

## **ARTICLE I – NAME**

The name of this organization shall be THE RADNOR GREEN CIVIC ASSOCIATION, a non-profit organization.

## **ARTICLE II – PURPOSE**

The purpose of this association shall be the promotion of the general welfare of Radnor Green through Community effort.

## **ARTICLE III – MEMBERSHIP**

Section 1. Any resident of Radnor Green and Center Green, eighteen (18) years of age or over, who is interested in furthering the objectives of THE RADNOR GREEN CIVIC ASSOCIATION and willing to adhere to its by-laws, may become a member upon payment of dues as hereinafter described. Only those members current in their annual dues shall be voting members.

Section 2. All current adult (see Section 1, above) members of a household shall be duly registered as members of the Association upon payment of annual dues.

## **ARTICLE IV – DUES**

Section 1. Any resident fulfilling the requirements of Article III may become a voting member at any time upon payment of the then current annual dues. Membership shall expire on September 30 of each calendar year.

Section 2. Annual dues, as determined by the Executive Board, shall be assessed each dwelling in the community and shall be payable during the month of October of each year.

Section 3. There shall be no refund of any monies paid as annual dues.

## **ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE**

Section 1. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer. The Executive Committee shall consist of a minimum of six (6) and a maximum of ten (10) elected members. They shall server for a term of two (2) years, beginning on July 1 and ending on June 30 of the second following year.

Section 2. Officers may be re-elected to serve in the same capacity for more than one consecutive term.

Section 3. Officers and Executive Committee members shall be nominated by a Nominating Committee appointed by the Executive Board. Nominations shall be submitted at least 30 days prior to election, either at a meeting of the Association or by written notice. Additional nominations will also be accepted from the floor or by petition at that time, provided that the consent of the nominee has been obtained.

Section 4. Elections

a. Election of new officers and committee persons shall be held prior to June 30 of each year.

b. Installation of said officers shall take place on or before July 1, following election.

c. The term of office shall begin as of July 1 of the election ear.

d. Elections shall take place by secret ballot whenever there is more than one candidate for the same office. Vacancies in elected offices shall be filled by appointment by the Executive Board, except as provided or in Article VI, Section 2.

## **ARTICLE VI – DUTIES OF OFFICERS**

#### Section 1. President

- a. The President shall be responsible for the administration of all of the affairs of the Association and shall preside at all meetings of the Association and the Executive Board.
- b. The President shall have the power to appoint all chairpersons of committees established by the Association and shall be ex-officio a member of all committees except the auditing and nominating committees.
- c. In the case of a vacancy occurring on the Executive Board, the President shall appoint an Association member in good standing to fill the vacancy.

#### Section 2. Vice-President

- a. The Vice-President shall assume the responsibilities of the President in his absence and shall assist the President in any special duties assigned to him.
- b. The Vice-President shall become the President in the event the office of President is vacated.

#### Section 3. Secretary

- a. The Secretary shall keep a record of all meetings of the Association and of the Executive Board.
- b. The Secretary shall keep a written recording of the By-laws and Standing Rules of the Association. At the expiration of his term in office, all records in the Secretary's possession shall be turned over to the newly elected Secretary.

#### Section 4. Treasurer

- a. The Treasurer shall keep full and accurate accounts of the financial transactions, receipts and disbursements of the Association. He / she shall deposit the funds and other valuable effects of the Association in such depository or depositories as may be designated by the Executive Board. The Treasurer shall be the cosigner with the President, Vice-President, or Secretary of all checks/vouchers of the Association.
- b. The Treasurer shall present a summary report of the financial standing of the Association at each regular meeting of the Association.
- c. At the expiration of his term of office, all records in the Treasurer's possession shall be turned over to the newly elected Treasurer.

### **ARTICLE VII – MEETINGS**

Section 1. Two regular meetings of the Association must be held during each calendar year. Five days' public notice must be given of the time, date and place of such meetings. Additional meetings may be called at the discretion of the Executive Board, provided that five days' public notice is given.

Section 2. The privilege of holding office, making notations, and voting shall be limited to members of the Association whose dues are paid in full.

Section 3. The quorum shall consist of two officers and those members present at a duly called meeting. Motions shall be carried by a majority vote of the members present.

Section 4. Elections shall be decided by a majority vote of the members present.

#### Section 5

Use of e-mail and website postings. The use of electronic communications, such as e-mail and website postings, may be used between Executive Committee members, provided that all members have equal access to such means of communication and the majority of the members agree to such use. Times and places for meetings of the Executive Board and other committees may be established by e-mail and/or electronic posting, provided that such communication is carried out to all affected members in a timely manner. Committees may poll members using electronic means; however, committees are prohibited from using such means for final votes on issues before them – all committee work must be reported and voted upon at Executive Board meetings or regularly scheduled general membership meetings.

### **ARTICLE VIII – EXECUTIVE BOARD**

Section 1. The Executive Board shall consist of the officers of this Association, the immediate past president, and the members of the Executive Committee.

Section 2. The duties of the Executive Board shall be to transact necessary business between Association meetings and other such business as may be referred to it by the Association; to approve the work of committees; and to present a report at the regular meetings of the Association.

Section 3. The Executive Board shall meet monthly, and a majority shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the Executive Committee.

A: Any Executive Board member who is unable to attend a regularly scheduled meeting should notify an officer of the Association prior to the meeting.

B: Any Executive Board member who had been absent from two (2) previous consecutive, regularly scheduled meetings, without just cause, will be denied the right to vote on business transacted at that meeting only.

Section 4. The Executive Board shall appoint a committee of one or more persons to audit the accounts of the Association annually or when the office of the Treasurer is vacated during the fiscal year.

Section 5. Any officer of the Association or member of the Executive Board may be removed from the office for good and sufficient cause by a two-thirds (2/3) vote of the Executive Committee.

### **ARTICLE IX – COMMITTEES**

There shall be such committees created by the membership of the Executive Board as may be required to promote the objectives and interests of the Association. The chairpersons of such committees may be granted membership on the Executive Board by majority vote of the Board in accordance with Article V, Section 1 and Article VIII, Section 1 of this document.

### **ARTICLE X – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order revised shall govern all meetings of this Association in all cases to which they are applicable and in which that are not inconsistent with these by-laws.

## **ARTICLE XI – AMENDMENTS**

Section 1. These by-laws may be amended at any regular or special meetings of the Association by a two-thirds (2/3) vote of the voting members present, provided disclosure of intent to amend the by-laws was disclosed at a previous meeting in advance of the meeting at which the vote is scheduled.

Section 2. A Committee may be appointed to submit a revised set of by-laws to substitute for these by-laws only by a majority vote at a meeting of the Association, or by a two thirds (2/3) vote of the Executive Board.