

By-Laws of the Neighbors for Neighbors Community Club
Revised July 9, 2013

ARTICLE I-Name

The name of the club shall be The Harbor Point Neighbors for Neighbors Community Club and shall also be known as The Neighbors for Neighbors Community Club.

ARTICLE II-Statement of purpose

The purpose of the club shall be to promote a better community for residents through group action. We aim to improve and beautify our neighborhood as well as provide help to our neighbors in time of need.

ARTICLE III-Membership

Membership is open to any owner or resident of the Harbor Point Community.

Members in good standing shall consist of all persons who are eligible for membership, have requested to join the club, adhered to the club's regulations and have paid their dues in full.

Non-refundable dues are collected for the sole purpose of carrying out the purpose of the club. The amount required for annual dues shall be \$10 each year, unless changed by a majority vote of the members in attendance at the March meeting. Full payment of the annual dues will entitle the person to full membership privileges for one (1) year (March 1 to the last day of February). Annual dues are to be paid within 60 days of the March meeting. Dues may be prorated for new members joining after June 1st by \$1 per month to a minimum of \$5. Periodically, members may be asked to donate to other projects (i.e. bake sales, fundraisers, bereavement dinners) by the club. These are voluntary donations and are not considered dues.

ARTICLE IV-Financial

The club's fiscal year is March 1 to the last day of February.

Expenditures by any member in good standing for upcoming club needs will be reimbursed up to the amount of \$100 without prior club approval. All expenditures for reimbursement require receipts to be presented to the treasurer within 30 days of the date of the receipt.

All monies are deposited in a financial institution to be decided on by the Executive Committee. Any checks written will require two (2) authorized signatures. Authorized signers are the current President, Vice-President, Secretary and Treasurer.

An audit committee shall be made up of three (3) members at large. These committee members will be selected by the President and voted on by the members on or before the March meeting annually. The audit committee will review all checks, bank statements, check signatures, receipts, deposits, etc. for the entire fiscal year. The audit committee will make a report of their findings at the April meeting each year.

In the event that the club shall disband, any monies in the treasury will be donated to HPPOA. In the event that HPPOA has disbanded, the monies will be donated to charity or evenly divided among all members in good standing at the time of disbanding, to be decided upon by majority vote at that particular dissolution meeting,

ARTICLE V-Meetings

The club will meet regularly at a time and place that is convenient to the largest number of members. Meeting dates and times should be consistent and moved or rescheduled only as a last resort.

Attendance will be taken at each meeting for the purpose of determining voting eligibility and updating contact information.

The club requires that at least 25% of the members who are in good standing with the club be present at any meeting in order for votes to take place or business to transact. Only members in good standing may vote. The president will not vote unless required to break a tie. Majority vote rules unless stated otherwise by these by-laws.

The agenda for the monthly meetings will be as follows:

1. Reading, correction and approval of the previous minutes.
2. Presentation and approval of the Treasurer's report with any corrections noted.
3. Sickness and Sorrow information
4. Upcoming birthdays of members in good standing.
5. The presentation of any special program or guest speaker
6. Old Business, including any emergency elections
7. Reports and discussions from any committees
8. New Business

ARTICLE VI-Officers

The officers shall be President, Vice President, Secretary, Treasurer and any other officers agreed upon and voted on by the membership. All officers shall have a copy of the by-laws with them at each meeting.

President-The President shall be the principal executive officer of the club and shall generally supervise the business and affairs of the club. He/She shall preside over all meetings, select committee chairpersons and work with all committees on projects, be

responsible for opening and closing the clubhouse for meetings, projects and events sponsored by the club, be responsible for reviewing by-laws and presenting any suggested changes, additions, deletions or amendments to be discussed at the next scheduled meeting and voted on at the next scheduled meeting after discussion. The President shall not vote at meetings unless his/her vote is required to break a tie vote. The President may represent the club at other meetings in the community as needed.

Vice President-The Vice President shall assist the President when necessary, by attending committee meetings or other community meetings on behalf of the club. The Vice President would assume the responsibilities of any and all absent officers at club meetings.

Secretary-The Secretary shall keep the minutes of all meetings, transcribe and read them for approval. The Secretary shall also be responsible for keeping accurate records of club business, including but not limited to, all minutes, sign-in sheets, meeting notices, correspondence, copies of financial reports, copies of up to date by-laws, copies of all newsletters and any other historical document that pertains to the ongoing business of the club. The Secretary will pass this information on to the next Secretary at the end of his/her term.

Treasurer-The Treasurer shall be responsible for all funds of the club. He/She shall receive and issue receipts for monies due and payable to the club from any source and deposit all monies in the name of the club in the financial institution selected by the Executive Committee. The Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled meeting. The Treasurer is responsible for assuring all bank statements and other club records are kept neatly filed and safe. The Treasurer is accountable for all expenditures of the club and must keep good records, including receipts, to back up every transaction. The treasurer will pass this information on to the next Treasurer at the end of his/her term.

The officers shall be elected by a majority vote at the February meeting in even numbered years. A roll call, voice or secret ballot election may be used. If the officers are not elected at the February meeting the current officers hold office until an election can be held. All officers must be members in good standing and are expected to remain current on their dues throughout their term.

The 2-year term of all offices shall be from the first day of March in even numbered years or at the end of the meeting when elections took place, whichever is later, to the end of that election term. Officers can be elected to their office for two (2) consecutive terms. After that, they must sit out for one (1) term before running for the same office again.

Any officer may be removed by a majority vote of the members of the club (excluding the officer to be removed.)

All office vacancies, except for president, will be filled at the next monthly meeting by an emergency election. A vacant President office is filled by the vice president for the lesser of three (3) months or until the next scheduled election, which will be held every other February in even numbered years.

ARTICLE VII-Committees

The club may establish committees as deemed necessary to pursue its stated purpose. Committees shall be appointed by the President.

Executive Committee-Shall consist of the President, Vice President, Secretary and Treasurer

Standing Committees-

- Welcome-Check with HPPOA office for names of new residents, contact new residents and invite them to attend a club meeting, call members to remind them of meetings and other activities.
- Caring and Correspondence-Send cards to neighbors (i.e. get well cards to the sick, sympathy for the loss of a family member, thank you cards when needed, birthday cards to members), getting members to provide food to residents in time of need because of sickness or injury, organize bereavement dinners, document all events and put them in a scrap book, writing a neighborhood newsletter.
- Special Projects and Activities-Organize and set up fund raisers, community parties, co-ordinate decorations for the front gate and clubhouse.

Ad Hoc Committees-Created on an as needed basis (i.e. Nominating Committee in November of even numbered years, Audit Committee in March of each year, By-Law Committee as needed)

ARTICLE VIII-Amendments

These by-laws may be altered or amended by an affirmative vote of at least 50% of members in good standing after full consideration.

Outside of these by-laws, Roberts Rules of Order Newly Revised is the standard by which this club transacts business.

By-laws approved: 7/9/2013 _____
Signature of President