

Timber Farms Civic Association Constitution and By-laws

Article I. Name

1. The name of this voluntary organization shall be the Timber Farms Civic Association (TFCA).

Article II. Purpose

1. To provide a medium for cooperative action by the membership on matters of mutual interest to make the community a better place in which to live.
2. To practice tolerance, to foster neighborliness, to welcome newcomers, and to promote an atmosphere of friendliness and community spirit.
3. To promote and assist in any worthwhile movement that would benefit the community.
4. The Association shall have no jurisdiction over, nor responsibility for, the actions of its individual members.
5. To preserve property values but not to include maintenance organization declaration of restrictions.

Article III. Membership

1. All Timber Farms residents who have paid their dues for the current calendar year and who have accepted the constitution and by-laws of the Association will be considered members of the Timber Farms Civic Association.
2. Any member three (3) months in arrears in payment of dues shall lose membership privileges, until such time as dues are paid in full.
3. Any member may voluntarily withdraw membership at any time upon giving written notice to the Board of Directors. Withdrawal from the Association shall be accomplished by forfeiture of dues. Membership is also non-transferable upon sale of property or change of resident/tenant.

Article IV. Meetings

1. The annual nominating meeting of Timber Farms Civic Association shall be held in October of each year for the purpose of nomination of officers. All nominations must be made at this meeting.
2. The annual election meeting of Timber Farms Civic Association shall be held in November of each year for the purpose of election of officers from those nominated at the October meeting.

3. Additional meetings may be held as deemed necessary by the Board of Directors, provided two (2) weeks written, or email, notice is given to the members.
4. The rules contained in Robert's Rules of Order shall govern the Association in all cases to which they are applicable and not inconsistent with these by-laws.

Article V. Dues

1. Annual dues shall be paid to the Treasurer. The per household annual dues amount will be determined by the Board of Directors each year.

Article VI. Quorum

1. At all Association meetings, ten (10) percent of the total eligible voting members of the Association shall constitute a quorum, which is required to conduct any business requiring a vote, and a majority of those eligible voting members present is sufficient to carry a measure.
2. Voting privileges shall be given to those active members who are current with their dues. One vote per member household will be permitted.

Article VII. Board of Directors

1. Officers of the Association shall be President, Vice-President, Secretary, and Treasurer. The four (4) Officers, along with the Past-President, will comprise the Board of Directors.
2. Officers must be active TFCA members who are current with their dues for the current calendar year.

Article VIII. Officers

1. *President* – The President shall preside at all meetings. The President shall execute, in the name of the Association, all contracts and agreements approved by the membership. The President shall also appoint all special interest committees and be an ex-officio member of those committees.
2. *Vice-President* – The Vice-President shall perform the duties of the President in his or her absence or inability to attend the meeting. The Vice-President shall also assist the President in all duties.
3. *Treasurer* – The Treasurer shall keep full and accurate record of receipts and disbursements. A full report on the Association's financial status will be required at every general meeting of the Association. The Treasurer shall deposit all monies to credit of the Association in a suitable banking institution, and shall disburse funds as approved by the Board of Directors. The Treasurer along with the President or Vice-President must sign all checks over \$2,000. The Treasurer shall maintain a record of all the association's members and their addresses. All of the Treasurer's records shall be made available for examination upon reasonable request by any member.

4. *Secretary* – The Secretary shall keep accurate written record and a synopsis of the minutes of all meetings. The Secretary shall issue notices of meetings and any other such notices. The Secretary shall also keep a record of all votes. All of the Secretary's records shall be made available for examination upon reasonable request by any member.

Article IX. Vacancies

1. In case of a vacancy in any office but the President, the office shall be filled by a temporary appointment by the Board of Directors from eligible members until the next annual nominating meeting at which time nominations for the vacant position will be taken.
2. In the case of a vacancy of the President, the Vice-President shall also fill the office of the President until the next annual nominating meeting at which time nominations for the President will be taken.

Article X. Nominations and Elections

1. Candidates for the office of President, Vice-President, Treasurer and Secretary may be nominated by the membership at large. Nominations may only be made at the annual nominating meeting with the consent of the nominee. One candidate shall be elected for each office by a majority of voting members present at the annual election meeting provided there is a quorum (See Articles VI and XVI). If there is only one candidate for an office, voting may be done by a verbal vote or a show of hands; if there are more than one candidate for any office, then voting must be done by a written ballot for all the open offices.
2. Candidates must be members in good standing with the Association and no two (2) members from the same household can be elected to two (2) different offices during the same term.
3. All terms shall be for two (2) years in length beginning with the 1999 elections for the positions of Vice-President and Treasurer and beginning in the year 2000 for the President and Secretary. Then ongoing in alternate years for the purpose of staggering terms.
4. Newly elected officers will assume their offices on January 1 following November elections.
5. In the event that an open office receives no nominations at the annual nominating meeting in October, there will be no election for that office at the annual election meeting in November. That office will be considered "vacant" and the duties of that office will be handled in accordance with Article IX until the next nominating meeting the following year in October.

Article XI. District Representation

1. The Board of Directors will appoint an association member to serve as a district representative should the need and opportunity arise.

Article XII. Committees

1. *Election committee* – Three members of the Association shall be appointed by the President to conduct the annual election of officers if a written ballot is required (see Article X, #1).
2. *Special committees* – The Board of Directors shall create such special or temporary committees as may be deemed necessary. The Board of Directors shall approve the chairperson of such special committees.

Article XIII. Adoption of the Constitution and By-Laws

1. This constitution and by-laws shall become effective upon acceptance by a majority of those residents of Timber Farms participating at this meeting called for the purpose of organizing this Association.

Article XIV. Amending the Constitution and By-laws

1. This constitution and by-laws may be amended at any general membership meeting of the Association by a majority vote of eligible members present provided there is a quorum (see Article VI), and provided notice of proposed amendments shall have been given to general membership (in accordance with Article XVI).

Article XV. Expenditures

1. Any single expenditure relating to the sole purpose of an activity or social event sponsored by the Civic Association that does not exceed \$3,000 can be approved by the Board of Directors. Any other type of expenditure over \$500 shall be brought to the attention of the members and passed by a majority vote by those eligible voting members attending the meeting (see Articles VI and XVI).

Article XVI. Measures (Proposals and Actions)

1. Written or email notice of proposed measure(s) shall be given to the general membership at least two (2) weeks prior to the Association general meeting at which voting on the measure(s) will take place.