

Mt. Vernon Estates Homeowners Association Bylaws

Article I: Organization

The organization known as the Mt. Vernon Estates Homeowners Association is a non-profit, non-political organization.

Article II: Objectives

The objectives and purpose of the Mt. Vernon Estates Homeowners Association shall be as follows:

1. To protect and promote the welfare of the membership.
2. To advance the interests of the membership in person and property.
3. To maintain a wholesome, healthy, safe and attractive environment in the area.
4. To take preventative action on items detrimental to the membership and/or community.

Article III: Area

The geographical limitations covering the interests of this Association shall be that area in the City of Troy known as the Mt. Vernon Estates Subdivision.

Article IV: Membership

The membership of this Association shall consist of:

1. Homeowners and/or residents within the geographical boundaries as outlined in Article III who have paid their annual dues.
2. There shall be one vote per household.

Article V: Dues

The dues per household shall be \$25.00 per year, payable in advance, on or before June 30th of each year.

Article VI: Officers and Area Coordinators

The officers of the Association shall consist of the following:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Immediate Past President

The Board shall consist of the five (5) officers and the Area Coordinators. If the Immediate Past President does not maintain a residence in the subdivision the Board will operate with one less member.

The President at the conclusion of his/her term of office shall conduct an election of officers at the annual homeowners association meeting in June to determine the officers of the association for the next year. The officers will be elected by receiving a majority of the votes of the association members present at the meeting.

Area Coordinators will be selected from designated areas; if possible, otherwise they will be selected to represent designated areas. The boundaries of the areas shall be designated annually by the Board and shall provide equal representation.

All officers and Area Coordinators will serve from the time of their election or appointment in June and continue until their successors are elected or appointed the following year.

The Association or Board may remove from office any officer or Area Coordinator whenever, in its judgment, the welfare of the Association requires such removal. A statement shall be filed with the President or Secretary indicating the intention to ask for removal. The statement shall be signed by two-thirds of the Board. It shall be read by the President or Secretary at a special meeting of the Board. A two-thirds vote of the Board will be required for immediate removal.

Article VII: Duties and Authority of Officers and Area Coordinators

President

1. Shall preside at all meetings of the Association.
2. Shall appoint all standing and special committees with approval of the Board, and shall be an ex-officio member of all such committees.
3. Shall call meetings of the Board and/or membership at such times as necessary.
4. Shall call special meetings of the Board and/or the membership at the written request of not less than four (4) members of the Board.
5. Shall carry out the will of the Board and the Association as expressed at their respective meetings and in general conduct the affairs of the Association in a manner consistent with the authority and responsibility pertaining to the office.

Vice-President

1. In the absence of the President, or in the event of an inability to act, the Vice-President shall discharge the duties of the President.

Secretary

1. The Secretary shall attend all meetings of the Board and Association and keep a true and accurate record of the proceedings.
2. Shall carry on all the correspondence of the Association as instructed by the Board, the President or Association.
3. Shall give notice of all meetings of the Board and/or the Association.
4. Shall keep a complete list of all members of the Association, their addresses and telephone numbers and shall appoint Block Captains and coordinate all their activities.

Treasurer

1. Shall account for all monies received and expended by or on behalf of the Association.
2. All expenditures shall be approved by the Board and checks issued signed by at least two (2) members of the Board.
3. No Board expenditures of the Association funds shall be made, or obligations incurred for any purpose or project unless the same be first approved by a majority vote of the Board. On leaving office, the Treasurer shall deliver to his/her successor all monies, books, papers, and other property belonging to the Association, which may then be in his/her possession or control. In the absence of or for want of such successor, all monies and materials shall be delivered to the Secretary.
4. In the absence or the inability of the Treasurer to act, the Board may authorize the President or any other one of the Officers of the Association to issue checks or perform such other duties of the Treasurer as may be necessary.
5. All monies of the Association shall be deposited in a bank approved by the Board in the name of the Association. The Treasurer's accounts shall be audited if deemed necessary by the Board. The auditor is to be selected by the Board.
6. The Treasurer shall prepare an Annual Report immediately after June 1st of each year and submit it to the Board and Association at the annual meeting. The report is to cover the fiscal year of the Association from the time of the Annual Meeting in June to the next Annual Meeting. The report is to be supported by proper records, bills, receipts, etc., and after being approved shall be read at the Annual Meeting.

Area Coordinators

1. Area Coordinators should attend all meetings of the Board and represent the membership of their area. They shall either telephone or carry printed material with information to be delivered to the Block Captains.

Board

1. It shall be the duty of the Board to care for the property and interests of the Association and to determine policies for the conduct of its affairs. The Board shall have the power to raise and expend funds to promote the welfare of the Association and to employ and all lawful means it may deem proper and expedient.
2. The Board shall meet within the state of Michigan and meet as often and at such times and places as the Board may deem advisable; provided, however, the Board must meet at least two (2) times a year.
3. The Board is authorized and empowered to fill any vacancy that may occur on the Board until the next election of the Association.
4. The Immediate Past President shall for one (1) year after expiration of his/her term of office as President serve as a member of the Board, provided that he/she maintains a residence in the subdivision. Otherwise, the board will function with one less member.
5. All Officers and Area Coordinators shall serve without compensation, but the Association or the Board may provide from Association funds for the reimbursement of any necessary incidental expenses as may be properly incurred by the Officers, Area Coordinators, or committees in the transaction of Association business.
6. A majority of the Board, present in person, shall constitute a quorum at all called meetings of the Board, unless otherwise specified.
7. All Officers and Area Coordinators shall have equal voting rights, with the exception of the President whose vote shall be a tie-breaker.

Article VIII: Meeting of the Association

The Annual Meeting of the Association shall be held during June at such time and at such place within the State of Michigan as the Board shall determine. Reports of the various officers, and all committee chairpersons for the year just ended shall be submitted to the membership of the annual meeting.

Special Association meetings may be called by the President or a majority of the Board when deemed necessary, or upon request of not less than ten (10) Association members, provided the Association is duly notified.

At the will of the President or the majority of the Board, a special vote of the Association or the Board may at any time be taken by mail or telephone on any matter, without the formality of calling or assembling a special meeting.

Notices of all Association meetings, both special and regular, shall be mailed, telephoned, or delivered by Block Captains, to all members of the Association at least ten (10) days prior to the date of said meeting, and shall set forth the time and place thereof and the business to be transacted at such meeting.

Article IX: Miscellaneous

A simple majority of the members of the Association present and in good standing shall constitute a quorum for the transaction of business at any meeting of the Association.

The Board will take into consideration the amending and/or deletion of any portion of the Bylaws. The membership shall be provided the opportunity to respond to such changes by way of the Newsletter. Acceptance of such changes will be determined by the response of the membership and quorum vote of the Board.

Any situation not covered herein shall be governed by Roberts Rules of Order, revised.

Bylaw revision dates:

March, 1985

May, 1989

June, 2000 (dues raised to \$15/year)

June, 2002

June, 2003 (dues raised to \$20/year)

June, 2005 (dues raised to \$25/year)