

SACKS NEIGHBORHOOD COUNCIL

BY-LAWS

- Name:** The name of the Organization shall be the “Sacks Neighborhood Council.”
- Purpose:** The purpose of the Organization shall be to explore, develop and act on opportunities of common interest to the membership that may be presented to members of the Organization.
- Membership:** Any person or entity that holds title to any real property in the Sacks Neighborhood Subdivision is eligible to become a member of the Organization. Where two or more persons are the joint owners of real property in the Sacks Neighborhood Subdivision they shall be considered a single member with one (1) vote for each property. Only members in good standing shall be entitled to vote.
- Dues:** Dues shall be \$500 per member per year. If the Organization should need funds in addition to those available in the treasury, for a specific purpose approved by majority vote of the members, the membership may be requested to contribute funds for that specific purpose.
- Treasury:** Membership dues, and all other contributions received by the Organization from whatever source, will be deposited in an Organization bank account, which will comprise the Organization’s treasury.
- Officers:** The offices shall be a President, Vice-President, Secretary-Treasurer, who shall be elected at the first General Meeting. The term of the offices including the Steering Committee shall be three years.
- Vacancy:** Officer vacancies shall be filled by special election of the members.
- President:** It shall be the duty of the President to preside at meetings of the Organization and of the Steering Committee. The

President shall delegate specific areas of responsibility to the Vice President.

Vice-President: It shall be the duty of the Vice-President to assist and substitute for the President.

Secretary-Treasurer: It shall be the duty of the Secretary-Treasurer to keep a record of the proceedings of the meetings of the membership and of the Steering Committee, to assist the President and Vice-President with such correspondence as the Organization deems necessary, and to maintain records of the Organization's business. The Secretary-Treasurer shall collect and record all money due to the Organization, and to be custodian of all its funds. The Secretary-Treasurer shall co-sign checks with the President or other officer so designated.

Committees: The membership may establish necessary committees at any meeting. The Steering Committee or President may also establish such committees. Committee Chairpersons shall be designated by each committee.

Steering Committee: The business affairs of the Organization shall be managed by the Steering Committee which shall consist of the Officers of the Organization and two additional member voted by the membership. The Steering Committee shall implement the objectives of the membership. The Steering Committee shall set such rules, policies and procedure for the conduct of the Steering Committee as it deems necessary to fulfill the objectives of the membership. The Steering Committee shall be authorized to represent the Organization in negotiations with private parties, county, state and local officials pertaining to the interests of the Organization.

Meetings: There shall be least 12 General Meetings a year held on the fourth Tuesday of each month. The Steering Committee may call other meetings as required, provided members have at least one week's notice.

Quorum: At least fifty-one (51%) per cent of the voting members must be present to conduct official business at General Meetings.

Decisions: All decisions shall be by majority vote of the membership present at a meeting, except decisions that will bind the Organization or its members with third party real estate developers or government agencies which shall require a vote of two-thirds (2/3) of those present at the meeting. For purposes of votes requiring two-thirds (2/3), proxies shall allowed.

Order of Business: All meetings shall be conducted in accordance with Parliamentary Law, Robert's Rules of Order. At all meetings of the membership, the order of business so far as the character and nature of the meeting shall be as follows:

- (i) Reading of the minutes of the last meeting and of special meetings held subsequent thereto.
- (ii) Introduction statements, questions and answers of special speakers and guests.
- (iii) Report of the Treasurer.
- (iv) Report of the Steering Committee.
- (v) Report of other committees.
- (vi) Unfinished business.
- (vii) New business.
- (viii) Set date for next meeting and adjournment.

Amendments: The By-Laws may be amended at any General Meeting. Members must be notified at least one week in advance of the proposed amendments and two-thirds (2/3) of those voting must approve the change.

Dissolution: The Organization may be dissolved at any time with the written consent of not less than two-thirds (2/3) of its members. After all obligations have been fully discharged, its property and assets shall be distributed pro rata to the

members; if this is not practicable then the property and assets shall be contributed to a charitable organization to be selected by the Steering Committee at the time of dissolution.