

By-Laws of the Kittredge Civic Association

BY-LAWS

ARTICLE I

MEMBERSHIP

1. Any adult property owner, resident or business interest of Kittredge, who has remitted the prescribed annual dues, shall be declared an Individual, Family Member or Business member of the Kittredge Civic Association (KCA), based on the dues paid.
2. Any person not conforming to the definition in Article I section 1., who remits the prescribed annual dues of the KCA, and whose application is approved by a majority of the Voting Members in attendance (as defined in Article II; Section 1) at a regular meeting, shall be considered a Contributing Member, but shall have neither the right to vote, nor to hold office.
3. Honorary Membership may be conferred on any person by a majority of the Voting Members in attendance at a regular meeting, but shall carry neither the right to vote, nor to hold office.
4. Membership cards shall be of such form and device as the Executive Council may select, and shall express on its face, its date of issuance, and the person(s) to whom it is issued; and shall bear the signature of the Treasurer or Secretary of the Association.
5. Any insignia used by the KCA or its members shall conform to the insignia adopted by a vote of the Membership.

ARTICLE II

DUES

1. The annual dues shall be ten dollars (\$10.00) for an Individual Membership, fifteen dollars (\$15.00) for a Family Membership, and twenty five dollars (\$25.00) for a Business membership.
 - A. Any person with a current Individual Membership shall be considered a Voting Member, and shall be entitled to one (1) vote in any matter brought before the KCA.
 - B. A current Family Membership shall entitle any family member who is eighteen (18) years of age or older and currently residing at the address listed on the membership application form, to one vote (1) in any matter brought before the KCA.
 - C. A current Business Membership shall entitle the business' designee to one (1) vote in any matter brought before the KCA.
2. The dues year shall be from January 1 through December 31.
3. Dues for the current year are due January 1st, but will be accepted at any time, and voting privileges shall commence five (5) business days after receipt of payment by the Treasurer.

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ARTICLE III

OFFICERS AND ELECTIONS

1. The Officers of the KCA shall consist of the following: President, Vice President, Secretary and Treasurer. The Executive Council shall consist of the aforementioned Officers and three (3) Councilmembers-at-Large. All members of the Executive Council shall be Voting Members of the KCA, in good standing and with dues fully paid.
2. The President shall appoint a Nominating Committee Chair in November of each year. This committee shall consist of the Chair and two (2) or more members, and shall submit nominations for President, Vice President, Secretary, Treasurer, 3 Councilmembers-at-Large at the regular meeting in December (except as noted in Article III; Section 11). Additional nominations may be made from the floor at the January business meeting. Election of Officers and Councilmembers-at-Large shall be held at the annual Business Meeting in January of each year. The Nominating Committee shall also have charge of all arrangements for said election and shall act as judges and tellers.
3. Those nominated shall be elected to office by a majority of votes cast, and shall take office at the close of the meeting at which they were elected. Voting shall be by secret ballot.
4. Only persons holding Individual or Family Memberships may vote or hold office.
5. Tie votes shall be decided by the Chairman of the Nominating Committee and the parties involved; and shall be decided immediately after the results of the election are announced.
6. The affairs and management of the KCA shall be vested in the Executive Council.
7. All nominees shall be contacted and express a willingness to serve, if elected, as a condition for placement of their names in nomination.
8. Vacancies shall be filled by nomination from the floor, and elected by the Voting Members in attendance at the next regular or special meeting of the KCA, after the vacancy occurs. Election shall be for the balance of the unexpired term.
9. The actions of the Executive Council shall at all times be subject to the control and direction of the Voting Members.
10. The terms of each councilmember shall be one year.

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ARTICLE IV

DUTIES OF OFFICERS

1. President - The President shall preside over all meetings of the Association and Executive Council, and shall have the deciding vote of the Executive Council in case of a tie. The President shall call special meetings of the Executive Council whenever he/she deems it necessary, and shall with the assistance of the Executive Council, administer the affairs of the KCA. The President shall appoint all Committee Chairs, and shall appoint an Auditing Committee, of not less than three (3) members, thirty (30) days prior to the January Meeting. The Auditing Committee shall audit the books of the Secretary and Treasurer; and report their findings to the Membership at the January Meeting.

2. Vice President - The Vice President shall perform those duties assigned to him/her by the President. In the absence or resignation of the President, he/she shall assume those duties.

3. Secretary - The Secretary shall keep the minutes of all meetings of the KCA and Executive Council. He/She shall remit such collections to the Treasurer and shall receive a receipt for all cash remittances. He/She shall serve or cause to be served all notices required to be served, and shall maintain an up-to-date file of correspondence affecting the KCA. He/She shall fulfill any other duties not herein specified, but which are usually incumbent upon this office. The books and other records of the KCA, except those pertaining to the office of Treasurer, shall be kept by the Secretary unless otherwise authorized by the Executive Council.

Either the Secretary or the Treasurer, by arrangement, shall receive all membership applications and accompanying dues, and issue membership cards. A proper membership record indicating date of each membership card, and to whom it was issued, shall be kept.

4. Treasurer - The Treasurer shall receive and account for all funds of the KCA, shall deposit same in a bank designated by the Executive Council, shall pay all obligations incurred; and shall issue receipts for all cash received.. He/She shall keep a detailed ledger account of all receipts and disbursements. Each month he/she shall render, or cause to be rendered, a statement as to the financial condition of the KCA to the Executive Council and the Membership. He/She shall submit a complete annual report of the financial condition of the KCA to the Executive Council, prior to the January Business Meeting. He/She shall present all books, accounts, vouchers, and an annual statement of net worth to the Auditing Committee.

5. Funds may be withdrawn from the bank only upon the co-signature of the Treasurer and any other KCA Officer.

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ARTICLE V

DUTIES OF THE EXECUTIVE COUNCIL

1. The Executive Council shall supervise the activities of the KCA and its officers. They shall cause to be kept a complete record and minutes of all their acts, proceedings, and meetings of the KCA. They shall present or have presented at all regular meetings of the KCA, a statement showing in detail, the assets and liabilities of the KCA, all business transacted, and generally the condition of its affairs.
2. The Executive Council shall receive reports from all Committees, and shall study and investigate plans, ideas, proposals, or recommendations made either by the Committees or by members of the KCA. They shall approve all official matters prior to publication.
3. The Executive Council shall arrange and publish an agenda for each meeting of the Executive Council and the KCA.
4. The Executive Council shall prepare and submit an annual budget for the KCA at the General Meeting in February of each year.

ARTICLE VI

POWERS OF THE EXECUTIVE COUNCIL

1. The Executive Council shall have the power and authority to conduct, administer, and control the affairs, business, and assets of the KCA as directed by the Voting Membership; and to call special meetings of the KCA as needed.
2. The Executive Council shall have the power and authority to make rules and regulations, not inconsistent with these By-Laws, for the guidance of the officers and committees, and for the management of the affairs of the KCA.
3. The Executive Council may not incur any indebtedness of the KCA, nor authorize any expenditure exceeding two hundred dollars (\$200.00), without prior approval by the majority of the Voting Members in attendance at any regular or special meeting of the KCA, except for previously budgeted monthly expenditures.
4. The Executive Council shall meet in regular session at least once per quarter, at such a place designated by the President. Notice shall be given in writing not less than nine (9) days nor more than fourteen (14) days prior to the meeting. After due notice has been given, a quorum shall consist of five (5) members of the Executive Council.
5. Properly notarized proxy votes shall be accepted in Executive Council Meetings. Said proxies shall be delivered to an Officer of the KCA prior to the meeting at which they will be voted.

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ARTICLE VII

COMMITTEES

The President shall appoint Chairs for the following standing committees. Each Chair shall enlist members to serve on their committee. All Committees shall report to the President and/or Executive Council when requested.

1. Membership Committee

- A. Shall promote KCA membership, and shall check applicants for membership requirements as set forth in Article I, Sections 1,2, and 3 of this document.
- B. Shall acquaint the public with the aims and activities of the KCA and matters considered important to the KCA.

2. Building Committee

- A. Shall exercise supervision and maintenance of the Kittredge Community Center and all KCA property.
- B. Shall keep a written inventory of all equipment and property owned and/or used by the KCA.
- C. Shall maintain a written log of all individuals authorized to have keys or other access to the Kittredge Community Center.
- D. Shall recommend improvements to KCA property as needed.

3. Fundraising Committee

- A. Shall arrange for and supervise all fundraising events and campaigns of the KCA.

4. If no Chair is available for any of the standing committees, said committee duties shall fall upon the Executive Council as follows:

- A. The President and Vice President shall be the Building Committee;
- B. The Secretary shall be the Membership Committee;
- C. The Treasurer shall be the Fundraising Committee;
- D. The Councilmembers-at-Large shall assist the Officers as needed.

5. The President may form additional committees, as needed, in order to achieve the goals and objectives of the KCA.

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ARTICLE VIII

MEMBERSHIP MEETINGS

1. All meetings of the general Membership of the KCA shall be held on the second Monday of each month, or as established by the Voting Membership.
2. The January meeting shall herald the start of the KCA's fiscal year.
3. Notice of Membership Meetings shall be conspicuously posted not less than nine (9) days nor more than fourteen (14) days prior to the meeting. After due notice has been given, a quorum shall consist of seven (7) Voting Members, at least three (3) of which shall be voting Executive Council members. A simple majority of the quorum shall be considered necessary for the passage of all matters brought before the KCA.
4. Special meetings of the KCA or Executive Council may be called by the President whenever he/she deems it necessary. Additionally, he/she shall call a Special meeting of the KCA when requested to do so in writing, by a minimum of ten (10) Voting Members of the KCA.
5. All meetings shall be conducted in accordance with the parliamentary usages and rules as set forth in Robert's Rules of Order, except when inconsistent with these By-Laws. A copy of Robert's Rules of Order, or synopsis thereof shall be present and available for reference at all meetings of the KCA.
6. No indebtedness of the KCA shall be incurred, nor shall any expenditure exceeding two hundred dollars (\$200.00) be approved at the same meeting at which it is proposed.
7. Voting by proxy shall not be allowed. Only those Voting Members present at a meeting shall be allowed to vote on any matter before the Membership of the KCA.

ARTICLE IX

SUSPENSION OR REMOVAL FROM OFFICE

1. If the conduct of any member is injurious to the good standing of the KCA, or such conduct is not in accord with the principles and ideas thereof, the Executive Council, after investigation of the charges and a hearing thereon, shall have full power to expel said member and he/she shall be, and is expelled after being so declared, but he/she shall have the right to appeal to the Membership of the KCA at its first regular meeting thereafter, and ask to be reinstated. The Voting Membership, by its vote, may confirm or overrule the action of the Executive Council.
2. Any officer who is derelict in the duties of his/her office, or who is guilty of malfeasance in office, or misappropriation of funds, or other property of the KCA; shall be suspended by the Executive Council, pending a hearing and decision of the Membership.

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4. Any Officer who fails to attend three (3) consecutive meetings without good cause or excuse acceptable to the Executive Council, shall be removed from office and the office declared vacant. An election to fill the unexpired term shall be held at the first regular meeting of the KCA after the vacancy occurs.

ARTICLE X

AMENDMENTS

1. These By-Laws may be repealed or amended, or new By-Laws may be adopted at a meeting of the KCA, called for that purpose, by action of the Voting Members of the KCA in accordance with Article VIII; Section 3.
2. If any of the By-Laws herein contained shall be inconsistent with the Articles of Incorporation, the latter shall supersede and take precedence over them.
3. If any provision of these By-laws shall be declared invalid or inoperative by competent authority of State or Federal government, the Executive Council shall suspend the operation of that section during the period of its invalidity and substitute in its place a provision which will meet the objections to its validity, and which will be in accord with the intent and purpose of the invalid provision. If any provision of these By-laws are so said invalid, the remainder of these By-laws and their application shall remain in effect.

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ARTICLE XI

RECORDS

All books, minutes, and records of the KCA shall be made available to any Voting Member of the KCA for inspection or reference during reasonable hours.

We certify that this Constitution and By-laws of the Kittredge Civic Association as submitted, are a true, correct, and complete copy of all our documents; and were approved and adopted by our Membership at our monthly meeting on 5/14/2012.

Kate Mondragon
President
Kittredge Civic Association

Tom Clark
Vice President
Kittredge Civic Association

I certify that The Kittredge Civic Association will receive more than one third of support from related activities, membership fees and contributions, but not more than one third support from gross investment income.

Tom Clark
Vice President
Kittredge Civic Association