



**SHADOW OAKS CIVIC ASSOCIATION
BY-LAWS (Amended III)**

12-19-2002

ARTICLE I – DUTIES OF OFFICERS

A. PRESIDENT:

The president shall preside at all meetings of this organization, preserve order, enforce the Articles of Incorporation and By-Laws, and exercise supervision of its affairs, generally. He may, but shall not be required to vote, except in cases of a tie vote at elections of officers, in which case he must vote.

B. VICE PRESIDENT:

The Vice-president shall assist the President in the discharge of his duties. He shall preside at all meetings of this organization in the absence of the President, with the power and authority vested in the President.

C. SECRETARY:

The Secretary shall keep a fully, true and correct record of all proceedings of this organization, receive all communications, conduct all correspondence, and have charge of all records.

D. TREASURER:

The Treasurer shall receive all monies and deposit same in bank, disburse all monies as authorized by the Executive Committee, maintain accurate books of account for all receipts and disbursements, and present a report of finances at each meeting.

E. DIRECTOR:

The Director shall coordinate all activities of the citizen crime watch program.

ARTICLE II – MEETINGS

There must be one annual meeting with other meetings called at the discretion of the President, or other officers; for designated business, and any additional business as deemed at the time. Due notice shall be given to all officers and members for Association meetings; all officers for executive Committee meetings.

ARTICLE III – QUORUM

The majority of elected officers and ten (10) or more members in good standing shall constitute a quorum at any designated meeting.

ARTICLE IV – ELECTION OF OFFICERS

A. There shall be a nominating committee of three (3) members, appointed by the President upon recommendation of the membership at a called meeting at least thirty (30) days prior to the election meeting. This committee shall submit names for the President and as many names as desired for the other offices. Nominations may be made from the floor, and are invited. Officers are limited to two consecutive terms.

B. Officers shall serve for one-year terms from date of installation or until their successors are installed.

ARTICLE V – FUNDING

This Association shall be principally funded by donation. The initial request is an annual donation of twenty-five dollars (\$25.00) per household. Any change in this amount must be passed by a 2/3 majority vote at a general meeting of the membership. To the extent necessary, the Association may conduct additional fund raising activities.

ARTICLE VI – PROCEDURES

Roberts “Rules” shall be authorized for procedure in conducting meetings when not in conflict with the Articles or By-Laws.

ARTICLE VII – ORDER OF BUSINESS

The following shall be an accepted order of the meetings:

- A. Call to Order
- B. Recognition of visitors
- C. Welcome to new members
- D. Reading of minutes of previous meetings
- E. Report of Treasury
- F. Reports of existing committees
- G. Communications and bills
- H. Unfinished business

- I. New Business
- J. Adjournment
- K. Program or entertainment

ARTICLE VIII – AMENDMENTS

These By-Laws may be amended at any meeting of the Association by a two-thirds (2/3) majority vote of the members present, provided notice of proposed amendment was presented and read at a previous meeting and a quorum is present.

ARTICLE IX – COMMITTEE ACTIONS

Any actions taken or moneys spent in the name of the Shadow Oaks Civic Association must have prior approval of the President and one other Executive Committee Member.

AMENDMENTS TO BY-LAWS

Amendment 1 enacted February 29, 1996

ARTICLE I – DUTIES OF OFFICERS

E. DIRECTOR

The Director shall perform duties as defined by the Executive Committee

Amendment 2 enacted August 26, 1999

ARTICLE 1 – DUTIES OF OFFICERS

A. PRESIDENT:

The President shall preside at all meetings of this organization, preserve order, enforce the Articles of Incorporation and By-Laws, appoint all committees of the organization and serve ex-officio thereon , and exercise supervision of its affairs, generally. He/she shall not vote except in cases of a tie vote in which case he/she must vote.

B. VICE PRESIDENT:

The Vice-president shall assist the President in the discharge of his duties. He/she shall preside at all meetings of this organization in the absence of the President, with the power and authority vested in the President. He/she shall succeed the President should the President leave office before completing his/her term of office.

ARTICLE IV – ELECTION OF OFFICERS

- A. There shall be a nominating committee of three (3) members, appointed by the President and approved by the membership at a called meeting at least thirty (30) days prior to the election meeting. This committee shall submit names for the offices whose terms are about to expire. Nominations may be made from the floor. Officers are limited to one term.

- B. Officers shall serve for one two-year term from date of installation or until their successors are installed. Beginning with the officers to be elected in December 1999 who will begin their terms of office on January 1, 2000, two officers, the President and the Treasurer, shall serve one year. The remaining officers shall serve two years. Elections in all succeeding years shall be for those officers whose terms are to expire.

- C. Should an officer other than the President leave office before completion of his or her term, the replacement shall be a member in good standing nominated by the Executive Board and approved by the members at a general meeting. The Vice President's office shall be filled by this procedure should he replace the President.

ARTICLE IX – COMMITTEE ACTIONS

Any actions taken or monies spent in the name of the Shadow Oaks Civic Association must have prior approval of the President and two other Executive Committee Members.

AMENDMENTS TO BY-LAWS

Amendment 2 enacted December 19th, 2002

Board Members are not term limited as amended at the General meeting by unanimous vote on December 19th, 2002