

GARDEN COURT COMMUNITY ASSOCIATION
CONSTITUTION and BY-LAWS

ARTICLE I NAME

The name of this organization shall be the Garden Court Community Association (hereinafter: GCCA or the Association).

ARTICLE II PURPOSES, BOUNDARIES

Section 1. To foster, promote, and develop cooperation, good fellowship, and neighborliness among all persons living, working, or interested in this neighborhood; to coordinate efforts to solve neighborhood problems; and to enhance the civic and general welfare of this community.

Section 2. Pecuniary gain or profit, incidental or otherwise, is not contemplated by the Association or its members.

Section 3. The boundaries of GCCA shall be from 45th Street to 52nd Street, and from Locust Street to and including Cedar Avenue.

ARTICLE III MEMBERSHIP, VOTING

Section 1. All persons or organizations interested, working, or residing within the area of the described boundaries shall be eligible for membership in the organization upon payment of the annual dues designated by the Board of Directors.

Section 2. All members in good standing with the Association shall be eligible to vote in elections and on matters brought before the membership for a vote.

ARTICLE IV MEETINGS OF THE ASSOCIATION

Section 1. The calendar year of the Association shall run from September 1 to August 31.

Section 2. The Association shall hold its last general meeting of the year in the late spring, preferably during the month of May or June, at a time and place designated by the President or the Board of Directors. Written notice shall be mailed to all members of the Association at least one week in advance.

Section 3. Other general and special meetings of the Association shall be held at times and places and with notice given to members as shall be determined by the President or the Board of Directors.

Section 4. All meetings of the organization and of the Board of Directors shall be conducted by the President in the spirit of informality. In the case of a dispute as to procedure, the meeting shall be governed by Robert's Rules of Order as interpreted by an ad hoc parliamentarian to be designated by the President.

ARTICLE V OFFICERS AND DUTIES

Section 1. The officers of GCCA shall be a President, a First Vice President, a Vice President for Membership, a Recording Secretary, a Corresponding Secretary, and a Treasurer. They shall constitute the Executive Committee.

Section 2. All officers shall be elected by a majority vote of the members of the Association present and eligible to vote at the last general meeting. Officers shall serve a term of two years with the right to succeed themselves once for an additional term of two years, and shall assume office at the conclusion of the meeting at which elected.

Section 3. A candidate for election to an office must be a bona fide resident of the area, shall be an active member of GCCA in good standing for at least one year prior to the year of candidacy, and must have been at some time a member of the Board of Directors of the Association for at least one year.

Section 4. The duties of the President shall be to preside over all of the regular meetings of the Association and of the Board of Directors, to execute all of the laws of the Association, to appoint all committees, standing or special, and to interpret the Constitution and By-Laws.

Section 5. The Vice President shall serve as the President in the event of the death, illness, or resignation of the President.

Section 6. The Treasurer shall have charge of all moneys, funds, and other securities of the Association. S/he shall keep accurate accounts of all financial transactions of the Association and shall make regular reports on the financial status of the Association to the general membership. S/he shall make all disbursements upon authorization of the President or of the Board from the funds of the Association, and shall be responsible for opening and maintaining a checking account in the Association's name.

Section 7. The Recording Secretary shall keep correct books of all minutes of the proceedings of the general membership and of the Board of Directors.

Section 8. The Corresponding Secretary shall be responsible for maintaining a register of all members of the Association and a record of all dues paid by members, and shall issue notices to members of all meetings of the Association and of the Board of Directors.

ARTICLE VI BOARD OF DIRECTORS

Section 1. Supervision of the affairs of the Association shall be vested in a Board of Directors consisting of not less than 15 nor more than 21 members, plus the current officers and the immediate past president of the Association.

Section 2. A candidate for election to the Board of Directors must work or live in the GCCA area or own property in the area and be a member of GCCA.

Section 3. Normally, from September through May, the Board of Directors intends to hold monthly meetings, when possible, at times and places and with notice given to members as shall be determined by the President or the Board of Directors. During months in which a general meeting is scheduled, no Board of Directors meeting need be held unless otherwise directed by the President or Board.

Section 4. Directors shall be elected at the last general meeting for a term of three years, provided that one-third of the entire Board is elected annually. Directors shall assume their positions at the conclusion of the meeting at which they are elected. Members may not serve on the Board for more than two consecutive three-year terms, but a member may become eligible for reelection to the Board after a one-year hiatus at the conclusion of the second consecutive term. Service as an officer of the Association shall be treated as part of that person's total tenure as a Board member.

Section 5. Elected officials who represent the Garden Court area may serve as ex-officio members of the Board of Directors with voting privileges.

Section 6. The Directors shall have the following duties and responsibilities:

- a. Regularly attend meetings of the Board of Directors.
- b. Participate in the discussion of all business brought before the Board.
- c. Vote after due consideration of the issues.
- d. Serve on, or chair, at least one committee.
- e. Otherwise actively participate in Association activities.

Section 7. Removal of Directors for nonparticipation. After a Director has missed two consecutive Board meetings without excuse, the President shall remind the Director of the importance of attendance and participation to the effective operation of GCCA and inform the Director that missing three consecutive meetings without excuse is cause for removal from the Board. After a Board member has missed three consecutive meetings without excuse, the President shall inform the Board member in writing that s/he has been removed from the Board.

ARTICLE VII NOMINATIONS, ELECTIONS

Section 1. Each year, the President shall appoint a Nominating Committee and announce its membership at a general or Board meeting, or in such other way as s/he deems appropriate.

Section 2. The Nominating Committee shall nominate Association members for the positions of officers and for the vacancies on the Board of Directors. Nominations for candidates for these positions may also be made from the floor at any general or Board meeting up until the time of the balloting.

Section 3. The election of officers and Board members shall take place at the last general meeting, and shall be by secret ballot only in the event of contested positions or if called for by the President.

ARTICLE VIII COMMITTEES

There shall be three standing committees: Program Planning, Fundraising, and Membership and other standing and special committees as may be determined by the President or the Board of Directors or the general membership. Chairpersons of committees shall be appointed by the President. Members of all committees shall serve at the pleasure of the President or the Chairperson charged with the responsibility for that particular activity.

a. The Program Planning Committee shall have primary responsibility and authority, in cooperation with the President, for planning and developing special Association projects and the agendas and programs for general and Board meetings, and for such other duties as requested by the President.

b. The Fundraising Committee shall have primary responsibility and authority, in cooperation with the president, for planning, developing, and implementing fundraising activities for the Association, and for such other duties as requested by the President.

c. The Membership Committee shall have primary responsibility and authority, in cooperation with the President and the Corresponding Secretary, for planning, developing, and carrying out efforts to increase the membership level and membership involvement in the Association, and for such other duties as requested by the President.

ARTICLE IX AMENDMENTS

Amendments to this Constitution shall be submitted to and passed by a two-thirds vote of the Board of Directors present at a meeting whose stated purpose includes a vote on such amendment(s). Any proposed amendment shall be included in the meeting notice of the next Board of Directors meeting and such notice must be mailed at least one week in advance of such Board of Directors meeting at which it will be voted upon.

Revisions approved 11/3/97; 4/9/07