

BY-LAWS OF THE BANNOCKBURN CIVIC ASSOCIATION (2014)

[Drafted 3/11/14]

Section 1. Membership.

Any person eligible for membership under the Constitution may be admitted upon payment of current dues. An individual, having paid dues or representing a household for which dues have been paid, shall be deemed a member of the Association and entitled to vote. Any member or household in arrears by one membership year shall be dropped from membership. A membership year shall run from September 1st through August 31 of the following year.

Section 2. Dues.

The membership dues, payable in advance, shall be fixed in such amounts and for such periods as the Executive Board shall establish. The dues of members, other than newcomers, as defined in the Constitution, shall be payable upon acceptance into membership.

Section 3. Duties of Officials.

The duties of Officers, Delegates, and Standing Committee Chairmen shall be as prescribed by the Executive Board. It is intended that each Board member shall serve as an Officer, Standing Committee Chair, or Delegate.

Section 4. Association Meetings.

Paragraph 1. Annual Meeting.

The annual meeting of the Association shall be held during the month of May. It shall be called by the President after the Executive Board has set a specific date.

Paragraph 2. Special Meetings.

Special membership meetings shall be called by the President at such times as a majority of the Executive Board or ten members of the Association in good standing so request. Such requests by nonmembers of the Executive Board shall be presented, in writing, to the President. The President may convene special membership meetings at such times as deemed necessary. A quorum of 6 is required to conduct business.

Paragraph 3. Notice of Meetings.

Notice of any membership meeting, including an agenda and other germane materials, shall be distributed to each member household at least two weeks in advance of the meeting.

Section 5. Committees and Representatives.

Paragraph 1. Standing Committee Chairs.

The Standing Committee Chairs of the Association shall be as follows:

1. Membership and Directory
2. Newsletter and Publicity
3. Webmaster
4. Nextdoor administrator
5. Land Use, Environment, Legislation, Legal Action
6. Transportation and Safety
7. Public Utilities, and Other Services

Paragraph 2. *Standing Committee Vice-Chairs.*

The Chairs of the Standing Committee shall select their own Vice-Chairs and committee members from among the members of the Association in good standing as they deem necessary. The Vice-Chairs of the Standing Committees shall be appointed as provided for in the Constitution.

Paragraph 3. *Other Committees.*

Such other committees as are required to conduct the business of the Association may be authorized, and their Chairs appointed, as provided in the Article VIII of the Constitution.

Paragraph 4. *Other Committee Vice-Chairs.*

The Chairs of any committees created pursuant to Article VIII of the Constitution shall select their own Vice-Chairs and committee members from among the members of the Association in good standing, as they deem necessary.

Section 6. Publications and Media.

Paragraph 1. *Newsletter.*

It shall be the policy of the Association to publish and distribute regularly to all Association member households a newsletter concerning matters of civic and community interest.

Paragraph 2. *Directory.*

The Association shall publish the Bannockburn Community Directory no less than every three years.

Paragraph 3. *Social Media.*

The Association shall manage Bannockburn Community social media on the Internet.

Paragraph 4. *Prohibited Matter.*

In no event shall the BCA on its own behalf publish material containing either partisan political statements or offensive language concerning any person or organization.

Section 7. Disbursements.

Paragraph 1. *Board Authorization; Member Access to Budget Documents.*

Disbursements for each membership year shall be authorized by the Board. Funds are spent based on the authorization of the Board. The Board ensure that annual budget documents are available for review on the community website.

Paragraph 2. *Contribution to Community Organization(s).*

At the April meeting of each year, the Treasurer will estimate the surplus (if any) that will remain at the end of the fiscal year out of the annual budget. At its discretion, the Board, at the April meeting, may select one or more community organizations or projects to which to donate some portion of the estimated surplus. This timing is selected in order to announce any such donation at the Annual Meeting in May.

Section 8. Conduct of Meetings.

Meetings of the Association, its Executive Board, and its committees shall be conducted in an orderly, democratic manner. In case of question, ROBERTS RULES OF ORDER shall apply.

The President may designate a parliamentarian for the annual meeting or special meetings of the Association.

Section 9. Amendment of By-laws.

These By-laws may be amended by a simple majority of the members in good standing present and voting at the Annual Meeting, provided that proposed amendment(s) shall have been placed on the agenda of the Annual Meeting and that a written copy of the proposed amendment(s) shall have been distributed to all member households at least (2) two weeks in advance of the Annual Meeting.