

Grove Neighborhood Association

By-Laws

NAME

The name of the group shall be "The Grove Neighborhood Association". Here in after referred to as the Association. The boundaries will include Coonewah Trl., Coonewah Cv., Lackey Lane, Wooten Cv., Starling Cv., Wade Cv. and Wright Cv.

PURPOSES

The purpose for which the Association is organized are:

- a. To enhance the livability of the area by establishing and maintaining an open line of communications and liaison between the neighborhood, government agencies and other neighborhoods.
- b. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

MEMBERSHIP

Membership in the Association shall be open to all residents within the boundaries of the Association.

DUES

Annual voluntary dues shall be \$100.00 payable no later than March 1 of each calendar year. All monies shall be delivered to the Treasurer of record.

MEETINGS

General Membership meetings shall be held at least two times per calendar year held on days decided upon by a majority vote of the Board of Directors. One of the membership meetings shall be designated as an annual meeting. At this

meeting the President shall report on the state of the association. The Treasurer shall give an annual financial report. Election for Members of the Board shall be held. Notification of all General Membership meetings shall require seven days written or telephone notice to all members of the Association. All meetings are open to the general membership.

The President shall prepare the agenda for each meeting. Any member may suggest an item to be added to the agenda by submitting the item in writing at least five (5) days prior to the meeting.

QUORUM

A quorum for any meeting of the Association shall be a minimum of seven (7) members present to conduct official business.

OFFICERS (BOARD OF DIRECTORS)

The officers shall be the President, Vice President, Secretary, Treasurer and committee chairpersons. Officers cannot be absent more than three (3) meetings. Officers shall be elected in March every two (2) years by ballot. If an officer is unable to perform his/her duties prior to the end of said term, notice shall be given the Board in writing. The President shall appoint a replacement to finish that term with Board approval.

Duties of the Officers:

- a. President: The President shall prepare the agenda and preside at all meetings of the board and membership, shall appoint chairs of committees with majority approval of the Board.
- b. Vice President: The Vice President shall assist the President and preside at meetings in the absence of the President.
- c. Secretary: The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all

correspondence for the Association, and shall make all records of the Association available for inspection.

- d. Treasurer: The Treasurer shall be held accountable for all funds and shall give an accounting at each meeting; shall receive, safekeep and disburse the Association funds. Each disbursement shall require the signature of one other Board member. Association expenses incurred will be reimbursed upon receipt of actual expenditures.

AMENDMENTS

The by-laws may be amended at any regular meeting. Two-thirds (2/3) of the members in attendance must approve the amendment. Officers cannot be absent more than 3 meetings. Anyone raising money in the name of the Grove Neighborhood Association must have prior written consent from the Association.