

## Constitution and By-Laws

### Tanner's Creek Citizens Association

#### Article I. Name:

The name of this organization so named on August 23, 1969, shall be "The Tanner's Creek Citizens Association".

#### Article II. Purpose:

The purpose of the Association is to provide an organized body dedicated to the Tanner's Creek community preservation and well-being, who's membership act in the common good of all. Association efforts are defined and staffed by the membership, as prioritized by membership, or Officer direction.

#### Article III. Membership:

Any person owning property on or in close proximity to Taznner's Creek (or their designee), and any person owning business concerns in the general area who is: interested in the welfare of the area; and is a willing subject to Association precept shall be eligible for membership upon approval of the Association. All Association members shall be eighteen (18) years or older.

#### Article IV. Association Officers and Advisory Committee:

##### *Section 1.*

Association officers consisting of a President, Vice-President, Secretary, and Treasurer shall be elected for a two (2) year service term.

##### *Section 2.*

The Association's elected officials shall appoint an Advisory Committee consisting of three (3) current members residing in each of the Tanner's Creek subdivisions.

#### Article V. Meetings:

##### *Section 1.*

The annual meeting shall be held in the Spring (by May 1) and Fall (by middle of October) unless a special meeting is deemed necessary.

##### *Section 2.*

The President, with approval of the Advisory Committee, shall call special meetings as deemed necessary.

### *Section 3.*

Any member of the Association who feels a special meeting is necessary shall make a request in writing to the President outlining the purpose of the meeting. In the event the President does not call said meeting, any member of the Advisory Committee or the Vice-President may do so provided a written request comes from eight (8) or more members.

## By Laws

### Article I. Duties of the Officers:

#### *Section 1.*

The President shall preside at all meetings of the Association and Executive Committee; retain general supervision of all activities of the Association; appoint committees as required, and be a member ex-officio thereof. The President shall do all in their power to promote the purpose of the Association, and shall report regularly to the member on progress. The President shall in all major matters act only with the advice and approval of the Advisory Committee.

#### *Section 2.*

The Vice-President shall assume the duties of the President in their absence. The Vice-President shall assist the President in carrying out the activities of the Association.

#### *Section 3.*

The Secretary shall keep minutes of all meetings of the Association and of the Executive Committee. The Secretary shall be responsible for creating, maintaining, and distributing Association communications as requested by the President and the Advisory Committee.

#### *Section 4.*

The Treasurer shall collect dues, issue receipts upon payment of dues, and maintain an accurate record of all current members. The Treasurer shall be the custodian of such other funds as may become a part of the work of the Association, and keep an accurate record of all expenditures stating to whom paid, under what direction, date of payment, and for what purpose.

*Section 5.*

The Advisory Committee shall be a consultant to the President. It shall advise the President on all matters pertaining to the purposes of the organization. The President shall take no major action without consulting the Committee, and no major actions shall be taken without its approval.

## Article II. Executive Committee:

*Section 1.*

The Executive Committee shall consist of all officers, and of all members of the Advisory Committee.

*Section 2.*

The Executive Committee shall meet at the call of the President, and shall conduct such business as is referred to it by the President and the Advisory Committee.

## Article III. Voting Rights:

Only current members will be eligible to vote.

## Article IV. Finances:

No assessment other than dues shall be levied against members without the express consent of the membership. If such an assessment may be required, members will be advised of the need for a meeting at least 30 days prior to, the date of meeting, place of meeting, and purpose for which it is assessed.

## Article V. Quorum:

Six (6) members of the Association shall constitute a quorum providing as many as two offices of the Association shall be present.

## Article VI. Parliamentary Authority:

Robert's Rules of Order shall be authority on questions of Parliamentary Order.

## Article VI. Dues:

*Section 1.*

Annual dues shall be collected each year to defray the customary services and materials costs required to ensure effective communications and Association operations (including but not limited to postage and general office supplies,

meeting space rental charges, etc.).

*Section 2.*

Annual dues shall be determined by membership vote at each Spring meeting, and shall be effective until the following year. If a Spring meeting is not held, annual dues as previously elected will remain unchanged.

*Section 3.*

The Association shall issue receipts indicating the payment of dues.

Article VII. Elections:

Association officers shall be elected at the Spring meeting. All previously elected official are eligible for re-election. An individual may hold multiple Officer positions, but no more than one person may concurrently hold a designated Officer position.

Article VII. Amendments:

This Constitution and the By-Laws hereinafter contained may be amended at the Spring meeting of the association by a two-thirds vote of the members present, provided that such amendments shall have been submitted at a previous meeting and submitted in writing to the membership 30 days prior to the meeting.