

PENDLEY HILLS COMMUNITY ASSOCIATION

BY-LAWS

I – Organization

The Pendley Hills Community Association (the Association) shall be an unincorporated, non-profit group.

II – Purpose

The Purpose of the Association shall be to provide a forum for the free expression and exchange of ideas to benefit and improve the safety, welfare and quality of life of the community through the democratic process.

III– Membership

Section 1 – Adults who are residents or property owners of Pendley Hills or Pendley Hills Estates subdivisions may become members of the Association by joining and paying annual dues.

Section 2 – Members shall continue in good standing in the Association by payment of annual dues.

IV – Dues

The annual dues per household shall be determined by the requirements of the annual budget approved by the membership at the November Association meeting.

V – Officers

Section 1 – The officers of the Association shall be elected by majority ballot at the November Association meeting each year. Nominations for office shall be closed at the end of the October Association meeting each year. Any member in good standing may be nominated to be elected to any one office.

Section 2 – President: The President shall preside at all meetings of the Association and of the Executive Board; shall exercise general supervision over the affairs and activities of the Association and shall be an ex-officio member of all standing committees. In the absence of the Treasurer, the President will make payments on behalf of the Association as authorized by the Executive Board.

Section 3 – Vice President: The Vice President shall assume the duties of the President in the absence of the President, the duties of the Treasurer in the absence of the Treasurer, or the Secretary in the absence of the Secretary.

Section 4 – Secretary – The Secretary shall record the minutes of the Association meetings and maintain all records of the Association. The Secretary shall send and receive all communication of the Association.

Section 5 – Treasurer – The Treasurer shall receive all funds, tend to their safekeeping and accounting, make payments on behalf of the Association as authorized by the Executive Board, and submit an annual budget at the November meeting for approval.

Section 6 – Past President – The Past President shall be a member of the Executive Board in an advisory capacity.

VI – Executive Board

Section 1 – The Executive Board shall consist of the Association's duly elected Officers and Committee Chairmen in good standing and on record of appointment in the Association meeting minutes.

Section 2 – The Executive Board shall formulate plans for activities, review proposals, and present such plans with appropriate comments as New Business at the Association monthly meeting.

Section 3 – The Executive Board Chairmen shall be the Association President or in the absence of the President the Association Vice President.

Section 4 – The Executive Board shall meet for a special purpose as designated by the Association President or Vice President and such meeting may transact only such business as is specified in the. Notification for the meeting.

Section 5 – The Executive Board vacancies shall be filled by nomination and election at any regular monthly meeting of the Association.

VII – Meetings

Section 1 – The Association shall meet regularly on the second Monday of every month at 7 PM at Rowland Elementary School or at a time and place designated by the Executive Board and announced by the Secretary via email to all members in good standing one week in advance of the meeting.

Section 2 – The October Association meeting shall be the Annual Meeting for the nomination of officers of the Association.

Section 3 – The November Association meeting shall be the Annual Meeting for the election of officers of the Association and approval of the annual budget.

VIII – Committees

Section 1 – Committees shall be appointed by the President.

Section 2 – The Standing committees shall be:

1. Beautification
2. Crime Prevention/Neighborhood Watch
3. Zoning
4. Hospitality
5. Newsletter
6. Membership
7. Communications

IX – Quorum

The Association members in good standing who are present including a minimum of three members of the Executive Board shall constitute a quorum for the transaction of business.

X – Order of Business

The order of business at all regular monthly meetings:

1. Open Networking
2. Welcome
3. Goal Review
4. Special Guest Recognition
5. Recognition of a neighbor
6. Reading of the minutes
7. Committee Reports
8. Old Business
9. New Business
10. Special Presentation
11. Next meeting reminder
12. Adjournment

XI – Parliamentary Authority

Roberts Rules of Order, Revised, shall be the parliamentary authority.

XII – Amendments

Any proposed amendment to the Association By-Laws must be submitted, in writing, under New Business at a regular monthly meeting of the Association. At that time the proposed amendment will be read aloud to the members present and then tabled until the next regular meeting of the Association. At that time, the proposed amendment will become effective when it is submitted as a motion and approved by vote of two thirds of the members in good standing present.