

BY-LAWS
OF
PEMBREY CIVIC ASSOCIATION

ARTICLE I – NAME

This Association shall be known as “Pembrey Civic Association”.

ARTICLE II – OBJECT

The objectives of this Association are to advance the interests and promote the general welfare of the community of PEMBREY and to protect the community rights of the residents and owners thereof.

ARTICLE III – MEMBERSHIP

Section 1

Membership in the Association shall be open to Property owners and members of their immediate family only.

Section 2

Membership is obtained and maintained by annual payment of dues. Association membership is valid up to and including the day on which the Annual meeting is held if dues have been paid during the prior year.

ARTICLE IV – VOTING POWER

Section 1

Each household holding membership in the Association shall be entitled to one vote regardless of the amount of property owned.

Section 2

Voting by written ballot may be permitted. Absentee ballots will be accepted if they are signed by a member and presented at the time of a vote.

BY-LAWS

ARTICLE V – OFFICERS – MANAGEMENT

Section 1

The officers of the Association shall consist of a President, a Vice President, a Secretary, and a Treasurer.

Section 2

The management of the Association shall be administered by a Board of Directors consisting of nine members, four of whom will be the officers, elected from the membership of the Association.

Section 3

The officers and directors shall be elected at the annual meeting for a term of one year. Nominations may be made from the floor. No officer shall hold the same office for more than two consecutive terms. No Director shall be able to serve more than two consecutive terms.

Successful candidates will be those who receive a plurality of votes.

Vacancies in any of the offices of the Association, which occur between annual meetings, shall be filled by the Board of Directors by election of one of their number for the unexpired portion of the term.

ARTICLE VI – DUTIES OF OFFICERS AND BOARD OF DIRECTORS

Section 1

It shall be the duty of the President to preside at all meetings of the Association, to appoint all committees not otherwise provided for herein, and to perform such other duties as the office may require.

Section 2

In the absence or disability of the President, the Vice President shall perform the duties of the President.

Section 3

The secretary shall maintain a record of the names and addresses of current residents and each property owner, will record the proceedings of all Association and Board of Directors meetings, issue all notices, conduct necessary correspondence, and maintain the Association's records.

By-Laws

Section 4

The Treasurer shall collect all dues, have custody of the Association's funds, keep account of receipts and expenditures in books belonging to the Association, shall report the state of the treasury at each annual meeting and whenever required by a resolution of the Association. The Treasurer shall make such disbursements as are approved by the Board of Directors or directed by the Association.

Section 5

The Board of Directors shall carry out the functions of the Association between meetings of the membership. The Board of Directors shall make provisions for places of the meetings, shall have the power to authorize expenditure by the Treasurer of all funds of the Association.

ARTICLE VII – AMENDMENTS

Amendments to the By-Laws shall be made by three-fourths of the votes cast at an annual or special meeting of the Association. An amendment must be proposed at a meeting preceding the one at which the vote is taken; the Secretary shall give to the membership a written notice of any proposed amendments ten days prior to the meeting at which the vote will be taken.

ARTICLE VIII – MEETINGS

This Association shall hold its annual meeting on or about the first Monday of March of each year.

The fiscal year shall extend from March 1 to the last day of February of the following year.

Special meetings may be called at the direction of the President or at the request of any seven members in a signed petition presented to the President; a meeting must be held within fifteen days after the receipt of such a signed petition.

ARTICLE IX – QUORUM

Section 1

The attendance of fifty percent of all board members shall constitute a quorum for any meeting of the Board of Directors. A quorum is required for the Board to conduct the Association's business.

Section 2

A motion for approval of any business other than an amendment to these By-Laws shall require the approval of the majority of those in attendance and eligible to vote at either a special or annual meeting of the Association.

By-Laws

ARTICLE X – DUES

The Board of Directors shall recommend to the Association, for its action at the annual meeting, the dues structure for the coming year.

ARTICLE XI – FUNDS

The funds of the Association shall be in the custody of the Treasurer who shall deposit such funds in a local bank.

No commitments shall be made in an amount greater than the net balance of the Association's accounts.

Disbursements of funds of the Association shall be made only upon signature of the Treasurer or President.

ARTICLE XII – COMMITTEES

From time to time the President, with the approval of the Board of Directors, may appoint committees as are necessary to carry on the work of the Association; some of these may be standing committees.

The President shall appoint a nominating committee of three members, in good standing, on or before January 1. The Nominating Committee is responsible to identify members willing to be candidates for Officer and Board positions of the Association at an election to be held at the annual meeting.

ARTICLE XIII – PARLIAMENTARY PROCEDURE

Roberts' Rules of Order shall prevail on any subject not covered by the By-Laws.

Revised By-Laws as approved at the Annual Meeting March 1, 2004