

BYLAWS OF THE BELLCOURT CIVIC ASSOCIATION

PROPOSED: January 29, 2019

ARTICLE I: NAME Bellcourt Civic Association

ARTICLE II: AREA The area in which this Association shall operate is generally as follows:

On the North, 35th Avenue from Bell Blvd to the Francis Lewis Blvd
On the West, Clearview Expressway from 35th Avenue to 39th Avenue
On the South, 39th Avenue from the Clearview Expressway to Bell Blvd
On the East, Bell Blvd from 39th Avenue to 35th Avenue

ARTICLE III: OBJECTIVES The purposes for which this Association is founded include, among other things:

1. Fostering a sense of community among the residents of this unique neighborhood;
2. Protecting the scale and charm of our neighborhood;
3. Enforcing existing legal single-family R2A zoning;
4. Encouraging cooperation between and among our diverse residents; and
5. Advocating for the common interests of our community.

ARTICLE IV: MEMBERSHIP

Any homeowner in the area defined by Article II who subscribes to the objectives outlined in Article III may become a member upon registration with and payment of dues to the Association and will remain a member so long as annual dues are paid and commitment to the objectives is maintained.

ARTICLE V: VOTING

Two adults per household shall be entitled to vote. Proxies may be signed in or about January of each year and shall be valid for one year to be used at general meetings of the Association.

ARTICLE VI: OFFICERS AND ELECTIONS

1. The officers of the Association shall be a President, Vice President, Treasurer, and Secretary, who shall be elected by ballot or open vote at the annual meeting of the Association. Additional officers may be added as needed, and as approved by the membership at the annual meeting of the Association.
2. Any member in good standing shall be eligible for election to office after his or her name has been submitted to the Association by the Nominating Committee, which shall consist of five (5) members elected from the floor at

the regular meeting preceding the annual meeting. The names of those selected by the Nominating Committee shall be presented at the annual meeting. Open nominations for officers may also be made from the floor at the annual meeting. Election and installation of officers is to take place at the same meeting. The entire Executive committee shall come into being immediately upon being elected.

3. The term of office for each of the officers shall be two years and until a successor shall be elected. No person shall serve in the same office for more than two (2) consecutive terms.
4. Duties of Officers
 - a. The President shall: (1) preside at all meetings; (2) appoint all committees not otherwise provided for; (3) counter-sign all drafts issued by the Treasurer; (4) supervise all the affairs of the Association; (5) serve as member ex officio of all committees; and (6) vote only in the case of a tie.
 - b. The Vice-President shall: (1) serve as Assistant to the President; (2) in the absence of the President, fulfill the duties of that office; and (3) serve as Chairman of the Zoning Committee.
 - c. The Treasurer shall: (1) have custody of all Association funds; (2) notify the members when dues are due; (3) prepare and present a proposed budget for the year for the approval of the membership at the October meeting; (4) disburse all monies in keeping with this budget and with the countersignature of the President; (5) keep a written accounting of all financial transactions; (6) present a brief financial report at each regular meeting of the Association; (7) make his accounts and records available to the Auditing Committee at the expiration of each fiscal year; and (8) deposit all monies of the Association in a checking account in the name of the Association, the balance not to exceed a sum sufficient to meet the anticipated expenses; all monies over such amount is to be deposited in an insured interest-bearing account in the name of the Association, not to be withdrawn without the signature of the President, First Vice-President and Treasurer.
 - d. The Secretary shall: (1) keep a record of minutes of all meetings in a separate book; (2) have custody of all books and records of the Association; (3) keep a record of the name and residence of each member, together with the date of admission and removal of said member; (4) notify each member of the time, date and place of each meeting, (5) conduct all correspondence in connection with the business of the Association.

ARTICLE VII: COMMITTEES

1. Executive Committee The officers of the Association and three (3) other persons, one (1) of whom shall be the immediate past president (that is, the

president who is replaced at the particular meeting at which the three members are elected), shall act as the Executive Committee thereof in which capacity they shall formulate plans to advance and implement the purposes and objectives of the Association. The Executive Committee shall have the power to enforce the objectives of the Association as stated in Article III. When a member fails to name an attendee to a proxy for the general meeting or when the party named in the proxy fails to attend the general meeting, then the highest officer of the Executive Committee is thereby empowered to vote the proxy pursuant to Article V and shall vote the proxy as directed by a majority vote of the Executive Committee. The non-officer members of the Executive Committee shall be elected simultaneously with the officers of the Association.

2. The Executive Committee shall meet at least eight (8) times during each Association year, on not less than three (3) days' notice, which may be written or by telephone, and five (5) members shall constitute a quorum for the transaction of all its business.
3. Nominating Committee See ARTICLE VI, Section 2.
4. Other Committees There shall be the following Standing Committees: (1) Zoning, Law and Legislation; (2) Protection and Maintenance of Property; (3) Membership; (4) Fund-Raising; (5) Auditing; (6) Publicity. All committees shall be appointed by the President except the Nominating and Executive Committees. The President may appoint special committees as needed.

ARTICLE VIII: DUES

1. The amount of dues may be fixed by the Association, at any of its regular meetings, by a majority vote of members present, upon the recommendation and proposal of the Executive Committee, and provided that notice of such recommendation shall be given to the members at least five (5) days prior to the meeting at which the dues are to be fixed. The fiscal year shall begin January 1. (2019 dues are \$XXXX; members joining after July 1 of any year may pay 150% of the annual dues to cover the current and following year.)
2. No member in arrears for dues for six (6) months or over (while in arrears) shall be eligible for election as an officer of the Association or eligible to vote on any questions presented at any regular meeting of the Association.

ARTICLE IX: MEETINGS

1. The regular meetings of the Association shall be held on a Thursday in January, April, July, and October, but in case of necessity may be temporarily changed to another evening, at any regular meeting; but no permanent change shall be made without notifying all members of such intended action, when or before such action becomes effective.

2. Special meetings shall be called only by the President, and must be called by the President upon written request of five (5) members. The purpose and place of such meetings must be stated in the call, and notice sent to each member of the Association not less than two (2) days prior to the date of such meetings. Only the business specified in the notice or request shall be transacted.

ARTICLE X: QUORUM

Ten members in good standing plus the officers in attendance shall constitute a Quorum at all meetings of the Association, except as provided in Article XIV.

ARTICLE XI: RULES OF ORDER

The meetings and affairs of the Association unless otherwise in this Constitution and By-Laws specified shall be conducted pursuant to the law of parliamentary procedure as contained in Robert's "Rules of Order."

ARTICLE XII: UNAUTHORIZED ACTION

No officer or member of the Association shall contract any debt on behalf of the Association or publish or cause to be published in any newspaper, anything pertaining to the Association of a detrimental nature; or act as a delegate or as a representative unless duly authorized by the Association.

ARTICLE XIII: AMENDMENTS

The By-Laws or any part of same may be amended by a consent of two—thirds ($2/3$ vote of members present at a regular meeting of the Association, provided, that the proposed amendment shall have been submitted in writing at a previous regular meeting and notice of such amendment mailed to each member of the Association at least five (3 days previous to action thereon.

ARTICLE XIV: DISSOLUTION

The Executive Committee, by a two-thirds ($2/3$) vote of all members of the Executive Committee, after written notice of the meeting to be mailed as certified mail at least ten (10) days prior to the meeting date, which notice shall incorporate the resolution to be adopted, may adopt a plan of non—judicial dissolution, resolution pursuant to the provisions of the applicable statutes and regulations promulgated thereunder.

Upon adoption of the plan set forth in Paragraph One, the question of dissolution shall be taken up at a special meeting of the membership of the Association, convened for that purpose. This meeting shall be held on written notice by mail to all eligible members of the Association, and shall contain a copy of the plan. Notice shall be no less than twenty (20) days. At such special meeting, the plan shall be submitted to the membership for consideration. At such special meeting, one hundred (100) members eligible to vote, in attendance, shall constitute a Quorum, and a two-thirds ($2/3$) vote of such one hundred (100) members is required to carry the necessary resolution to adopt the proposed plan. In the event that no

Quorum is present at such special meeting, the plan shall be remanded to the Executive Committee which may adopt such plan by a two-thirds (2/3) vote of the entire committee.

Mailing Address:

tbd

DRAFT