

**BY-LAWS  
OF THE  
CIVIC ASSOCIATION OF SURREY PARK**

**ARTICLE I -- Meetings**

- Section 1. The Annual meeting of the Association shall be held during the month of October each year on such a date as shall be designated by the president. All members shall be notified of the time and place by written notice at least 15 days in advance of the meeting. Notification should include a brief agenda.
- Section 2. Special meetings of the Association shall be called by the Board of Directors either at their own discretion or at the written request of ten (10) members of the Association. Notification should include a brief description of matters to be discussed.
- Section 3. The Board of Directors shall meet at least twice a year at such time and place as directed by the president.
- Section 4. All meetings shall be governed by "Roberts' Rules of Order" except where they are inconsistent with this Constitution and By-Laws.
- Section 5. A quorum for the transaction of business at Annual Meetings or special meetings of the Association shall be not less than fifteen (15) members. If a quorum is not in attendance within 15 minutes after the called time of the meeting, the meeting may be dismissed.
- Section 6. At a meeting of the Board, a majority of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 7. A majority of the votes cast shall be necessary to decide any issue which may come before any meeting of the Association with the exception of amendments to the Constitution or By-Laws and removal of officers or representatives.

**ARTICLE II -- Membership Year**

- Section 1. The membership of the Association shall start on the first day of November.

**ARTICLE III - Elections and Voting**

- Section 1. Officers shall be elected at the Annual Meeting from the membership by a majority of the votes cast. In the event of a ballot with more than two candidates and a lack of majority for any one, a second ballot shall be taken on the two candidates with the largest numbers of votes.
- Section 2. District Representatives shall be appointed by the president.
- Section 3. A nominating committee consisting of a chairman and two additional members shall be appointed by the president. The nominating committee shall nominate at least one candidate for each elective office. The list of nominees shall be

distributed to each member of the Association at least fifteen (15) days before the Annual Meeting.

Section 4. Additional nominees for any office can be placed on the official ballot upon written request, signed by two (2) members of the Association sent to the nominating committee five days prior to the date of election. Approval of the nominee shall be obtained by two nominating members. Nominations from the floor shall not be accepted.

Section 5. The officers and representatives elected at the Annual Meeting shall assume the function of their office immediately following then Annual Meeting.

#### **ARTICLE IV -- Representative Districts**

Section 1. There shall be a maximum of twenty (20) members of the Association in each district.

Section 2. The boundaries of each district shall be determined by the Board of Directors.

#### **ARTICLE V - Dues and Finance**

Section 1. Dues for members shall be determined by majority vote at the Annual Meeting.

Section 2. The Treasurer shall not pay out any sum above \$200 except that the majority of the Board of Directors shall authorize said expenses

Section 3. An auditor shall be appointed by the president . The auditor shall audit the books of the Association within fifteen (15) days prior to the Annual Meeting and present a written report to the membership at the Meeting.

Section 4. If the Association is terminated, all its assets at the time of termination shall be divided on a pro rata basis among all current members.

#### **ARTICLE VI - Committees**

Section 1. All appointed committees, shall serve until the next Annual Meeting.

#### **ARTICLE VII - Amendments**

Section 1. These By-Laws may be amended by an affirmative vote of the majority of the members present at a meeting of the Association, provided that notice of the proposed amendment is included in the notification of the meeting.