

BY-LAWS of the LANCASTER PLACE CIVIC ASSOCIATION

ARTICLE I: NAME

Section 1: The name of the organization is LANCASTER PLACE CIVIC ASSOCIATION, INC., hereinafter called “the Association.”

Section 2: The Association is a non-profit corporation.

ARTICLE II: PURPOSE

Section 1: The purpose of the Association is to protect, preserve and improve the neighborhood in which we live.

ARTICLE III: TERRITORY

Section 1: The Association shall represent all residences located on the 1700 and 1600 blocks of Sul Ross, Branard, W. Main and Colquitt streets. The Association also reserves the right to invite other individuals living on the immediate borders of the stated Association to join the membership.

ARTICLE IV: MEMBERSHIP

Section 1: All residents and/or property owners of the territory described in Article III who are of at least eighteen years of age, who have applied for membership, and who have paid the prescribed dues are members of the Association and are entitled to vote at membership meetings.

ARTICLE V: DUES

Section 1: The membership dues of the Association shall be \$45 per year for individual households and \$35 for renters.* The dues are payable in advance. Payment of the appropriate dues establishes the individual member or all persons in paying households as members in good standing.

Section 2: Any member whose dues are sixty days in arrears shall forfeit one’s membership in the Association, but may be reinstated upon

* Dues rates currently under review as a result of erroneous emails sent to Association members on January 24 and January 26, 2011. The rate promulgated in those emails was \$55/household and \$35 for renters.

payment of current dues.

ARTICLE VI:

FISCAL YEAR

Section 1: The fiscal year of the Association shall begin March 1 and end on March 1 of each year.

ARTICLE VII

MEETINGS

Section 1: Regular meetings of the Association shall be held 7-10 times each year at a place designated by the Board of Directors. The members shall be notified, in writing, as to the time and place of such meetings.

Section 2: Special meetings may be held at any time on the call of the President or by three members of the Board of Directors, or upon the writing request of ten voting members. All members shall be given prior notice, in writing, of such meetings, stating the reason for the meeting and time and place of the meeting.

Section 3: Meetings of the Board of Directors may be held at any time on call of the President or by four members of the Board of directors at a time and place designated by the authority calling the meeting. All members of the Board of Directors shall be notified in advance of the time and place of the meeting. Other members will be welcome at these meetings.

Section 4: The Board of Directors shall conduct the business of the Association between meetings subject to instruction from the Association.

Section 5: A quorum of duly called membership meetings for the conduct of business shall consist of those qualified members present.

ARTICLE VIII:

ELECTIONS

Section 1: All designated officers shall be elected at the regular meeting in the month of March of each year and shall take office during the following meeting. The officers shall be elected by a majority vote of all members present.

Section 2: In the event of a vacancy occurring in the staff of officers, the vacancy shall be filled at the first regular meeting after the vacancy occurs by a majority vote of the members present.'

Section 3: The Nomination Committee shall consist of all voting members wishing to serve. Additional nominations may be made from the floor.

Section 4: Nominations for all elected positions shall be open to any member of the Association who is in good standing.

ARTICLE IX: **BOARD OF DIRECTORS**

Section 1: The Board of Directors shall consist of a President, a Vice President, a Secretary, a Preservation Officer and a Treasurer, which five shall be called the officers of the Association. The board shall also include Committee Chairpersons.

Section 2: A delegate appointed by the Board of Directors will represent the Association in the Neartown Association.

ARTICLE X: **DUTIES OF OFFICERS**

Section 1: It shall be the duty of the President to preside at all meetings of the Association, preserve order, enforce the By-Laws and exercise supervision of its affairs generally. The President shall not be required to vote except in the case of a tie vote. The President shall, with the advice and consent of the Board of directors, appoint all committees and shall be a member of all committees and shall see that all officers properly respond to and perform all duties that may be placed upon them. The President shall serve as Chairperson of the Board of Directors. The President shall, thirty days before the March meeting of each year, convene a nominating committee to present a slate of officers to be elected at the November meeting to serve for the ensuing year.

Section 2: It shall be the duty of the Vice President to assist the President in the discharge of the President's duties and to occupy the Chair during the President's absence. In the event that the President's office becomes vacant, the Vice President shall assume the office of President and perform all duties delegated to the President.

Section 3: It shall be the duty of the Secretary to keep an accurate record of all proceedings of the Association, receive all communications, conduct all correspondence, and have charge of all relevant records of the Association. The Secretary shall keep the minutes of all meetings. The Secretary shall also serve as Secretary of the Board of Directors and keep the minutes of its meetings.

Section 4: It shall be the duty of the Treasurer to record all monies received by the Association and to furnish receipts to the members for the dues. The Treasurer shall deposit all monies received for the Association in a bank account maintained for the purpose and shall disburse all funds by check. The Treasurer shall make a financial statement of the membership at the every regular meeting. Current bank statements for the Association shall be available for

inspection by any voting member. The Treasurer will make a report on the membership dues at the March meeting and shall maintain a record of all members in good standing.

ARTICLE XI:

COMMITTEES

Section 1:

There shall be committees created as the Association deems necessary. The chairpersons of such committees shall be appointed by the President and approved by the Board of Directors with such duties as the Board of Directors shall determine.

ARTICLE XII:

ORDER OF BUSINESS

Section 1:

Roberts' Rules of Order shall be in authority for procedure in conducting meetings when not in conflict with the By-Laws.

ARTICLE XIII:

POLITICAL STANCE

Section:1

Lancaster Place Civic Association is a non-partisan organization that will not express preference for or endorse one political candidate over another.

ARTICLE XIV:

AMENDMENTS

Section 1:

These By-Laws shall be adopted and amended by a two thirds vote of those present at any regular or called meeting pursuant to at least five days written notice, including the text of the matter to be voted upon.

ARTICLED XV:

COMMUNICATION AND CORRESPONDENCE

Section 1:

No member of the Association, including individuals elected to the Board, shall represent themselves as official spokespersons of the Association without the express approval of the President, or in the absence of the President, the Vice-President.

Section 2:

Any written communications which represent the Association, such as those communications on the Association's letterhead, or where the writer identifies himself as representative of the Association, or where representative views of the Association's membership are implied will, in all circumstances, carry either the signatures of both the President and the primary author, or both the President and a Board Member.