Amended November 9th 2014

# ARCADIAN ACRES CIVIC ASSOCIATION, INC. Evansville, IN.

## BY-LAWS

### ARTICLE I—NAME AND PURPSOE

**Section 1.** The name of this organization shall be "Arcadian Acres Civic Association, Inc." Simply referred to as the "Association".

**Section 2.** The purpose of this organization shall be to create and maintain an environment of safety, security, pride, social interaction and well-being for its residents.

### ARTICLE II—FISCAL YEAR

**Section 1.** The fiscal and membership years of the association shall be the calendar year beginning January 1st and ending December 31st each year.

### ARTICLE III—MEMBERSHIP

**Section 1. Eligibility:** Membership in this Association shall be open to all persons living in Arcadian Acres. The borders shall be defined as follows:
*North side of Covert Avenue as the south border/South side of Washington Avenue as the north border/Both sides of Southfield Road as the east border/Both sides of Burkhardt Road as the west border including all frontage property.*

**Section 2. Annual Dues:** The dues of this Association shall be $10.00 per family per year, unless a different amount is specified by the Board of Directors. For the purposes of determining dues, a family shall consist of all family members living in a single household. Each adult member of the family, age 18 years or older shall be a voting member of the Association, however for voting purposes each household shall be limited to two votes.

**Section 3. Resignation and Termination:** The membership of any person moving out of Arcadian Acres shall terminate on the date of moving, as shall any positions held on the Board of Directors. Any member not paying their dues forfeits the right to vote. If payment is received, the member will be reinstated.

### ARTICLE IV – MEETINGS

**Section 1. Annual Meeting:** The annual meeting of the Association shall be held on a day to be determined each year by the Board of Directors. Written notice of the time and place of the meeting shall be sent by the Secretary to each member no less than (10) days before the date of the meeting.

**Section 2. Special Meetings:** Special meetings of the Association may be called at any time by the President, by a majority of the Board of Directors or by written petition signed by not less than one-tenth (1/10th) of all members authorized by the Articles of Incorporation to vote. Written notice of the time and place of the special meeting, with the purpose for which the meeting is called, shall be sent by the Secretary to each member of the Association no less than ten (10) days before the date of the meeting.

**Section 3. Quorum:** An attendance of 10 members shall constitute a quorum at any meeting. The majority vote of the members present at any meeting at which a quorum is present and voting is sufficient to transact any business which comes before the meeting.

**Section 4. Board of Directors Meetings**: The date of the first meeting of the newly elected Board of Directors shall be determined by the board members each year, following the conclusion of the annual

election. A special meeting of the Board of Directors may be called by the President, or Vice President in the event the President is unavailable at any time, or may be called at the request of any three (3) board members. Each member of the Association shall be notified of the time and place of the meeting by the Secretary. Any member of the Association may attend any meeting of the Board of Directors, however no member except the Board of Directors shall be entitled to vote at the meetings of the Board.

**Section 5. Quorum of Board of Directors:** A quorum at any meeting of the Board of Directors shall consist of a majority of the members of the Board.

## ARTICLE V—BOARD MEMBERS AND OFFICERS

**Section 1.** The Board of Directors of this Association shall consist of nine (9) members. All must be residents of Arcadian Acres in good standing. This Board shall govern all Association affairs.

**Section 2.** The Officers shall consist of a President, Vice President, Secretary and Treasurer. They shall hold office for a period of one (1) year or until re-elected or their successors are elected and qualified. The treasurer shall be up to a three (3) year term as determined by the Board of Directors.

## ARTICLE VI—DUTIES OF OFFICERS

**Section 1. President:** The President shall act as Chief Executive Officer of the Association and Board of Directors, to preside at all meetings and to direct the proceedings in accordance with the By-Laws.

**Section 2.** It shall be the duty of the President to preserve order and decorum in the Association.

**Section 3.** It shall be the duty of the President, with the approval of the Board of Directors, to fill any vacancy which may occur on the Board of Directors. The President will also, with approval of the Board of Directors, appoint all committees as needed.

**Section 4.** The President, or the Vice President in the absence or disability of the President, together with approval of the Board of Directors, sign other contracts and obligations of the Association.

**Section 5. Vice President:** The Vice President shall substitute and act for the President in the event of absence or disability of the President. The Vice President shall automatically assume the office and duties of President in the event the President's membership in the association is terminated for any reason.

**Section 7. Secretary**: The Secretary, under the direction and control of the Board of Directors, shall keep minutes of the meetings of the Association and Board of Directors and to assist the President in making a full report of the activities of the Association at years end. The Secretary shall conduct the correspondence of the Association and other duties customary to the office.

**Section 8. Treasurer:** The Treasurer shall collect and deposit all funds of the Association and shall disburse the funds according to the methods approved by the Board of Directors. The Treasurer, or the Secretary in the absence or disability of the Treasurer, shall sign all checks. The Treasurer shall keep all accounts of the Association and shall report to the Board of Directors at each meeting. A report for the fiscal year will be provided in writing to the Board of Directors of all receipts and disbursements of funds received and of the balances. This report shall be presented to the members at the annual meeting. The accounts of the Treasurer shall be kept in books belonging to the Association, which shall at all times be open for the examination of all members of the Association.

**Section 9: Expenditures:** All expenditures must be approved by the Board of Directors. Recurring expenditures of postage for mailings and annual tax payment are automatically approved.

## ARTICLE VII—COMPENSATION OF OFFICERS

**Section 1. Compensation:** No officer of the Association shall receive compensation from the Association.

## ARTICLE VIII--ELECTION OF DIRECTORS AND OFFICERS

**Section 1. Election of Board of Director Members:** The election of board members shall be held annually on a date to be determined by the current Board of Directors. Nine (9) officers will be elected each year to a term of one (1) year.

**Section 2. Voting:** The voting shall be by secret ballot. Each voting member shall be entitled to one (1) vote for each board member to be elected. The Board of Directors shall appoint at least three (3) non-running members to count the ballots.

**Section 3. Nominees:** Nominees will be limited to one (1) per household. The nine (9) Nominees receiving the highest number of votes shall be elected to a term of one (1) year. Nominations for any persons will be taken, provided the nominee has agreed to serve if elected and is a member in good standing.

**Section 4. Election of Officers:** At the first meeting of the Board of Directors after the election, a President, Vice President, Secretary, and Treasurer (if applicable as stated in Article V, Section 2) will be elected from their numbers.

**Section 5. Term of Office:** No officer shall hold the same office for more than two (2) consecutive years unless no other Board of Director members are willing and approval of the Board is obtained or as stated in Article V, Section 2.

## ARTICLE IX—AMENDMENTS

**Section 1.** These By-Laws may be amended by a 6 person "yes" vote of the members of the Board of Directors present at any directors meeting.

## ARTICLE X—PARLIAMENTARY AUTHORITY

**Section 1.** Where no provision is otherwise made, Robert's Rules of Order shall prevail.

## ARTICLE XI—DISSOLUTION

**Section 1.** In the event of the dissolution of this Association, the Association shall use all remaining funds to pay any debts or liabilities incurred, with the remainder to be used to pre-pay the taxes on the property owned by the Association running parallel to Covert Avenue for as many years as possible, the checking account will then be closed.

CERTIFICATION

These bylaws were approved at a meeting of the Board of Directors by a majority vote on November 9, 2014.

Jami Eick — November 9, 2014

Secretary — Date

**(By-Laws last amended November 9th 2014)**