

LAZYBROOK CIVIC CLUB BY-LAWS

Revised effective Jan 2015

ARTICLE I

DUTIES AND/OR POWERS OF OFFICERS AND EXECUTIVE COMMITTEE

Section 1. The President. The President shall conduct all meetings, appoint all committees, appoint a chairperson for each committee, and outline such duties as may be required of each committee.

Section 2. The Vice-President. The Vice-President shall assist the President in the discharge of his or her duties and occupy the chair in his or her absence. He or she shall be an ex-officio member of any regular or special committees. The Vice-President shall be responsible for the program at all regularly scheduled meetings.

Section 3. The Recording Secretary. The Recording Secretary shall keep a true and correct record of all proceedings of the Club. His or her records shall at all times be open for inspection by the President or any other member of the Club in good standing. He or she shall, within a reasonable time, after retiring from office, deliver to his or her successor all papers and other property in his possession belonging to the Club.

Section 4. The Corresponding Secretary. The Corresponding Secretary shall receive communications, conduct correspondence, and mail all reports, bulletins, and notice of meetings according to the instructions of the President or Vice-President.

Section 5. The Treasurer. The Treasurer shall keep a correct and faithful account of all Club funds, receipts and expenditures. He or she shall prepare all checks to be drawn on Club funds. Such checks shall be jointly signed by any two of the following officers: Treasurer, President and/or Vice-President. The Treasurer shall deposit all monies in accounts insured by the Federal Deposit Insurance Corporation in the name of Lazybrook Civic Club. He shall, within a reasonable time after retiring from office, deliver to his successor all papers and other property in his possession belonging to the Club.

Section 6. The Executive Committee. All expenditures of Club funds for operations shall be authorized by the Executive Committee who may direct the Treasurer to pay all bills incurred or to be incurred by the Club; provided, however, that any Executive Committee may, at the beginning of its term, authorize the Treasurer to pay for the necessary office supplies, stationary, stamps, cost of holding meetings, and miscellaneous expenditures and no further authorization, therefore, shall be necessary during the remaining term of such Executive Committee.

**ARTICLE II
VACANCIES**

Section 1. Vacancies. All vacancies occurring on the Executive Committee between annual meetings shall be filled by Presidential appointment with the approval of 2/3 of the Executive Committee.

**ARTICLE III
REMOVAL OF OFFICERS**

Section 1. Removal of Officers. The officers of the Club may be removed from office by a two-thirds majority vote of the Club members in good standing present at any regular or called meeting, at which a quorum, as defined in Article VI, Section 5 of the By-Laws, is present. If any officer shall fail to attend the regular meeting of the Club for three successive meetings without good and valid reasons for absence in the judgment of the Club, such officer shall automatically cease to be an officer of the Club and the vacancy created shall be filled in accordance with the procedures as stated in Article II of the By-Laws.

**ARTICLE IV
COMMITTEES**

Section 1. Committees. Such committees as are necessary may be appointed by the President at any time, and upon appointment, the President shall designate one member as the chairperson, and instruct the committee as to its duties and purpose for appointment. Each committee shall consist of at least three (3) members. Following is a list of standing committees which shall perform such duties as the President and the Executive Committee designate: Membership Committee, Restrictions Enforcement Committee, and Beautification Committee.

**ARTICLE V
RIGHTS OF MEMBERS**

Section 1. Rights. The members of the Club shall have the right to initiate resolutions, plans, policies and projects which, when passed by a majority (two-thirds) of those present, shall be binding upon the Club. In addition, the Club as such, its officers and members, are not to enter into any contract binding the Club or bring about any indebtedness against the Club without the approval of a two-thirds (2/3) majority of its members in good standing present at any regular or special called meeting.

Section 2. Voting. Voting shall be by secret ballot only when requested by any member and approved by a voice vote of a simple majority of the members present at any regular or called meeting.

ARTICLE VI
MEETINGS AND ELECTIONS

Section 1. Annual Meeting. The annual meeting of the Club shall be held in November of each year. At least seven days written and/or published notice shall be made to each member in good standing. The officers shall be elected at the annual meeting.

Section 2. Regular Meeting. Meetings of the Club shall be held on the fourth Tuesday of each November, January, March, May and September. No regular meetings will be held during June, July or August.

Section 3. Meeting Date Change. The regular meeting date of the Club may be changed by the President with the approval of a simple majority of the Executive Committee in special cases of conflict with important events or holidays.

Section 4. Special Meetings. A special meeting of the Club may be called at any time by the President, by three (3) members of the Executive Committee, or by written petition of ten (10) qualified members of the Club. A written and/or published notice of such meeting shall be given to the members at least five (5) days prior to the meeting.

Section 5. Quorum. A quorum shall consist of the attendance of ten (10) members of the Club at any regular or fifteen (15) members in good standing at a special called meeting, but a smaller number may, for lack of quorum, adjourn the meeting to a later day and hour.

Section 6. Open Meetings. All meetings shall be opened to the general public, but the privilege of making motions, debating, and voting shall be limited to members in good standing.

Section 7. Parliamentarian. The President may appoint a Parliamentarian for assistance in questions of Parliamentary law at Club meetings.

**ARTICLE VII
DUES AND OTHER MONETARY POLICIES**

Section 1. Membership Dues. Membership dues for each family shall be \$40.00 per fiscal year. No resident family shall have more than two (2) votes regardless of the number of family members.

Section 2. Expenditures. All expenditures of the Club shall be authorized by the Executive Committee which may direct the Treasurer to pay all bills incurred or to be incurred by the Club.

Section 3. Treasurer. The Executive Committee may, at the beginning of its term, authorize the Treasurer to pay for the necessary stationary, stamps, cost of holding meetings, and miscellaneous expenditures needed for the operation of the Club and no further authorization shall be necessary during the remaining term of such Executive Committee.

Section 4. Restrictions Enforcement Funds. A building restrictions fund shall be established and maintained for use in defraying legal and other expenses incurred in enforcing restriction violations. The Club shall designate the proportion or amount of dues received each year to be put into said fund.

Section 5. Special Accounts. By a majority vote at a regular or called meeting with a quorum present, the Club may designate that a specific amount be set up to be used for a specific purpose where funds other than dues are involved.

Section 6. Interest. Interest received by any funds shall be credited to the Central Operating Account unless voted otherwise by a majority of the Club members present at any regular or called meeting.

Section 7. Fiscal Year. The fiscal year of the Club shall begin on January 1st and shall extend to December 31st of the same year.

**ARTICLE VIII
AMENDMENTS**

Section 1. Any member desiring to change the Constitution or any of the By-Laws must put such change in writing and such amendment must be signed by three (3) other members in good standing and submitted to the President of the Club.

Section 2. The proposed amendments to the Constitution and/or By-Laws may be read and approved by a 2/3 vote of the membership present at two successive regular meetings of the Club at which a quorum is present at each meeting.

**ARTICLE IX
PROXY VOTES**

Section 1. Proxy votes may be submitted by any one member for a specified meeting, provided any such votes be submitted in writing and provided such proxy votes shall not exceed three (3) votes.

**ARTICLE X
ORDER OF BUSINESS**

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| 1. | Call to Order | 6. | Unfinished business |
| 2. | Roll Call | 7. | New business |
| 3. | Special Program | 8. | Notice of next regular meeting |
| 4. | Officers' Reports | 9. | Adjournment |
| 5. | Committee Reports | | |