

# KIAMENSI CIVIC ASSOCIATION, INC.

AMENDED FEBRUARY 2019 and ACCEPTED MARCH 2019

## BY-LAWS

### ARTICLE 1 DUTIES AND TERMS OF OFFICERS AND TRUSTEES

- SECTION 1** The Officers and a Trustee shall be elected and installed at the annual meeting, serving for one year unless changed as provided for in Article VI, Section 2 of the Constitution. In case a vacancy occurs in any office, it shall be filled by the Board of Directors excepting the office of President, who must be elected, and the person so chosen shall serve only to the end of the expired term. A vacancy in the office of Vice President shall be filled at the discretion of the Board of Directors. Vice President shall be filled at the discretion of the Board of Directors.
- SECTION 2** The President shall preside at all meetings of the organization and at all meetings of the Board of Directors. (S)He shall be ex-officio member of all committees. The Treasurer shall sign all checks of the Association.
- SECTION 3** The Vice President shall fill the office of the President at any time that the President is absent or unable to fulfill the duties of his/her office.
- SECTION 4** The Secretary shall keep an accurate record of the proceedings of the Association and of the Board of Directors and perform such other duties as that the office may require. The Secretary shall be custodian of the Minute Books and other corporate records pertinent to that office. Minute Books and other corporate records pertinent to that office.
- SECTION 5** The Treasurer shall collect, deposit, and disburse funds as directed by the Board of Directors and keep such records that will show all transactions relating to the function of the Association. A report shall be given at each regular meeting and at the request of the Board of Directors. (S)He shall sign all checks of the Association.
- SECTION 6** Trustees will be responsible for the general conduct of the Association, will audit the Treasurer's books and records, once quarterly. Trustees will be responsible for the auditing of the books by end of month following Quarter end.
- SECTION 7** Each retiring officer and trustee will immediately familiarize his/her successor concerning the duties of each such office and all matters of current interest to the Association.

### ARTICLE II BOARD OF DIRECTORS

- SECTION 1** The Board of Directors shall consist of eight members; the five Officers and three Trustees. Four Directors shall constitute a quorum.
- SECTION 2** The Board of Directors shall transact the general business of the Association, fill vacancies as provided for in Article I, Section 1 of the by-laws. No adult owning or living within the boundaries of Kiamensi Civic Association, Inc. shall be denied participation.

**ARTICLE III                    NOMINATION AND ELECTIONS**

**SECTION 1**        Nominations for Officers to serve for one year and Trustees to serve for three years will be accepted at the May meeting of each year or a meeting provided for in Article VI, Section 3 of the Constitution, as amended.

**SECTION 2**        Trustees will serve a term of three years. Trustees will serve a term of three years.

**SECTION 3**        Officers and Trustees shall be elected at the annual meeting, unless changed as provided provided filled as provided for in Article I, Section 1 of the by-laws.

**SECTION 5**        Those entitled to vote - Residents, as provided for under Article III of the Constitution.

**ARTICLE IV                    MEETING AND ORDER OF BUSINESS**

**SECTION 1**        At all meetings, the following order of business shall be observed so far as consistent with the purposes of the meeting: consistent with the purposes of the meeting:

1. Call to Order
2. Pledge of Allegiance
3. Secretary Update
4. Treasurer Update
5. Social Calendar
6. Politician Updates / Guest Speakers
7. Old Business
8. New Business
9. Adjourn

**SECTION 2**        Notice of meeting, stating the time, the place, and the purpose thereof, shall be served, either personally by mail/flier upon each household of record, social media, and signage, not less than two normade by the board to publicly post an announcement of the meeting.

**ARTICLE V                    WAIVER OF NOTICE**

**SECTION 1**        Whenever under the provisions of these by-laws any resident or Director is entitled entitled to notice of any regular or special meeting or any other action to be taken taken by the Association, such meeting may be held or such action may be taken without the giving of such notice, provided every resident entitled to vote at such meeting shall in writing waive the requirements of these by-laws in respect thereto.

**ARTICLE VI                    DUES**

**SECTION 1**        The dues of the Association shall be (\$20.00) a calendar year for senior citizens. All other dues shall be at the rate of (\$25.00) a calendar year.

**SECTION 2**        The Board of Directors will review the needs of the Association on an annual basis. Any future changes of Association dues may be recommended by the Board of Directors and must be approved by a two-thirds vote of the attending residents at a general or special meeting.

**ARTICLE VII                    CONDOLENCES**

**SECTION 1** Condolences or congratulations sent by the Civic Association shall be restricted to cards or letters only.