

# BY-LAWS



***Golfview Manor  
Civic Association***

***Dearborn Heights,  
Michigan***

as of December 14, 2015

**GOLFVIEW MANOR CIVIC ASSOCIATION BY-LAWS**

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## **ARTICLE I - NAME, TERRITORY, AND INCORPORATION**

### **SECTION 1**

The name of this Association shall be the **GOLFVIEW MANOR CIVIC ASSOCIATION**.

### **SECTION 2**

The geographical territory of this Association shall be that area known as **GOLFVIEW MANOR**, Subdivisions #1, #2, and Pleasantdale, Dearborn Heights, Wayne County, Michigan as recorded in Liber 79, Page 12 & 13, Wayne County Records.

### **SECTION 3**

The Association shall be incorporated as a **non-profit corporation** under the laws of the State of Michigan. In the event of dissolution of this Association, any remaining assets are to be distributed to a charitable organization selected by the last Board of Directors and/or members of the last official meeting.

## **ARTICLE II – PURPOSE**

The purpose of this Association is as follows: To safeguard the character of our community and maintain our rights as property owners. To promote the welfare of the members of the Association on problems of housing, transportation, sanitation, taxation, building restrictions, streets and sidewalks, schools, and all other matters of public interest, and, for charitable purposes, generally to promote and advance the welfare of the all persons in the neighborhood.

## **ARTICLE III – MEMBERSHIP**

### **SECTION 1**

The membership of this Association shall be open to the Home Owners, either being deed holders or purchasers on land contracts, or tenants in that section of Dearborn Heights, County of Wayne and State of Michigan, as described in Article I, Section 2, of these By-Laws.

### **SECTION 2**

Each house number shall be limited to one family membership and receive a membership card upon request signed by the Board of Directors representative certifying the period of membership.

### **SECTION 3**

An "active member in good standing" of the Association shall be defined as a member who is not in arrears in his dues.

## **ARTICLE IV – DUES**

### **SECTION 1**

This Association shall be financed by **annual dues of \$20.00 per membership per calendar year**, or such greater amount as may be fixed by the membership at any regular or special meeting, or from such other sources as the Association may adopt from time to time.

### **SECTION 2**

Annual dues shall be due and payable to the Treasurer of the Association during the Spring Membership drive. Any member whose dues are in arrears three (3) months shall automatically cease to be a member of the Association.

### **SECTION 3**

Any member dropped from the Association for non-payment of dues shall be restored to membership upon payment of dues for current year, if any, incurred by a typical member in good standing during the calendar year in which the previous member requests his/her reinstatement as a member in good standing.

## **ARTICLE V – GOVERNMENT**

### **SECTION 1**

The government of this Association shall be vested in a Board of Directors consisting of not less than five (5), but not more than nine (9) members as follows: President, Vice President, Secretary, Treasurer, and five directors.

### **SECTION 2**

The Board of Directors shall have control and management of the property and finances of the Association.

### **SECTION 3**

Funds of the Association shall be withdrawn from the bank or banks with which they are deposited by check signed by the Treasurer and countersigned by the President, Vice President, or Secretary.

## **ARTICLE V – GOVERNMENT (cont'd)**

### **SECTION 4**

No Officer, Director or other member of this Association shall have authority to make an agreement or contract, or commit the Association to a course of action with any other person or organization except by express prior authority of the Board of Directors, and in no event shall any agreement or contract be made binding this Association for longer than three (3) years. All agreements or contracts will be concurred and agreed upon by the majority of the board.

### **SECTION 5**

No member of this Association shall have a vested interest in the assets of the Association.

## **ARTICLE VI - NOMINATION AND ELECTION OF THE OFFICERS/DIRECTORS**

### **SECTION 1**

Not less than thirty (60) days prior to the date of the November Annual Meeting (as established in Article VII, Section 4), the President shall appoint, subject to the approval of the majority of the Board of Directors, a Nomination/Election Committee of not more than three (3), to make and submit a list of candidates for the officers/directors. A notice shall be posted on the GMCA website and/or printed in the Newsletter issue being published prior to the November Election meeting, as appropriate, stating the upcoming nomination/election of the officers/directors. The names of not less than the total number of candidates required to bring the Board to full membership shall be submitted to the voting membership.

### **SECTION 2**

Voting shall not be limited to the nominees. Additional nominations may be made from the floor.

### **SECTION 3**

It shall be the duty and responsibility of the Nomination/Election Committee to:

- A) Accumulate submissions of candidate names
- B) Supervise the election at the November annual meeting using the following methods:
  - 1. Secret Ballot (prepared ballot forms)
  - 2. Process of acclamation
- C) Make all necessary arrangements for and be responsible for the orderly conduct of the election of the officers/directors in accordance with the By-Laws of this Association.

### **SECTION 4**

Only members of the Association who are members in good standing shall be eligible for election, signing of petitions, or voting. No member admitted to membership in the Association within five (5) days of the election shall be eligible to vote. Voting shall be in person and not by proxy.

### **SECTION 5**

All Directors of the Board shall be members of the Association in good standing. Also, the Board, so far as possible, should be geographically representative of the territory described in Article I, Section 2 of these By-Laws.

### **SECTION 6**

The Board of Directors will abide by the following:

- A) Any member of the Board may serve an unlimited number of consecutive one year terms in the same office if elected to do so.
- B) The directors elected at the Annual Meeting shall take office at the January meeting of the Board following their election and shall have no responsibilities or powers as Directors (except as provided by Article VIII, Section 1) until said January meeting.
- C) Any member of the Board of Directors who shall miss two or more regular meetings of the Board may, at the discretion of the Board, and by a majority vote of the Directors present at a regular or special meeting provided a quorum is present, be removed from office.

### **SECTION 7**

If any officer of the Board resigns or is removed from office, such opening on the Board of Directors shall be filled via a nomination by the President subject to board approval and the person elected shall serve until the next Annual Meeting, unless removal or resignation takes place.

## **ARTICLE VII - MEETINGS AND QUORUMS**

### **SECTION 1**

The regular meetings of the Association shall be held once a month on a day to be determined by the Board of Directors. Membership shall be notified through the newsletter, website, and social media or by special flier if necessary.

### **SECTION 2**

Special meetings of the Association may be called by the President at his/her own discretion. Also, the President shall call a Special meeting of the Association upon the request of three members of the Board of Directors or upon the receipt of a petition, filed with the Secretary and signed by at least 10% of the active members in good standing, requesting such a meeting. The President shall set the place and time of all Special meetings, but shall honor, so far as possible, specific requests included in the petition.

### **SECTION 3**

Notification of Special membership meetings shall state the place, time, and purpose of such meetings and shall be made only by written notice to each active member in good standing at least five (5) days in advance of the time of the meetings.

### **SECTION 4**

The November annual meeting shall be for the election of the members of the new Board of Directors.

### **SECTION 5**

Those active members in good standing who are present, plus 50% of the Board of Directors, shall constitute a quorum for the transaction of business at any membership meeting and a majority vote of the members present shall rule except as provided in Article XI, Section 2, of these By-Laws.

### **SECTION 6**

The Board of Directors may establish regular quarterly meeting dates of the Board and these meetings shall be open to the membership of the Association. Special Board meetings may be called by the President as become necessary. The Secretary shall give notice of such meetings to each Director at least one day before such meetings personally or by mail, email, telephone, or website or social media and shall in case of such meetings state the purpose of the meeting. A majority of the active members of the Board of Directors shall constitute a quorum to transact any business pertaining to the Association.

## **ARTICLE VIII - OFFICERS AND THEIR DUTIES**

### **SECTION 1**

The GMCA membership shall elect by ballot in November of each year a President, Vice President, Secretary, Treasurer, and five directors. To avoid conflict of interest, no two elected officers may reside in the same household... These officers shall take office at the following January meeting and hold office for one year or until their successors are elected. No member shall hold more than one elected office at any one time.

### **SECTION 2**

The officers of the Association shall, in general, perform the duties prescribed for them in Robert's Rules of Order, Revised.

### **SECTION 3**

The Treasurer of the Association shall be responsible for:

- A) The receipt of membership fees, dues, and all other monies owed the Association.
- B) Keeping the Board of Directors informed of the members in good standing of the Association.
- C) All disbursement of Association monies and maintaining adequate financial records in accordance with acceptable accounting practices.

The Treasurer of the Association shall obtain a second signature from the President only (no other members on the 2-signature account) when making "withdrawals" from the account other than checks written to carry on day-to-day business.

## **ARTICLE IX – DIRECTORS**

### **SECTION 1**

There may be standing committees as designated by the Board and special committees as may be established by the Chairperson. Committees must have at least one (1) Board member on them. These committees will be as designated, **but not be limited to:**

- A) Membership – to coordinate the collection and maintain the membership of the Association.
- B) Ordinance - To note non-observance of ordinances of the City, restrictions of the Subdivision, and laws of the State of Michigan and to make recommendations to the Board of Directors relative to same.
- D) Publicity - To promote organization, fellowship, and neighborliness among the members of the Association.
- D) Parliamentarian - to interpret parliamentary procedure and the By-Laws of this Association.

### **SECTION 2**

An auditing committee of two (2) shall be appointed by the President at the first Board meeting of newly elected officers to audit the Treasurer's accounts and to report at first meeting of the new calendar year.

- A) Audits shall be performed before the year end, prior to the January meeting of the new calendar year.
- B) Prior to a change of persons holding the office of treasurer.

### **SECTION 3**

The Officers of the Association, with the approval of the Board of Directors, may appoint any temporary committees needed to carry on the work of the Association.

## **ARTICLE X – POLITICAL ACTIVITY**

The Association shall be a non-profit, non-partisan organization and shall not support any candidates or political party for elective office, Political Action Committees (PAC) or any organization affiliated politically.

- A) The Association shall not allow handouts or publish any advertisements, articles or opinions that support or promote political positions
- B) The Association may take positions on neighborhood related issues by a majority vote. All approved actions to support a position will be carried out by the Board of Directors.

## **ARTICLE XI - AMENDMENT OF BY-LAWS**

### **SECTION 1**

These By-Laws or any of them may be altered, amended, or replaced by a majority vote of those members in good standing attending any regular membership meeting plus 50% of the Directors provided that such proposed amendment has been submitted in writing at the previous regular membership meeting.

### **SECTION 2**

These By-Laws in their initial form and content shall be effective upon approval by the majority of the members of the Association present at the Membership Meeting held on March 7, 2016. Any other By-Laws shall be thereby declared to have been revoked, rescinded, and rendered inoperative as the official By-Laws of the Association.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall govern the proceedings of all meetings except where otherwise provided in these By-Laws.