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THE VARLANO VILLAGE CIVIC ASSOCIATION

BYLAWS

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Article I: NOMINATIONS AND ELECTIONS

Section 1.

At a Board of Governors meeting which shall be held at least sixty (60) days prior to the end of the fiscal year, the President shall appoint, with the approval of a majority of the board of Governors, a Nominating Committee. This committee shall consist of at least four (4) members selected from the general membership.

Section 2.

The Nominating Committee shall present to the general membership at the January Meeting of the members a list of one or more candidates for each of the Offices of the Executive Committee.

- a. The President shall, in addition, receive nominations from the floor.
- b. After the nominations shall have been closed, the general membership shall elect the Officers of the Executive Committee by a simple plurality, and by written ballot.
- c. Only one officer per membership shall be elected to the Executive Committee.

Article II.

DUTIES AND TERMS OF OFFICERS

Section 1.

The Executive Committee shall serve a term of two (2) years beginning with the month of January, and shall be eligible for reelection. However, no member of the Executive Committee shall serve more than two (2) consecutive terms. The outgoing President shall serve a term of one (1) year, without voting privileges except in the case of a tie, as an advisory member of the Board of Governors.

Section 2.

The President shall preside at all regular meetings of the Board of Governors and of the **ASSOCIATION**. He (she) may also dismiss (with cause to the Board of Governors) the chairman of any committee. The committee chairman involved shall be invited to the Board of Governors meeting and have the right of appeal. The president shall not contract the monies of the **ASSOCIATION** in excess of three hundred dollars (300.00) in any one instance without the approval of a majority of the voting membership present and voting at any regular meeting of the **ASSOCIATION**.

Section 3.

The Vice President, in the absence of the President, shall discharge the duties of the office of the President. He (she), and he (she) alone of the Executive Committee, shall be an advisory member of all committees. He (she) shall appoint the chairman and members of all committees.

Section 4.

All business records shall be open to examination by any member upon request in writing to the Executive Committee.

Article II.

DUTIES AND TERMS OF OFFICERS

Section 5.

The elected Treasurer and all committee treasurers shall keep an accurate record of all monies collected or disbursed and shall report at each meeting of the **ASSOCIATION** on the financial status of the **ASSOCIATION** and committees. He (she) shall deposit all monies received in any banking institution insured by the Federal Deposit Insurance Corporation in the State of Delaware, which was designated by the **ASSOCIATION** for the repository of such funds. Together with the President and/Vice President, he (she) shall sign all checks and vouchers. The Treasurer shall be bonded to \$2,000 or the maximum amount of the Treasury, whichever amount shall be greater.

Section 6.

AREA REPRESENTATIVES

- a. Area Representatives shall reside in the area they represent, if possible, and shall be elected by the members of the **ASSOCIATION** at the Annual Meeting to serve a term of two (2) years beginning with the month of the Annual Meeting.
- b. Each Area Representative shall have the right to appoint an Alternate to attend meetings of the Board of Governors and to cast his vote.
- c. In case of failure of an Area Representative or his (her) Alternate to attend two (2) consecutive meetings of the Board of Governors, the President, with the consent of the Board, may appoint an interim Representative for that area to serve until the next general election.

Article II.

AREA REPRESENTATIVES

Section 7.

It shall be the duty of the Board of Governors, as representatives of the members of the **ASSOCIATION**, to act as a clearinghouse for opinions, suggestions and recommendations of all kinds affecting the general welfare of the **ASSOCIATION** during the intervals between regular meetings of the **ASSOCIATION** and to perform such other duties as are specified in these Bylaws.

Section 8.

The Board of Governors is subject to the orders of the **ASSOCIATION** and none of its acts shall conflict with the action taken by the **ASSOCIATION**.

Section 9.

The Board of Governor shall have the power, subject to the final approval of the **ASSOCIATION**, to fill any vacancy among the Officers of Board of Governors for any unexpired term with the Exception that the Vice President shall succeed the President for any unexpired term.

Section 10.

The President or any two (2) members of the Board of Governors can call a Special Meeting of the Board of Governors upon giving a minimum of three (3) days notice to each member of the Board of Governors. The person or persons calling the Special Meeting may preside or appoint a presiding officer for the meeting.

Section 11

A report of any action by the board of Governors may be read at the next meeting of the **ASSOCIATION** following the Board of Governors meeting.

Article III.

**ORDER OF BUSINESS AND PARLIAMENTARY
AUTHORITY**

Section 1.

The order of business shall consist of Items (a) thru (f), with the right of additional items by the President.

- A. Reading and adoption of minutes of the previous meeting
- B. Treasurer's report
- C. Report of Committees
- D. Unfinished business
- E. New business
- F. Adjournment

Section 2.

The rules contained in Roberts Rules of Order, revised, shall govern the **ASSOCIATION** in all cases to which they are applicable and not inconsistent with this Constitution and Bylaws.

Article IV: **COMMITTEES**

Section 1.

The Standing Committees of the **ASSOCIATION** shall consist of the following Committees and any other Committee(s) which the Board of Governors on these Bylaws shall designate.

Section 2.

Committee appointments shall be reviewed yearly or more frequently as required to assure the proper functioning of the Committees.

Section 3.

The duties of the Standing Committees shall be regulated by the Board of Governors.

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