

2022

South Buena Vista Civic Association

By-Laws

South Buena Vista Civic Association Inc.

By-Laws

ARTICLE I

PURPOSE

- A) To encourage pride in our community by improving, developing and making the community appearance appealing for all residents.
- B) To stimulate interest through activities that are accessible to our residents of all ages.
- C) These By-Laws are established in order to better regulate and administer the affairs of the South Buena Vista Civic Association, Inc.

ARTICLE II

MEMBERSHIP

- A) The South Buena Vista Civic Council /Association is a **NON-PROFIT CORPORATION** comprised of all lot owners of the First, Second, Third, Fourth and Fifth additions and / or their spouse (if no spouse their son or daughter 18 or older) and renters who reside in the South Buena Vista community
- B) All members must be in "Good Standing" . Any special assessments will be included in yearly dues.
- C) No one under the age of eighteen (18) is to be allowed in the hall without adult supervision.
- D) The council will meet on the second Wednesday of each month from November to April.
- E) Honorary Memberships are at the discretion of the Executive Board for outstanding services and dedication to the community.

The **BY-LAWS** may be amended provided such proposals are:

- 1) Submitted to the executive board.
- 2) Submitted to the council at the general meeting.
- 3) Approved by written ballot or a show of hands.

All future revisions to these **BY-LAWS** can only be adopted during the months of December, January, February, or March as long as a quorum is reached. Revisions shall be submitted and posted 30 days prior to adoption. A quorum consists of twenty-five (25) dues paying owners of South Buena Vista.

ARTICLE III

EXECUTIVE BOARD OFFICERS

- A) The Executive board shall be comprised of President, Vice President, Secretary, Treasurer, or Secretary/Treasurer, three (3) Trustees, and three (3) Directors. At least one (1) of whom should be a full time resident whenever possible. All officers must be members of and reside in the South Buena Vista Community.
- B) No member of the board shall be eligible to hold more than one (1) office on the executive board at any one time with exception of the offices of secretary and treasurer which may be combined with the approval of the council membership.
- C) These executive board members are also the Council Officers.
- D) The Executive Board shall be governed by the presiding Council Officers, Quorum being a simple majority.
- E) In the case of a vacancy on the executive board, the President, with board approval, will appoint a replacement for the remainder of the term vacated.
- F) Executive board members may be counted as present (even if they are not physically present) provided they are on a conference call for the meeting.
- G) Should a board member be absent for three (3) successive regular meetings without a valid excuse, they shall be considered resigned.
- H) There cannot be two members of the same household on the executive board with the exception of Trustees and Directors.
- I) The executive board shall meet on the first Tuesday of each month from November to April for the transaction of such business that may come before it. This meeting is open to all residents. Anyone requesting to address the board must submit one (1) week notice in writing to obtain approval to be put on the agenda.
- J) Special meetings may be called by the President. Resident owners may also request a special meeting to be called by the President. To do this they must obtain a petition with at least twenty-five (25) signatures of residents who meet the requirement of currently paid dues, own, and reside in the South Buena Vista Community.
- K) An "Emergency Meeting" shall be called by the President. The purpose of such meeting will be to address a specific problem which needs immediate attention.
- L) All proposals in excess of \$2000 must be submitted to the executive board accompanied by a minimum of two (2) separate estimates, which then must be submitted at the general council meeting for approval. Upon recommendation of the executive board any proposal in excess of \$5000 requires a sealed bid and a Request for Quote (RFQ).
- M) The executive board shall utilize the service of a Certified Public Accountant (CPA) to verify accurate fund balances. The executive board shall approve the bonding of the Treasurer.
- N) The executive board shall make provisions to accommodate full time members access to the facilities.
- O) Salaries, bonuses, or gifts shall be approved by the executive board.

ARTICLE IV

VOTING REQUIREMENTS

President and Secretary are elected to a two year term on even years. Vice President and Treasurer are elected to a two year term on odd years.

If the Secretary/Treasurer position is held by one person that person shall be elected on even years.

Trustees are elected to a three year term with one term to expire each year.

Directors are to be elected to a two year term.

Any candidate shall be allowed to have the opportunity to address the membership if they so desire prior to the election.

Voting shall be as follows:

- A) Elections will be the second Wednesday of February. A posting of each office up for election will be posted in the hall prior to the election month. Anyone wishing to be considered for the office who signs the posting will be considered as nominated. The President will entertain the nomination of any further members from the floor of a candidate for each office and voting will take place at that same meeting. The current President will preside over the meeting, and the Vice President shall preside over the elections when the President is up for election.
- B) All candidates whose names are placed in nomination **MUST BE PRESENT** at the general election or they must file a letter of acceptance to be considered a candidate. If they do not attend or file a letter they will **NOT** be considered as a viable candidate and their name will be removed from consideration.
- C) General elections shall be by written ballot only if there is more than one (1) nominee for a position.
- D) Voters must be in attendance and be resident property owners of the South Buena Vista Civic Community in good standing. New owners who wish to vote may be required to show proof of ownership.
- E) Each resident property owner shall be entitled to vote for the property he/she resides in regardless of how many other properties he/she may own.
- F) Joint ownership shall entitle attending resident property owners in points (D and E) above to cast two (2) votes * (1 for primary owner & 1 for a second person whose name is on the deed)* .
- G) The President shall appoint three (3) Trustees to tally and verify the votes. The President will announce the election results and the new officers will be sworn in at that time. The candidate shall be elected by a simple majority of votes. The **Ballots** shall be kept in a sealed envelope by the secretary for one year then properly disposed of by burning or shredding.
- H) With the exception of the general elections voting may be done by a majority show of hands or ballot vote if the President so deems it, or a request for a ballot vote from the floor. Non owner residents (renters) and honorary members are allowed to vote on social issues, but not allowed to vote on financial issues or on elections.
- I) Special assessments shall be approved by a ballot which shall be mailed to all members of the South Buena Vista Civic Council. There shall be allowed only one (1) vote per household and a majority of the votes cast shall decide the issue.

ARTICLE V

DUTIES OF OFFICERS

PRESIDENT'S DUTIES

A) The President shall preside at all meetings of both the council and the executive board.

B) The President shall call meetings of the executive board the first Tuesday of each month and meetings of the council on the Wednesday of the following week. He / She shall also call special or emergency meetings as required.

C) Our three (3) representatives to Buena Vista Adventure, Inc. board shall be appointed by the President of the South Buena Vista Council with approval of the executive board.

D) The President shall maintain order during all meetings and follow the regular order of business as follows:

1 a) Call meetings to order

1. Request a pledge of allegiance to the flag
2. Roll call of officers
3. Secretary's report
4. Treasurer's report
5. Trustee's report
6. Director's report
7. Neighborhood watch report
- B. BVA Report

2a) Club Reports

3a) Matters Arising (Old Business)

4a) New Business

5a) Adjournment

E) The President shall appoint committees as deemed necessary.

F) The President and Secretary shall submit an agenda for the general council meeting after the executive meeting to be displayed with the sign-in sheet in the hall.

AT THE END OF THE YEAR THE PRESIDENT SHALL APPOINT THE THREE (3) TRUSTEES TO PERFORM AN AUDIT OF THE TREASURER'S RECORDS AND REPORT AT THE NEXT REGULAR COUNCIL MEETING.

VICE PRESIDENT'S DUTIES

- A) The Vice President will act with full responsibility of the President's duties in the absence of the President.
- B) The Vice President will advise the President of any important details of procedure.
- C) The Vice President shall preside over the elections when the President is up for election.

SECRETARY'S DUTIES

- A) The Secretary shall keep an accurate record of all regular council and executive board meetings, including special and emergency meetings.
- B) The Secretary will maintain all correspondence required, at the direction and approval of the President.
- C) Record all agendas and minutes for the executive and council meetings.
- D) Minutes of regular, special and emergency meetings shall be made available to any member oif so requested by posting on the bulletin board.
- E) Send proposed agenda for executive and any meetings to all board members.
- F) Post approved minutes on the website

TREASURER'S DUTIES

- A) The Treasurer shall maintain and preserve accurate records of all monies received and dispersed on a monthly basis.
- B) The Treasurer shall make a report each month at the regular council meeting of all receipts and expenditures for the past month. Any savings and fund balances that may exist, shall be posted.
- C) The Treasurer shall submit all records at the end of the fiscal year to the President of the council for the purpose of an audit of said record by the three (3) trustees.
- D) The Treasurer shall keep the executive board apprised of any change in insurance cost, investments and rate changes which shall come to the attention of the Treasurer.
- E) The Treasurer must be able to provide proof of ability to be bonded.

Trustee's Duties

- A) Trustees shall be in charge of maintenance of buildings and grounds, reporting directly to the executive board their findings.
- B) Trustees shall obtain a minimum of two (2) bids on any project requiring material or outside labor and material.
- C) Trustees shall perform an audit of the Treasurer's records.

DIRECTOR'S DUTIES

Directors will split the South Community evenly between them to provide that all areas are covered.

- A) Directors shall welcome new residents and encourage them to join the civic council activities whenever possible.
- B) Directors shall attend all meetings and report to the council any suggestions that the residents may have to improve the community.
- C) Directors shall council their respective area residents as to the procedure for handling grievances. The correct procedure is to have written grievances signed by the resident with addresses and given to Code and Ameritech.
- D) Directors shall distribute published materials as directed by the executive board.

These By-Laws are to be reviewed and/or revised every five (5) years. All future revisions to these By-Laws can only be adopted during the months of December, January, February or March providing a quorum is reached. Revisions shall be submitted and posted thirty (30) days prior to adoption.

These By-laws will supersede all previous revisions and become the only existing, binding By-Laws of the South Buena Vista Civic Association, Inc.

10-17-2022
To

Submitted to the General Council

Date: 2-8-2023

Adopted by the Council

Date: 2-8-2023

President: Mary Brady

Date: 2-8-2023

Vice President: David Laborski

Date: 2-10-2023

Secretary: Wood

Date: 2-13-23

Treasurer: Donald Dufka

Date: 2/10/2023

Trustee #1: Donald A Smith

Date: 2-8-2023

Trustee #2: Fred Shoemaker

Date: 2-10-2023

Trustee #3: [Signature]

Date: 2-10-23

Trustee #4: Wife Richer [Signature]

Date: 2-14-23

Director #1: Peggy Griffin

Date: _____

Director #2: Sandy Shoemaker

Date: Feb 13/23

Director #3: Theresa M Scott

Date: Feb 20-23