2) years, ensure that all equipment and property purchased and owned by the Club is properly identified as Club property and will ensure that a detailed inventory list is filed with the Treasurer.

## **ARTICLE V – RESPONSIBILITIES OF OFFICERS**

- Section 1. The **PRESIDENT** shall:
  - (a) Conduct all business meetings. See that all matters which require the approval of the membership, are properly placed on the agenda of the regularly scheduled business meeting of the Club.

The President may:

  - (a) Delegate chairmanship for the social meetings if he/she so desires.
  - (b) Call a special business meeting of the Club for any one emergency business decision.
  - (c) Appoint any eligible person to act as an interim temporary officer or Director in the absence of any regularly elected official. However, such appointment is subject to the approval of the BOD and shall expire at the end of the fiscal year of the Club.

- Section 2. The **VICE-PRESIDENT** shall:
- (a) Assume all the duties of the President in his/her absence.
  - (b) Serve as President in his/her absence if a vacancy occurs in that office and fill same until the next election of officers.
  - (c) Together with the President, see that all new residents are properly welcomed and introduced to the membership.
  - (d) Have charge of and ensure that the schedule of regular and special events is posted on the bulletin board and kept current.
  - (e) Have custody of copies of the Club's By-laws and ensure that each new resident promptly receives a copy.

- Section 3. The **SECRETARY** shall:
- (a) Prepare and post written notices of general meetings, including the meeting agenda on the designated park bulletin boards at least five (5) days before any meeting called by the Board. In case of an emergency meeting being called, the Secretary may waive the usual notice posting requirements.
  - (b) Have charge of and keep a full and accurate written record of all proceedings of meetings of the BOD and of the membership.
  - (c) Under the direction of the BOD, handle all correspondence for the Club.
  - (d) Perform such other duties as directed by the Board of the Club.
  - (e) In the absence of the President, Vice-President, and the Immediate Past President at a Board meeting, call the meeting to order and preside pending the appointment or selection of a temporary presiding officer.
  - (f) Maintain a copy of the duties and responsibilities of each committee chairperson so appointed.
  - (g) Ensure that an up-to-date copy of the Club's By-Laws is on file.

- Section 4. The **ASSISTANT-SECRETARY** shall:
- (a) Perform all the duties of the Secretary and assist the Secretary as requested in his/her absence.

- Section 5. The **TREASURER** shall:
- (a) Receive all monies belonging to the Club.
  - (b) Keep true and accurate account of the same.
  - (c) Deposit all monies in a designated bank account.
  - (d) Make disbursements from said funds which have been approved by the BOD.
  - (e) Submit a monthly report, in brief, to the regular monthly meeting of the Club.
  - (f) Keep on file the Board of Director's current record of all Club-owned property and equipment.

- Section 6. The **ASSISTANT TREASURER** shall:
- (a) Perform all the duties of the Treasurer as requested in his/her absence.

## **ARTICLE VI – NOMINATIONS / ELECTIONS**

- Section 1.1 **Candidates** for office shall be named by a Nominating Committee at a regular business meeting in January.

- 1.2 This Committee shall consist of at least three (3) members and shall select at least one (1) candidate for each office to be filled.
- 1.3 Nominations may also be made from the floor at the February meeting.
- 1.4 Such persons nominated must have previously signified their willingness to serve.
- Section 2. Candidates running for office on the BOD may be from the same family/household.
- Section 3.1 The election shall be held at the February Business meeting and shall be the first item of business after the Officers' reports and added nomination from the floor.
- 3.2 Selection of Officers shall be by written ballot for each office and the candidate receiving the highest number of votes shall be declared the winner.
- 3.3 There shall be no absentee (proxy) ballots.
- 3.4 All ballots shall be collected, tabulated and counted by the tellers and the results announced at the conclusion of the meeting.
- 3.5 The President shall appoint the tellers.
- Section 4. New Officers elected in February shall have the right to attend and participate in future business meetings held in February and March.
- Section 5. The newly elected Officers shall take office at the regular business meeting in April of the same year.

**ARTICLE VII – MEETINGS**

- Section 1.1 The Social Meetings of the Club shall be held each Wednesday morning unless a National Holiday or some other event makes it advisable to postpone the meeting.
- 1.2 Postponement must have the approval of at least (3) members of the Board and will be announced by the President or his/her designate at the Wednesday coffee immediately preceding the date.
- 1.3 Should a matter of importance arise; the President may bring that matter to the attention of the membership during the social meeting.
- Section 2. The Regular General Meetings of the Club shall be held the first Tuesday of each month at 7PM, following the monthly Board of Directors meeting.
- Section 3.1 Special General Meetings may be called by the President, but such meeting should not be held in conjunction with or immediately after a Wednesday Social Meeting.
- 3.2 No business of the club shall be transacted at the Special Meeting except that for which the Special Meeting has been called.
- Section 4.1 Board Meetings. The BOD shall meet on the last Tuesday of each month, for a minimum of ten meetings per year to consider all the business that may properly be brought before the meeting.
- 4.2 Special Board Meetings may be called by the President whenever and upon the written request signed by at least three (3) members of the Board.
- 4.3 The BOD shall make a report of the business transacted by it to the Club at the next Regular General Meeting of the Club following the meeting of the BOD at which such business was transacted.

- 4.4 The quorum necessary for a Board Meeting shall be the majority of its members in attendance at the time of the meeting, but not be less than six (6) members.
- 4.5 In the event a quorum is not reached, the Board members present can accept documents or requests and forward them to the next Board meeting.
- Section 5. The **ANNUAL MEETING** of the Club shall be the February Regular General Meeting at which time the election of Officers will be held.
- Section 6. **EMERGENCY MEETINGS** may be called by the President and/or the majority of the Board member sand held only in the case of a bona-fide emergency.
- Section 7. Renters may attend and actively take part in all Regular General Meetings may may not cast a vote at such meetings nor stand for election for any office.

### **ARTICLE VIII - FINANCES**

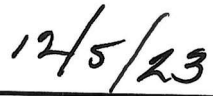
- Section 1. The Financial and Administrative affairs of the Club shall be under the general supervision of the BOD. However, its actions always shall be subject to scrutiny and revision by a vote of the members of the club.
- Section 2. The BOD shall prepare an annual budget of Revenue & Expenditures and present such to the Club annually for their approval at the April business meeting.
- Section 3.1 The BOD shall ensure that, at no time, the uncommitted funds remaining in the Bank Account of the club shall not be less than \$1,000.00.
- Section 3.2 The BOD shall be authorized a contingency fund of \$400.00 for emergency purposes between meetings.
- Section 4. Requests for expenditure of Club funds must first be submitted in writing to the BOD who will ensure that sufficient funds are or can be made available prior to any commitment being made to the procurement of the capital item(s).
- Section 5.1 The BOD shall be responsible for all fund-raising activities of the Club and shall authorize all expenditures prior to payment by the Treasurer.
- Section 5.2 All funds raised from any activity through or in the name of the Club shall be turned in to the Treasurer, with a covering report, as soon as possible for deposit in the Club's General Fund.
- Section 6. The Board shall at the February Board meeting of the Club each year, designate four (4) members of the Board to act as signing officers for the coming year. Checks written from the Club's treasury require only two (2) signatures of the four (4) authorized signing officers.
- Section 7. In the event of a husband and wife holding positions on the Executive or the BOD, only one (1) can be a signing officer.
- Section 8. The Fiscal Year of the Club shall be from April 1 to March 31 of next year.
- Section 9.1 The BOD shall appoint an Auditor who will perform and audit of the Treasurers accounts and records.
- Section 9.2 Report of this audit shall be presented to the Club membership at the following General Meeting.

**ARTICLE IX – BY-LAWS**

- Section 1. These By-Laws may be amended at any regularly scheduled business meeting of Club only after the following steps have been taken:
- (a) Amendment proposal shall be filed in writing with the Secretary.
  - (b) The Secretary will present the proposed amendment(s) to the BOD at their next scheduled meeting following which the Secretary will post copies of the proposed amendment(s) in the laundry room and recreation hall bulletin boards.
  - (c) The Secretary will then read the proposed amendment(s) to the members at the next scheduled general meeting.
  - (d) At the discretion of the President, this item may be opened to the floor for discussion.
  - (e) At the following ensuing business meeting, the President or Chairperson, shall present proposed amendment(s) before the members for discussion, vote and final disposition.
- Section 2.1 The BOD shall ensure that Lincolnshire Members have access to an up-to-date copy of the Club’s By-Law.
- 2.2 Upon request, the Board shall supply a copy of the Club’s By-Laws to any resident (one per household) not having one.
- Section 3. The BOD shall at the end of each fiscal year add all passed amendments to the By-Laws in that year to be typed up and available to each member (one per household) on request as an addendum to their own copy of the By-Laws.

**APPROVED AND ADOPTED BY-LAWS OF THE LINCOLNSHIRE RESIDENTS CLUB**

  
\_\_\_\_\_  
President – Linda Casey

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary – Shirley Bettencourt

  
\_\_\_\_\_  
Date