

President

Island Green General Council

Of

Homeowner Associations, Inc.

COUNCIL BY-LAWS

April 1, 2015

(Revised & Re-issued)

Council By-Laws (Revision, Update, & Reissue) 2015

TABLE OF CONTENTS

ARTICLE I. Identification & Definition

- A. Identification
- B. Definition

ARTICLE II. Mission & Purpose

- A. Mission Statement
- B. Purpose of Council

ARTICLE III. Membership

- A. Homeowner Associations
- B. Business Interests
- C. Designated Delegates

ARTICLE IV. Authorizations & Obligations

ARTICLE V. Meetings

- A. Regular Meeting Schedule
- B. Special Meetings
- C. Quorum Requirements
- D. Open To All Unit & Property Owners
- E. Roberts Rules of Order
- F. Agenda

ARTICLE VI. Elections & Terms of Office

- A. Officer Positions
- B. Nominations
- C. Other Nominations
- D. Contested Elections
- E. Elections
- F. Terms of Office
- G. Homeowner Association Endorsement
- H. Officer Voting

ARTICLE VII. Executive Board

- A. Composition & Communication
- B. Closed Meetings

(Continued)

CONTENTS (continued)

ARTICLE VIII. Duties of Officers

- A. President & Chairperson
- B. Vice President & Vice Chairperson
- C. Treasurer
- D. Secretary
- E. Director

ARTICLE IX. Financial Management

- A. Annual Budget
- B. Audit Committee
- C. Audit Report Distribution

ARTICLE X. Privacy Policy

- A. Information From Associations
- B. Safeguarded Information

ARTICLE XI. Committees

ARTICLE XII. Amendments To By-laws

- A. Approval of Amendments
- B. Distribution of Amendments

COUNCIL BY-LAWS

Article I. Identification & Definition

- A. The Island Green General Council of Homeowner Associations is a voluntary cooperative subscribed to by Homeowner Associations located within the Island Green community, at Myrtle Beach, Horry County, South Carolina, U.S.A.
- B. The cooperative is non-governmental, self-sustaining, not-for-profit, existing for the mutual benefit of the member Homeowner Association subscribers, who each have sovereign authority provided for in Master Deeds, covenants, and individual deeds of residential properties, plus representation of other commercial interest subscribers, i.e., builders, developers, golf course, Amenity Center and real estate rental agency.

Article II. Mission & Purpose

- A. **Mission Statement**: To provide for the safety and security of Island Green owners, residents and property, and address issues of a common nature for the benefit, welfare and improvement of the Island Green Community.
- B. **Purpose of The Council**: The General Council represents subscribing Island Green Homeowner Associations, serving in advisory, communications and functional capacities to assist the golf course, builders and others in meeting the needs of the community for security in their lives, work and purposes. The General Council is a communications link for these entities.

Article III. Membership

- A. Membership in Island Green General Council is voluntary for all subscribing homeowner associations located at and within the Island Green community complex.
- B. Council membership is hereby extended to selected business interests who agree to share in the expenses of the cooperative and have key and significant interests in the financial success, beautification, growth and improvement of the community.
- C. Members shall assign one delegate to represent them to the Council to cast one vote on behalf of their organization. Said delegates will remain appointed until a replacement is assigned in writing to the Council.

Article IV. Authorizations & Obligations

Homeowner Associations within the Council have the option of supporting specific projects, activities and proposals of the Council, for which said members accept the prearranged financial obligation to share expenses.

Article V. Meetings

- A. A schedule of regular meetings will be determined by the Council and announced ten days or more in advance in an effort to accomplish full participation by the member organizations. Public notice of regular meetings shall be provided and publicized.
- B. Special meetings of the Council may be called by any Council Officer, with efforts being made to contact all member homeowner associations to acquire full participation. Reasonable notice will be posted.
- C. A quorum is required for the legitimate conduct of Council business consisting of 51% of the current subscribing member homeowner associations, represented in person or by written proxy.
- D. Regular and special meetings are open to all residents of Island Green, however only authorized delegates participate in voting on behalf of the association they represent, one vote per association. At the discretion of the Chairperson, unit owners will be invited to comment, ask questions and join in discussions.
- E. Conduct of meetings will be according to ROBERTS RULE OF ORDER , and presided over by the President or designated Officer, subject to approval of the delegates.
- F. An agenda for meetings shall be set by the Chairperson, using optional elements:
 - 1. Opening and introductions
 - 2. Call to Order
 - 3. Certification of a quorum
 - 4. Minutes of previous meeting
 - 5. Treasurer's Report
 - 6. Security and Incidents reports
 - 7. Committee reports
 - 8. Old business
 - 9. New Business
 - 10. Questions
 - 11. Future Meeting Dates
 - 12. Adjournment

Article VI. Elections & Terms of Office

- A. At the discretion of Council members, Officer positions shall be:
 - 1. President and Chairman
 - 2. Vice President & Vice Chairman
 - 3. Secretary
 - 4. Treasurer
 - 5. Director
- B. A Nominating Committee composed of three volunteers will propose candidates for officer vacancies as they occur and at the start of each fiscal (calendar) year.
- C. Additional candidates may be presented by a minimum of five Council members, in writing, presented at least one week prior to the election.
- D. In the event of a contested election, it will be decided at an open Council meeting.
- E. Homeowner association delegates will elect Officers via a simple majority as vacancies occur and/or at or before the start of each fiscal (calendar) year.
- F. Officers serve for a one year term starting at the beginning of each year, may succeed themselves with no term limits, and serve until replaced by election.
- G. Any unit owner may be nominated, elected and serve as an Officer with the endorsement of their homeowner association, and may serve in addition to the appointed homeowner association delegate.
- H. Elected Officers have a single vote, one each, while serving as a Council Officer.

Article VII. Executive Board

- A. The Executive Board is composed of all Council Officers and meets on an irregular schedule as called to address immediate issues. These meetings may be via conference calls, or electronic means and all Officers should be notified and included to the extent possible in the event of short notice necessity.
- B. Executive Board meetings are closed to the public and not publicized in advance.

VIII. Duties of Officers

- A. **President & Chairperson**: Preside over meetings, serve as ex-officio member of all committees except Nominating, represent and lead the Council in exemplary fashion as spokesperson and community leader.
- B. **Vice President & Vice Chairperson**: Substitute for absent President & Chairperson and accept special assignments on behalf of the Council Officers and members.
- C. **Treasurer**: Responsible for the financial conduct of the Council; render bills, collect income, maintain records, reconcile bank statements, pay expenses, prepare and

present reports to the Council representing current financial conditions. The Treasurer will assist and play a key role in budget preparations.

- D. **Secretary**: Prepare and present meeting minutes; maintain records of homeowner association officers, delegates and property managers; telephone numbers and E-mail addresses; summarize incidents reports for presentation; receive and respond to communications; obtain forms, passes and papers for security program.
- E. **Director**: Attend regular and special meetings, serve on Executive Board, accept and perform special assignments from the Council, represent and support the Council to outside agencies as required, and serve as liaison with member subscribing homeowner associations.

IX. Financial Management

- A.** The Council Executive Board will prepare an annual budget for presentation to the Council delegates at the start of the fiscal (calendar) year or before, to be discussed and voted on for adoption. This will include projected fees and dues to be collected in the period ahead.
- B.** The Council will appoint a committee of at least three members to serve as an Internal Audit Committee to meet with the Treasurer to review financial records and reports. The Audit report may be either a summary review or complete comprehensive audit, depending upon the detail warranted. At the discretion of the Council, an independent external audit may be commissioned to a person or firm certified for this purpose.
- C.** The Annual Audit Report will be provided to the Homeowner Association subscribers, along with auditor recommendations and analysis.

X. Privacy Policy

A. Homeowner Associations will provide to the Council the names of their Officers, Delegates, and Property Managers, with telephone numbers, addresses and E-mail addresses for the exclusive use of the Council in communications and conduct of Council business only.

B. The private information furnished to the Council will remain safeguarded from exploitation by preventing sharing, commercial uses and unauthorized distribution, both internal and external.

XI. Committees

Council committees will be formed from time to time to deal with specific needs. The number of committee members may vary, depending upon the complexity of the projects undertaken. Volunteers are solicited to serve on committees, subject to appointment by the Executive Board and notified by the President or Chairperson. Examples of committees which are selected from time to time, but not limited to this list, are:

- A. **Security Committee**
- B. **Communications Committee**
- C. **Web Site Committee**
- D. **Audit Committee**
- E. **Budget Committee**
- F. **Legislative Committee**
- G. **Maintenance Committee**
- H. **(Others)**

XII. Amendments To By-laws

- A. Subsequent to approval and implementation of these By-laws, amendments, additions, supplements and revisions may be made by a 2/3 majority vote of the Council member subscribers at a regular meeting of the Council. Copies of these changes, once approved, will be provided in writing to each association and subscribing business interest.
- B. Proposed amendments, additions, supplements and revisions must be presented and discussed prior to a vote. Representatives/delegates will be polled to ascertain passage, with vote results recorded in meeting minutes.

Approval of By-laws Update & Re-issue

These By-laws, having been voted on and approved by a 2/3 majority of Council members, are hereby implemented and re-issued into effect this ____ day of _____, 2015.

(name) _____	Representing:	Fairway Village
(name) _____	Representing:	Fairwood Lakes
(name) _____	Representing:	Fairwood Lakes III.
(name) _____	Representing:	Green Springs Patio Homes
(name) _____	Representing:	Green Springs Property Owners
(name) _____	Representing:	Green Tree Villa I.
(name) _____	Representing:	Green Tree Villa II.
(name) _____	Representing:	Green Tree Villa III.
(name) _____	Representing:	Green Tree Villa IV.
(name) _____	Representing:	Island Green East
(name) _____	Representing:	Island Green Resorts
(name) _____	Representing:	Island Green Resorts I—D
(name) _____	Representing:	Island Green South
(name) _____	Representing:	Tall Oaks Court
(name) _____	Representing:	Tree Top Court I.

(name) _____	Representing:	Tree Top Court II.
(name) _____	Representing:	Tree Top Court III.
(name) _____	Representing:	Tree Top Court IV.
(name) _____	Representing:	Tree Top Court V.
(name) _____	Representing:	Tree Top Oaks
(name) _____	Representing:	Tree Top Golf Villas
(name) _____	Representing:	Tree Top South
(name) _____	Representing:	Dogwood Estates
(name) _____	Representing:	Oak Estates
(name) _____	Representing:	Island Green Amenity Center
(name) _____	Representing:	Island Green Golf Course
(name) _____	Representing:	
(name) _____	Representing:	
(name) _____	Representing:	