

# Lynnfield Civic LCA

## Proposed By-Laws

November 2016

### **Purpose**

The purpose of this Association shall be to provide a medium through which members of the LCA can respectfully promote the general welfare of the community through open discussion and joint action; to communicate with and solicit the assistance of civic leaders for the benefit of the community; to assist in the coordination of common services such as snow removal.

### **Article I: Name**

The name of this organization is Lynnfield Civic Association (hereinafter referred to as "LCA"), a non-profit organization and existing under the laws of New Castle County and the State of Delaware.

### **Article II: Membership**

#### **Section 1: Eligibility**

All property owners of the area described as Lynnfield, 18 years of age and older shall be eligible for membership and shall acquire and retain membership by full payment of the annual membership dues as specified hereinafter.

#### **Sec. 2 Dues:**

The current annual LCA membership dues shall be twenty-five dollars (\$25.00) per household. The annual dues for the forthcoming fiscal year *will be recommended by the Board of Directors and will be set by a majority vote of the members present at the Spring meeting of the general membership.* The annual membership drive will run from September to November. *Dues may be accepted throughout the year.* Dues should be submitted to the Treasurer by each member or to the appropriate District Representative who will in turn submit those dues to the Treasurer. Members who have paid the dues for the current fiscal year will be considered active. The annual LCA dues must be paid by either the property owner or the renter according to their agreement in order for membership to be active.

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**Sec. 3 Voting Power:**

Each active LCA property owner shall be entitled to one (1) vote at the meetings of the LCA. Votes may be cast in person, by ballot, or by submitting a signed ballot to the Secretary in a sealed envelope in advance of the balloting at the meeting. Only a single vote per individual household is permitted. In cases of multiple property owners per member household, each property owner will maintain an appropriate fraction of one vote. For example, if a member property has two owners, each of the two owners maintain one-half (1/2) vote at LCA meetings.

**Sec 4 Termination of Membership:**

LCA Membership is terminated upon either ceasing to be a property owner in Lynnfield or by non-payment of the previously mentioned LCA annual dues.

**Article III: Meetings**

**Sec 1 Regular Meetings:**

One regular meeting of the general membership for the election and induction of officers and any other business to be transacted shall be held in the spring of each year.

**Sec 2 Special Meetings:**

Special meetings may be called at any time a majority vote of the Board of Directors or by the Board of Directors at the request in writing of 25% of the membership. Such request shall state the purpose or purposes of the proposed special meeting.

**Sec 3 Notice of Meeting:**

Notice shall be written and delivered to the residences of members at least ten (10) days in advance of regular meetings and at least two (2) days in advance of special meetings. Such notice shall include a brief description of business to be transacted.

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**Sec 4 Quorum:**

A simple majority of voting members present and by proxy shall be considered sufficient to transact business at regular LCA meetings. Twenty-five (25) members shall constitute a quorum for special LCA meetings.

**Article IV: Board of Directors**

**Sec 1 General Powers:**

The business and affairs of the LCA shall be managed by the Board of Directors.

**Sec 2 Composition:**

The Board of Directors shall consist of the four (4) major officers and the six (6) District Representatives. Each Director shall have one (1) vote. The past President may serve in a non-voting, advisory role for one year.

**Sec 3 Meetings:**

Regular or special meetings of the Board of Directors shall be held at least once every *three* months at such time and place as designated by the President, or, in their absence, by the Vice President. Special meetings of the Board of Directors may also be held at the request of at least two (2) members of the Board of Directors. *Any member who has business to present to the LCA Board of Directors should communicate this request to one of the members of the Board of Directors so as to added to the agenda of the next Board Meeting.*

**Sec 4 Quorum and Voting:**

Six (6) members of the Board, at least one of whom is the President or Vice President shall constitute a quorum. A majority of those present shall be necessary to carry any measures.

**Sec 5 Vacancies:**

In case of vacancy in the office of President, the Vice President shall become President for the unexpired term. In cases of vacancy of the other three (3) officers, the Board of Directors shall elect a successor to fill the unexpired term. In the case of vacancy in the District Representatives, the

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members of the district concerned shall select a successor to fill the unexpired term. If no representative is selected then one may be appointed by a quorum of the board.

**Article V: Officers and District Representatives**

**Sec 1 Number, Election and Term of Office:**

The major officers shall be the President, Vice President, Secretary and Treasurer, who shall serve for a term of one (1) year. Upon which sitting officers may run for re-election. Candidates interested in serving on the Board of Directors should submit their names prior to the election.

**Sec 2 Removal of Board of Director Members:**

Members serving on the Board of Directors may be removed for just cause by a quorum of the Board of Directors at a special meeting of the Board. Each Board member must cast their vote in person.

**Sec 3 President:**

*The President shall preside at all meetings of the LCA and the Board of Directors.* The President shall be an accountholder in full on the LCA financial accounts.

**Sec 4 Vice President:**

The Vice President shall assist the President and shall perform the duties of the President in the absence of the President.

**Sec 5 Secretary:**

The Secretary shall record minutes of and proceedings of the LCA and the Board of Directors.

**Sec 6 Treasurer:**

*The Treasurer shall be an accountholder in full on the LCA financial accounts.* The Treasurer shall receive and be responsible for all funds of the LCA; shall deposit all funds in the name of the LCA in a bank designated by the Board of Directors; shall keep an accurate record of receipts and disbursements; and shall keep a list of paid up members of the LCA. All records of this office shall be available to the Board of

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Directors. *The Treasurer will present an annual report at the Annual General Meeting.*

*The Treasurer's accounts may be examined by an auditing committee appointed by the Board of Directors.*

**Sec 7 Number, Election and Term of District Representatives:**

The six (6) District Representatives shall represent the following six (6) districts:

1. Residences on Bette Road
2. Residences on Carlie Road
3. Residences from 3 to 18 on Ridgeland Road
4. Residences from 100 to 139 on Ridgeland Road
5. Residences from 1 to 40 on Homewood Road
6. Residences from 100 to 136 on Homewood Road

District Representatives shall serve for a term of one (1) year. Members interested in serving as a District Representative may submit their names prior to or at the annual meeting. Elections will be held at the annual meeting.

**Sec 8 Limitation on Officers and District Representatives:**

No financial commitments shall be made on behalf of the LCA without the prior written approval of the President and another member of the Board of Directors. No financial commitments for over seventy-five dollars (\$75.00) or indeterminate amount shall be made on behalf of the LCA without prior quorum approval of the Board of Directors.

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**Article VI: Fiscal Year**

The fiscal year of this LCA shall end on the first day of January of each year.

**Article VII: Parliamentary Authority**

The rules contained in “Robert’s Rules of Order, Revised” shall govern the LCA in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

**Article VIII: Amendment**

These By Laws may be amended by affirmative vote of 2/3 of the members present at the meeting of the LCA, provided that notice to amend shall be included in the notice of the meeting.

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**Amended by vote of membership on DATE**