

CRESCENT PARK LAND AND HOMEOWNERS ASSOCIATION

BY-LAWS AND WORKING RULES

- I. This organization shall be known and designated as Crescent Park Land and Homeowners Association.
- II. The Purpose of this organization shall be:
 - A. Promotion of friendly and considerate relations and activities among all residents and land owners of Crescent Park and other civic groups in the area.
 - B. Support existing Covenants. Support equitable and just zoning ordinances and regulations, and require fair, equitable enforcement thereof.
 - C. Welcoming newcomers and providing area information.
 - D. Promotion and development of youth activities and other recreation
 - E. Continuance of area beautification and re-forestation of diseased trees, periodic area cleanup, and perpetuating custom of name signs on each property.
 - F. Development and improvement of fire plan, police protection, game law enforcement, emergency relief, civil defense and safety programs. Limiting discharge of firearms.
 - G. Improvement of roads and effective road signs.
 - H. Prevention of the encroachment of commercial development within the present residential area of Crescent Park.
 - I. Doing all other things necessary, proper or incidental to the promotion or support of the above stated objectives and of the general welfare of the residents and land owners of Crescent Park.
- III. Meetings:
 - A. Two regularly scheduled meetings will be held each year. The annual elections of the Association during the first week in April and the semi-annual meeting of the Association during the first week in October. All Association members must be given two weeks' advance notice.
 - B(1). Special meetings of the membership may be called by the Board of Directors at any time.
 - B(2). Any member of the Association who wishes to bring a matter before the Association may demand a special meeting by contacting a member of the Board. Said meeting should be called within thirty (30) days.
 - B(3). No business shall be transacted at a special meeting other than that for which the meeting was called.
 - B(4). When a special meeting is called, the Secretary shall notify all members in writing of the purpose of the meeting. Notices must be postmarked nine (9) days prior to the date.
 - B(5). A minimum of fifty-one (51) percent of the members, including directors, in good standing shall constitute a quorum at the annual or any special meeting of the organization. Absentee votes mailed to the president will be allowed in consideration of a quorum.
- IV. Board of Directors:

- A. The Board of Directors shall consist of nine (9) members. The initial Board of Directors shall consist of six (6) members.
- B. Election of the Board of Directors of this organization shall be held at the April meeting. The newly elected directors shall take office immediately after the April meeting of the Association at which they are elected and shall serve until the adjournment of the April meeting of the Association at the end of their terms. In the event that any director resigns or becomes inactive during the term, it is the responsibility of the Board of Directors to appoint an interim replacement until the next scheduled meeting.
- C. The Board of Directors of this organization shall be elected each year. The Board of Directors shall consist of President, Vice President, Secretary, Treasurer, and five (5) Trustees. No two offices shall be held by the same person.
- D. In addition to these officers, the Board of Directors may elect or appoint such committees and delegates as it deems advisable.
- E. No funds of this organization shall be used to print, mail, or circulate any literature of any kind to serve to promote or further any member's candidacy for election held in this organization.

V. Duties, Power and Restrictions of Officers:

- A. It shall be the duty of the President to preside at all meetings, enforce the rules and customs of order, to decide all questions of order subject to appeal to the members. This person shall sign all orders on the Treasurer for disposition of funds and all documents authorized by this organization. This person shall furnish each new resident with a copy of the By-Laws and an invitation to join this organization. This person shall preserve order at all times during the session of this organization whenever heated arguments or controversy arise among members, where bitterness or personalities are indulged in that threatens the peace and harmony and good will of the order. This person shall have power to immediately stop such proceedings and permit no further discussion on the subject until such time that, in the Presidents' judgment, proceedings can and will be carried on in an orderly manner, unless otherwise ordered by a two-thirds (2/3) vote of the organization present.
- B. The Vice President shall assist the President in the discharge of official duties, filling the Presidents' place in case of absence.
- C. It shall be the duty of the Secretary to keep the minutes of each meeting, to read all correspondence and documents; to issue notices for the calling of meetings; to have charge of the seal (if applicable) and affix the same to all official documents; to maintain a correct list of the membership and their addresses. In the absence of both the President and Vice President from a meeting, the Recording-Corresponding Secretary shall call the same to order and a President pro-tem shall be elected who shall serve as presiding officer for said meeting.
- D. It shall be the duty of the Treasurer to receive and hold all funds paid to the organization; to give receipt for all funds delivered to the Treasurer; to keep a correct financial account of each member together with the name and address of each; to establish and maintain proper bank account(s); to make no

disbursements without approval of the organization and only upon written order of the President; to make an itemized statement and report to the organization at the annual meeting on the condition of accounts and the transaction of the office; to submit books and accounts for inspection by the Trustee(s) when called upon; to perform such other duties as are customarily incident to this office or which from time to time may be delegated to the Treasurer by the organization.

- E. It shall be the duty of the Trustee(s) to have supervision over all funds and property of the organization under such instructions as they shall from time to time receive from the organization; to see that the funds of the organization are deposited by the proper officers in such banks and accounts therein as the organization shall designate; to examine the bank books and records of the Treasurer and see that the same are correct; to be custodian of the bonds covering the Treasurer and such officers as the organization may require to be bonded. They shall have such other duties as are customarily incident to the office or which shall from time to time be delegated to them by other authorities.

VI. Salaries of Officers:

- A. No salaries or expenses for any office shall be paid for services in office except that the organization may deem necessary to properly carry on the function of an office.

VII. Rules Governing Memberships:

- A. Every member in good standing shall be eligible to cast one vote on all matters affecting this organization and shall be entitled to full membership privileges.
- B. A member in good standing shall meet all requirements for membership and have paid all current dues and assessments.
- C. Every member in good standing may cast a vote by absentee vote in writing and mailed by registered or certified mail to the President by specifying specific ballot. Absentee votes will be held and opened at the meeting to which they apply.
- D. All members shall have a full obligation to serve on a committee or in a office if they accept the appointment or election.

VIII. Fees and Dues:

- A. The initial membership fee of this organization shall not be less than ten (\$10.00) dollars, which shall be paid annually at the regularly scheduled meeting in April.
- B. The annual dues for each member shall be six (\$6.00) dollars, which shall be paid annually at the regularly scheduled meeting in April.
- C. Special assessments for a specific purpose may be set by a majority vote of the membership.
- D. A member may be suspended by the Board of Directors for nonpayment of dues and/or assessments. Suspended members shall be compelled to pay all arrears and current dues prior to reinstatement in this organization.

IX. Standing Rules:

- Rule 1. All voting will be conducted by secret ballot if requested.
- Rule 2. No member shall be excused when only a legal quorum is present
- Rule 3. Without objection, the President may refer back to any order of business.
- Rule 4. The Chair shall recognize any member wishing the floor in due course.
- Rule 5. All meetings shall be called to order no later than 8:00 p.m.
- Rule 6. The President shall have general direction of the meeting and shall have the right to call on the Vice President at any time to preserve order over the organization while in session.
- Rule 7. The President shall be privileged to debate all questions by calling the Vice President to the Chair.
- Rule 8. The maker of a motion may withdraw it with the consent of his second before debate, but no later.
- Rule 9. No question shall be stated until regularly moved and seconded, nor shall it be debated until stated by the President.
- Rule 10. All resolutions shall be submitted in writing, and all motions shall be reduced to writing if the President or any member shall so desire.
- Rule 11. A motion and second to table or postpone indefinitely closes all debate and cannot be amended. The next order of business must be a vote on the motion to table.
- Rule 12. A motion to postpone to a certain time shall be debatable only to the degree of its postponement.
- Rule 13. A motion duly supported can only be amended once, but a substitute for the whole may be offered after an original motion has once been amended.
- Rule 14. When the reading of a paper is called for and the same objected to, it shall be determined by a majority vote.
- Rule 15. When papers are read for criticism and remarks, members taking part shall be restricted to five (5) minutes, except the author who shall have ten (10) minutes to reply if desired.
- Rule 16. Motion postponed indefinitely shall lie on the table at least until the next meeting.
- Rule 17. The number of votes required to determine a question shall always be a majority of those responding unless there is a special rule to the contrary.
- Rule 18. The President shall have the power (subject to appeal) to decline to entertain any order, resolution or motion that, in the President's judgment, is not presented at the proper time or in the proper form.
- Rule 19. All appeals from the decision of the Chair must be seconded before being put to question.
- Rule 20. Any member of this organization may have a protest or action entered on the minutes if couched in respectful language.
- Rule 21. Roberts Rules of Order shall be the parliamentary authority on all provision not covered by these By-Laws.

- X. These By-Laws may be amended by a vote of two-thirds (2/3) of the entire membership.

These by-laws copied in good faith from the original by Susan Schemel 4/20/92.

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