

05/03

AMENDED APRIL 15, 2003

**BY-LAWS**

**THE SAUGANASH PARK COMMUNITY ASSOCIATION, INC.**

**ARTICLE 1**

**NAME**

**SECTION 1.** *The name of the Association shall be SAUGANASH PARK COMMUNITY ASSOCIATION, INC.*

**SECTION 2.** *SAUGANASH PARK is the area bounded by Devon Avenue on the North, Peterson Avenue on the South, Pulaski Road on the East and the Commonwealth Edison right-of-way on the West (old railroad tracks).*

**OBJECTIVE**

**SECTION 1.** *The objective of this Association is:*

- a. To unite property owners and residents.*
- b. To secure civic betterment.*
- c. To encourage improvements and community interests.*
- d. To promote social welfare.*

**ARTICLE III**

**MEMBERSHIP AND DUES**

**SECTION 1.** *Property owners and adult residents within the specific area of Sauganash Park are eligible for membership.*

**SECTION 2.** *The annual dues for membership shall be set by the Board of Directors based on budget projections. For senior citizens 65 years of age or older, the Board of Directors shall consider a reduced rate. The membership year is July 1<sup>st</sup> through June 30<sup>th</sup>.*

**SECTION 3.** *The privilege of holding office, making motions, debating and voting shall be limited to members of the Association whose dues are paid.*



**ARTICLE IV****MEETINGS**

- SECTION 1. General meetings shall be held on the third Tuesday of April, and September at 7:00 p.m. unless otherwise specified.*
- SECTION 2. Special general meetings may be called by the President, with Board of Directors approval, at any time. Notice of the Special General Meetings shall be communicated to the membership at large in the usual and customary manner.*
- SECTION 3. The Board of Director's meeting shall be held on the second Tuesday of January, March, May, September, and November at 7:00 p.m. unless otherwise specified.*
- SECTION 4. Special Board meetings may be called by the Chairman at any time. Notice of all regular and special Board Meetings shall be communicated by the Secretary to each Board Member.*

**ARTICLE V****QUORUM**

- SECTION 1. Members present at the time of the General Meetings shall constitute a quorum.*
- SECTION 2. Five Board members present at the time of Board of Directors' meeting shall constitute a quorum.*

**ARTICLE VI****OFFICERS AND DIRECTORS**

- SECTION 1. The officers of this Association shall be President, Vice-President, Secretary and Treasurer.*
- SECTION 2. The President shall preside at all general meetings of the Association and appoint special committees. With the approval of the Board of Directors shall make and execute all contracts for and on the behalf of the Association.*
- SECTION 3. The Vice-President shall preside at all general meetings in the absence of the President.*



- SECTION 4.** *The Secretary shall keep an accurate and permanent record of all meetings of the Association. A copy of the minutes of each general meeting shall be submitted to the President before the next general meeting. The minutes of each board meeting shall be submitted to the Chairman before the next Director's meeting. The Secretary shall prepare all correspondence specified by the President or Chairman of the Board.*
- SECTION 5.** *The Treasurer shall keep a list of all members, receive all monies, maintain accurate records and pay all authorized expenditures. The Treasurer shall, whenever requested by the President or the Chairman of the Board give a statement of the financial condition of the Association. All funds of the Association shall be deposited in a savings institution in the type of accounts specified by the Board of Directors. Petty cash fund not to exceed Fifty Dollars (\$50.00) may be in the keeping of the Treasurer.*
- SECTION 6.** *All checks may be signed by any one officer.*
- SECTION 7.** *The Board of Directors shall consist of the Officers and up to twenty-five members. The retiring President shall be Chairman of the Board and preside at all Board meetings. If the retiring President does not choose to become chairman of the Board, the Board will elect a chairman for a term of one year. Other members of the Board of Directors shall hold office until they request retirement or are disqualified at the discretion of the Board.*
- SECTION 8.** *The duties of the Board of Directors shall be to transact necessary business between general meetings of the Association and approve the programs of the officers of the Association.*

## **ARTICLE VII**

### **NOMINATIONS AND ELECTION OF OFFICERS AND DIRECTORS**

- SECTION 1.** *The nominating Committee shall consist of members of the Board of Directors. At the general meeting in April, they shall present a slate of officers to serve the following year. Members present shall have the right to nominate persons to compete for election at the same time and be placed on the same ticket with the nominees of the Nominating Committee.*
- SECTION 2.** *An officer may hold the same office for more than two consecutive years if approved by the Nominating Committee.*



05/03

SECTION 3. *In the event of a vacancy occurring in an office, the Board of Directors shall elect a member to fill the vacancy for the unexpired term.*

SECTION 4. *The election of officers shall be by an oral vote by members in good standing.*

SECTION 5. *The election and installation of new officers shall take place at the April general meeting.*

SECTION 6. *All officers and directors shall serve without compensation.*

SECTION 7. *New Board members shall be elected by the existing Board of Directors.*

### **ARTICLE VIII**

#### **AMENDMENTS AND REVISIONS**

SECTION 1. *These By-Laws may be revised or amended at any general meeting of the Association by a majority vote of the members present, providing such revisions or amendments have been submitted to the President and Board of Directors for consideration. Notice of any recommended revisions or amendments to the By-Laws must be communicated to the membership -at-large through the local media, newspapers, flyers, etc., for consideration prior to the general meeting before presentation.*

### **ARTICLE IX**

#### **RULES OF ORDER**

*The deliberations of all meetings shall be governed by Robert's Rules of Order, Revised.*

*AS AMENDED OCTOBER 20, 1987*

*retyped MAY 12, 1988*

*retyped MAY, 1997*

*AS AMENDED APRIL 15<sup>TH</sup> 2003*

*Retyped MAY, 2003*