

BCA By-Laws

By-Laws of Bellevue Civic Association, Incorporated

Article I — Name

The name of this association shall be Bellevue Civic Association, Incorporated hereafter to be referred to as The Association.

Article II — Object

The object of this association shall be to promote and coordinate community welfare, education, safety, preservation, social and recreational activities.

Article III — Membership

Section 1. Membership shall be open to all residents *and businesses within* the Bellevue area bounded by the north side of Laburnum Avenue, west side of Brook Road, *to the city limit north* of Westbrook Avenue and the east side of Hermitage Road.

Section 2. Members in good standing are those who have paid *annual* dues.

Section 3. Each member in good standing shall be entitled to one vote.

Article IV — Dues

Section 1. Dues shall be *recommended by the Board and approved by a majority vote of the membership at the annual meeting.*

Section 2. Dues are payable by *January 1.*

A. Members in arrears shall be notified by the Treasurer.

B. New members will be accepted into The Association upon payment of dues.

Article V — Officers And Their Duties

Section 1. Officers of The Association shall be a President, Vice President, Secretary and Treasurer.

Section 2. The President shall preside at all meetings of The Association, The Executive Board, and special meetings whenever the need demands. The President shall appoint the *chairpersons* of standing committees (with the approval of the elected officers) and special committees. The President shall be an ex officio member of all committees except the nominating committee. He/she shall present a report at the Annual Meeting.

Section 3. The Vice-President shall, in the absence of the President, assume the duties of that office. In case of a permanent vacancy the Vice-President shall automatically become President.

Section 4. The Secretary shall keep the minutes of the regular meetings as well as meetings of the Executive Board and special meetings; shall have custody of all books and papers belonging to The Association, except those specifically assigned to other officers.

Section 5. The Treasurer shall be custodian of all funds of The Association, shall collect all dues and disburse funds as authorized by the Executive Board; shall close the books *at the end of the calendar year* and submit them for audit.

Article VI — Nominations, Elections And Term Of Office

Section 1. The officers of The Association shall be elected for a term of one year. No officer may serve more than two consecutive terms in the same office, with the exception of the Treasurer, who may serve for an additional term upon the recommendation of the Executive Board.

Section 2. There shall be a nominating committee of *three (3)* persons. It shall be the duty of the committee to submit a slate of officers to be voted on at the *annual* meeting.

Section 3. Election of officers shall take place at the *annual* meeting, *which will be held in the fourth quarter*. The floor shall be open for nominations. The election shall be by ballot and a majority of those voting may elect. If there is only one candidate for each office, election may be by voice vote.

Section 4. The newly elected officers shall be installed at the *annual* meeting and shall assume their duties at the close of the *year*.

Section 5. If a vacancy should occur in any office except that of the President, it shall be filled by the Executive Board.

Article VII — Executive Board

Section 1. The officers of The Association, the Chairpersons of the standing committees *and no more than three members-at-large approved by the Officers and Committee Chairpersons* shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision over the affairs of The Association, but shall refer, with recommendations, all proposed measures to The Association for its decision. The Executive Board is then empowered to act on behalf of The Association and to report such action at the next regular meeting.

Article VIII — Standing Committees

Section 1. *The standing committees shall be determined by the Board as needed to meet the Association's object (Article II). The chairpersons of the standing committees shall be appointed by the President, with the approval of the elected officers.*

Section 2. Each committee chairman shall appoint members to that committee.

Section 3. The Chairmen of Standing Committees shall present written reports of the work at the annual meeting.

Section 4. At the first Board meeting, the Committee chairs shall present written proposed annual budget requests to the Board.

Article IX — Meetings

Section 1. The regular meetings of The Association shall be held *at least four times per year, including an annual meeting, as announced by the Board.*

Section 2. The Executive-Board shall hold *quarterly meetings, and other meetings as necessary,* prior to a regular meeting, or at the call of the President, any two elected officers or by a majority of the Board.

Article X — Quorum

Section 1. Twenty five (25) members of The Association shall constitute a quorum for regular and special called meetings.

Section 2. Five (5) members, provided two are officers, shall constitute a quorum for the Executive Board.

Article XI — Amendments

Section 1. These By-laws may be amended at any regular meeting of The Association by a two-thirds vote of the members present; notice having been submitted in writing to the members prior to the meeting or presented at the previous regular meeting.

Section 2. “Robert’s Rules of Order” (revised) shall prevail at all meetings of The Association except where differences are specifically defined in the Bellevue Civic Association Bylaws.