

Timber Farms Civic Association Constitution and By-laws

Article I. Name

1. The name of this organization shall be the Timber Farms Civic Association.

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 residents who have paid their dues for the current 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 privilege, until such time that 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.
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.
3. In addition to the nomination and election meetings, there will also be two (2) general membership meetings per year, the dates of which will correspond to one (1) in winter and one (1) in spring.

4. All meetings may be held as deemed necessary or by request of the Board of Directors, provided two (2) weeks written notice is given to the members.
5. 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, and a majority of those 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) along with the Past-President will comprise the Board of Directors.

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 in books belonging to the Association. 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. *He or she shall prepare and keep on record a file of all the association's members and their addresses.* All of the above shall be kept in a book for that purpose which is open 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 the above shall be kept in a book for that purpose which is open 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 an appointment by the Board of Directors with the approval of the members of the Association (see article VI and XVI).

Article X. Nominations and Elections

1. Candidates for the office of President, Vice-President, Treasurer and Secretary may be nominated by membership at large. Nominations may only be made with the consent of the nominee. One candidate shall be elected for each office by majority of voting members present (See article XVI).
2. Candidates must be 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.

Article XI. District Representation

1. A special committee will be formed at the first election meeting to establish the roles and responsibilities for district representation.

Article XII. Committees

1. *Election committee* – Three members of the Association shall be appointed by the President to conduct the annual election of officers.
2. *Special committees* – The Board of Directors shall create such special or temporary committees as may be deemed necessary. The President with approval of the Board of Directors shall appoint the chairperson of such special committees. The Chairperson shall appoint committee members.

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 regular meeting of the Association by a majority vote of eligible members present, provided written notice of proposed amendments shall have been given to general membership (see article XVI).

Article XV. Expenditures

1. Any expenditure relating to the sole purpose of an activity or social event sponsored by the Civic Association that does not exceed \$500 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 article XVI).

Article XVI. Measures (Proposals and Actions)

1. Written notice of proposed measure(s) shall be given to the general membership two (2) weeks prior to the Association meeting voting on the measure(s).