

**BYLAWS
of the
EASTOVER CIVIC CLUB, INC.**

ARTICLE I - NAME

The name of this corporation is the Eastover Civic Club, Inc., hereinafter referred to as the "Club".

ARTICLE II - PURPOSE

The purpose of the Club is to promote community spirit and assist in the welfare of community residents through educational, civic, and charitable activities. The Club is a non-profit organization with all funds raised being returned to the community as benefits. As a non-profit organization, it is not involved in political activities.

ARTICLE III-MEMBERSHIP

Section 1. Membership in the Club shall be open to residents, property owners and friends of the Eastover community.

Section 2. Prospective Members shall be invited to join the Club upon the recommendation of a member in good standing.

Section 3. The initiation fee into the Club shall be set by the executive committee. The annual dues shall be payable at the beginning of the fiscal year, which shall be from September 1st through August 31st.

Section 4. There shall be no membership restrictions based on race, creed, citizenship, gender, or country of origin.

Section 5. Delinquency, Suspension and Termination

Failure to pay annual dues – Such members names shall be removed from the records and forfeit all rights and privileges. The Board may terminate the membership of any member of the Club, which may be permanent or temporary, on terms specified by the Board. Any member whose membership is in jeopardy shall be entitled to a hearing before the Board, at which hearing cause must be shown for the termination of membership. Such member shall receive notice of the hearing at least thirty (30) calendar days prior to the hearing date. The member shall have the right to speak or submit a written statement on his or on her behalf. The decision of the Board shall be final.

ARTICLE IV – OFFICERS

Section 1. The President, the Vice-President, the Secretary, the Treasurer and the Immediate Past President shall constitute the officers of the Club and their terms of office shall be for one year, beginning at the close of the June meeting.

Section 2. The Officers for the upcoming year shall be elected by the members at the regular June Club meeting.

Section 3. The President shall preside at all meetings of the Club and the Board of Directors and shall be a member ex-officio of all committees except the Nominating Committee.

Section 4. The Vice-President shall preside at all meetings whenever the President is absent or when requested by the President to do so.

Section 5. The Secretary shall be present at all meetings and keep the minutes of all meetings and conduct the general correspondence of the Club.

Section 6. The Treasurer shall receive all monies of the Club and deposit same in such bank as directed by the Board of Directors. He or she shall collect all dues and keep an accurate account of all receipts and disbursements. A detailed

report shall be presented at each meeting of the Board of Directors. The Treasurer shall pay all funds by order of the Board of Directors and approved by the President. He or she shall also render a written report at the Club meetings.

Section 7. The Immediate Past President shall serve as the Chairman of the Nominating Committee.

ARTICLE V – STANDING COMMITTEES

Section 1. There shall be the following standing committees: Programs Committee, Finance Committee, Audit Committee.

Section 2. The chairman of standing committees shall be appointed by the President to serve for the term of one year.

Section 3. The chairman of each standing committee shall select two or more Club members to serve on the standing committee he or she chairs.

Section 4. Each standing chairman shall make a report of activities of the committee to the President and general membership.

Section 5. The Finance Committee shall consist of three (3) members, including the Treasurer, and shall be responsible for raising any additional funds above the dues of the Club, and regularly review of the checking account balance and reconciliation.

Section 6. The Audit Committee shall consist of three members of the club, the Audit Committee Chair, the Second (member at large) and the Treasurer. Chair shall be the Immediate Past President or appointed by the President, and shall have previously served as President of the Club. The Second shall be appointed by the Audit Committee Chair. The Audit Committee shall audit the financial records of the Club during the July / August time period and provide a written copy of the findings to the President prior to the September meeting. The Audit Committee Chair shall also provide a report to the members at the September meeting. Records and meeting minutes of this report shall be retained by the Secretary.

ARTICLE VI – BOARD OF DIRECTORS

Section 1. The Board of Directors shall be composed of the Club's Officers, Standing Committee Chairs and the Immediate Past President.

Section 2. The Board of Directors shall be vested with the authority to govern the Club, by directing its policy and operations in all matters relating to the objectives for which the Club has been formed.

Section 3. All vacancies among Officers or members of the Board of Directors shall be filled for the unexpired term by the Board of Directors.

Section 4. At any regular meeting of the Board of Directors, a majority of the Board shall constitute a quorum.

Section 5. At any specially called meeting of the Board of Directors, $\frac{3}{4}$ of the members of the Board shall constitute a quorum.

Section 6. Each Director shall be entitled to one (1) vote upon any matter properly submitted to the Directors for their vote. No Director shall have veto power. All matters of business for the Club shall require approval or consent of the Board of Directors of the Club, for the authorization or taking of any action. Such action may be authorized or taken only by the affirmative vote or consent of a majority of the Directors present at a meeting at which a quorum is present, unless otherwise expressly required by law, the Articles of Incorporation, or these Bylaws.

ARTICLE VII –MEETINGS

Section 1. The regular meetings of the Club shall be held the first Thursday of each month, except January, July and August.

Section 2. Special meetings may be called by the President or upon written request of three members of the Club.

Section 3. Notice of meetings shall be given by the Secretary in such a manner as agreed upon by the Board of Directors.

ARTICLE VIII – FINANCE

The funds of the Club shall be derived from payment of initiation fees and dues by each member and from such other sources as the Board of Directors can legally obtain.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Roberts Rule of Order, Revised, shall be the authority in all questions of Parliamentary Law not covered by the Bylaws. The Vice President or his appointee shall be the parliamentarian at all meetings.

ARTICLE X - AMENDMENTS

An amendment of these By-Laws may be proposed at any regular meeting of the Club, it may be approved at the next regular meeting, if carried by a two thirds vote of those members present; provided, however, that the proposed amendment has been previously approved by the Board of Directors, and there is a quorum at the regular meeting. A quorum shall consist of one third of the total members of the club.