

BY-LAWS OF THE PARKWOOD DRIVE CIVIC CLUB
Updated November 16, 2006

ARTICLE I – ELECTION OF MEMBERS

Section 1. APPLICATION. Individuals will be considered to have made application for membership by the payment of the membership fee and the dues for the fiscal year in which application is made. The carbon copy of the receipt for such monies shall be considered the application form.

Section 2. CLASSIFICATION. The Board of Directors shall determine that the applicant qualifies for membership under Article IV of the Constitution and will assign the appropriate classification. Membership cards of varied colors to differentiate between such classification will be issued at each regular or special meeting to facilitate the recognition of members by the President and assist in ballot counting.

Section 3. DEFINITION. When determining the fees and dues for a “family household” unit, a minimum of one membership only is required for household representation. All household members 21 years of age or over as defined in Section, Article IV, of the Constitution are welcome to attend all civic club membership meetings and voice opinions when recognized by the chair; only one vote may be counted for each household unit unless more than one fully paid dues card is held by a member of the family. Each family member holding such card shall be entitled to vote separately and distinctly at any meeting.

ARTICLE II – MEMBERSHIP FEES AND DUES

Section 1. INITIATION FEE. For the present, an initiation fee has not been established. However, nothing in these By-Laws shall be construed to preclude such a requirement if an amendment to provide it is made at some future time.

Section 2. DUES. The annual dues for all membership classifications shall be as prescribed by the Board of Directors for each fiscal year and shall be payable on or before the date of the regular semi-annual November meeting of the Club for the ensuing fiscal year. Upon payment of such dues, members shall be considered to be in good standing.

Section 3. NON-PAYMENT OF DUES. Any member failing to pay any dues, fees, assessments (as determined by two-third of the voting members present at the meeting called for the purpose), or other charges for thirty days after the due date thereof shall be notified by the Corresponding Secretary of his delinquency. Failure to pay within thirty days immediately following such notice shall automatically suspend such delinquent member, and he shall be notified immediately by the Corresponding Secretary of such suspension. Following such suspension, such delinquent member shall have twenty days in which to become reinstated by payment in full. Any member failing to pay within the twenty-day period shall automatically forfeit and terminate the membership of such

delinquent member and all rights thereunder shall be notified by the Corresponding Secretary of such forfeit and termination.

ARTICLE III – RIGHTS AND OBLIGATIONS OF MEMBERS

Section 1. RIGHTS

A. Members shall be issued such certificate of membership as the Board of Directors shall determine. They shall be renewed annually to all members in good standing. Certificates of membership are the property of the Club and will be used to identify voting members.

B. Active Members only shall be entitled, when in good standing, to vote at any election or meeting of the Club, and have any interest in the assets of the organization, or be eligible for election as Directors.

C. Associate and Non-Resident Members shall be eligible for appointment to and service on Committees, and may serve as Chairman. They may vote in Committee meetings as Chairman, and may vote in Committee meetings only. Such members shall be eligible to attend general meetings of the Club and be entitled to the usual services of the organization. Such members shall have the right of discussion on the floor at any time but may not otherwise vote.

D. Any member in good standing, upon payment of all charges then owing to the Club, may honorably withdraw from membership in this organization upon acceptance of his resignation by the Board of Directors.

Section 2. OBLIGATIONS.

A. It shall be the duty of any member to report to the Club through any of the officers any breaches of this Constitution, By-Laws, Deed Restrictions, or any other conduct tending to bring discredit on the Club or prejudicial to successful attainment of the objectives. Promptness in filing complaints is essential to assure that corrective action can be taken.

B. Reports shall preferably be made in writing. However, no matter in what manner they are submitted, they will be deemed privileged communications and will not be publicly revealed unless satisfaction of the complaint judicially demands it.

ARTICLE IV – DIRECTORS

Section 1. ELECTIONS

A. Elections shall normally be held annually at the regular meeting in November of each year. Directors shall be chosen by means of a direct vote. From a roster of

Active Members, each member in good standing and entitled to vote may designate in writing no more nominees than there are Directors to be elected.

B. No member in the Active classification shall be deemed to be in good standing for the purpose of voting, being nominated for, or elected to, any elective office in the Club, whose dues have not been paid up to and including the annual period in which such election is held.

C. The candidates receiving the highest number of votes to the number of Directors to be chosen shall be considered elected. In the event ties exist which would preclude election of exactly as many Directors as there are vacancies, a tie-breaking election will be held immediately between those candidates involved in the ties.

Section 2. The President, with the approval of the Directors, shall appoint judges to conduct and supervise elections.

Section 3. The members shall vote by secret ballot, in person, at the annual meeting in November.

Section 4. VACANCIES. Vacancies by resignation or otherwise in the Board of Directors shall be filled by the Board of Directors until the next general election only, at which time the membership shall elect a Director or Directors for the remainder of any unexpired term or terms.

Section 5. MEETINGS. The Board of Directors shall meet at regular periods, or when called by the President. Absence from three consecutive meetings without an excuse deemed valid and so recorded by the Board of Directors shall be construed as a resignation.

Section 6. LEGAL COUNSEL. The Directors may retain legal counsel and fix the terms of his compensation.

Section 7. INVESTIGATIONS. The Directors may retain the services of an investigator to provide such assistance as necessary to prosecute violations of deed restrictions and fix the terms of his compensation.

ARTICLE V – OFFICERS

Section 1. ELECTION. From the total list of Directors, members will nominate and elect by majority vote, a president, a vice-president, a treasurer, and a secretary in that order. The election will be held immediately following the election of Directors. Officers will serve for one nominal year and may be elected to only two consecutive one year terms in the position to which initially elected. However, any officer who is eligible to continue service as a Director may be elected to a different position and may serve for two consecutive one-year terms in such position if otherwise eligible and so elected.

Section 2. DUTIES. The duties of the officers shall be such as their titles, by general usage, would indicate and such as may be assigned to them respectively by the Directors from time to time.

A. The duties of the President shall be to preside at all meetings of the organization and at all meetings of the Board of Directors; to appoint committee chairmen; and to discharge all duties and responsibilities incident to his position as chief executive officer.

B. It shall be the duty of the Vice President to assist the President in the discharge of his duties and to serve as a member of the Board of Directors. In the event of the absence or disability of the President, then the Vice President shall serve as chief executive officer and discharge all of the duties and responsibilities incident to that position.

C. It shall be the duty of the Treasurer to collect and receive all dues, record and receipt for same, and pay expenses in accordance with the instructions of the President.

D. It shall be the duty of the Secretary to receive all communications and conduct all correspondence of the organization and to keep a true and correct record of all of the proceedings of the organization.

E. Each officer shall have such other related duties as the President may from time to time designate.

ARTICLE VI – COMMITTEES

The Club shall have the following standing committees:

Beautification and Garden
Finance
Membership
Publicity
Restrictions

The chairman of each committee shall be appointed by the President and the members of each committee shall be designated by each committee chairman. Committee chairmen shall have such duties and responsibilities as may from time to time be designated by the President.

ARTICLE VII – FISCAL YEAR

The fiscal year and elective year shall begin on December 1st.

ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order, latest edition, shall be recognized as the authority governing the meetings of the Club, its directors and its committees, when not in conflict with the Constitution or By-Laws.

ARTICLE IX – AMENDMENTS

Section 1. These By-Laws may be amended by a two-thirds vote of the membership in good standing present at any regular semi-annual meeting, or at any special meeting called for the purpose; provided that such proposed amendments shall be plainly stated in the call for the meeting at which they are to be considered.

Section 2. Due notice of meetings at which such amendments are to be considered must be given to every member by mail at least seven (7) days prior to the time of the meetings.

Section 3. All amendments shall become effective immediately upon adoption unless otherwise provided for.