

RESIDENTS' CLUB AT WHITING VILLAGE VII Aka FERNWOOD BY-LAWS

ARTICLE - 1 -NAME

The name of this organization shall be Residents' Club V7 at Whiting Village (A.K.A. " Fernwood)

ARTICLE - 2 - OBJECTIVES

Objective and purpose

1. To provide means whereby residents of Whiting Village 7 can gather for recreation and fellowship.
2. To provide opportunities to discuss and engage in cultural and educational activities for the betterment of our community.

ARTICLE - 3 MEMBERSHIP

All Residents of Whiting Village 7 are members of the Residents' Club.

ARTICLE - 4 - LIMITATIONS

This organization shall be non- sectarian and no questions of a political or sectarian nature shall be introduced at any meeting.

ARTICLE - 5- MEETINGS

The regular meeting of this club shall be on the 2nd Tuesday of each month except for July and August.

SECTION 1

- (a) The attendance of those members present shall constitute a quorum.

ARTICLE - 5 continued

- (b). Special meeting may be called by the President on his/her own authority, or by the Vice President. All members shall be notified of the date, time and purpose of the special meeting at least three (3) business days before meeting**

- (c.) The September meeting is designated as the annual meeting, at which all members shall be informed of the financial position of the Residents Club, and a budget shall be presented for adoption by the members assembled.**

- (d) The President upon receipt of a petition signed by 100 Residents shall call a special meeting of the Residents' Club relative to the purpose stated in the petition, with notice of at least three (3) business days.**

SECTION 2 - The orders of business or a regular meeting shall be as follows: Open meeting to order.

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|-------------------------------------|------------------------------------|
| 1. Salute to the Flag | 6. Report of Secretary |
| 2. Prayer/ Moment of silence | 7. Committee Reports |
| 3. Reading of minutes | 8. Unfinished business |
| 4. Report of Treasurer | 9. New Business |
| 5. Report of Vice President | 10. Birthdays/Anniversaries |
| 11. Close meeting | |

ARTICLE VI -OFFICERS

SECTION - 1

President

Vice President

Treasurer

Assistant Treasurer (will assist both Treasurer and Secretary)

Secretary

ARTICLE VI continued

SECTION - 2

The officers shall be elected for a (2) year term. (see article IX Section 4).

SECTION - 3

Elected officers shall be allowed to succeed themselves after an election made by the Residents of V7. The election is to be made known to the Residents of V7, in 2 consecutive newsletters and announcement at 2 consecutive Sunshine meetings, two (2) months prior to any election. NO elected officer shall serve more than two (2) full consecutive terms, for a total of 4 years. If no residents choose to run, a decision will be made by a meeting with the sitting Board of Trustees and the Residents board to see the club going forward.

SECTION - 4

A duly elected officer position shall be declared vacant if said person is absent for three (3) consecutive meetings of the Residents board or Residents' club meeting without reason. The next runner up from the May election will fill the vacant position until the next election.

ARTICLE VII - DUTIES OF OFFICERS

SECTION - 1

The President shall preside at all meetings of the club. The President along with a vote from the board may remove any appointee with just cause. Any appointee has the right to an ADR hearing by the HOA committee. The President will act as liaison between the Residents club board and the sitting HOA Board of Trustees.

ARTICLE VII - CONTINUED

SECTION - 2

The Vice President shall assist the President as required in all duties and in the absence of the President shall officiate and perform all duties of the office. Said officer shall also be in charge of programs at regular meetings.

SECTION - 3

The Treasure^r shall receive, record and bank all money from all sources, maintain complete records of all disbursements and invoices, and submit a report of these receipts and disbursements at each meeting. At the beginning of the term, the Treasurer will be responsible for securing four (4) signatures from the Resident club board, President, Vice President and Treasurer. The fourth signature is the HOA Association Administrator. All requests for contributions, appropriations or expenditures, other than those incurred in the ordinary course of business, shall be submitted to the Financial Advisory, which will consider the same and make recommendations to the Residents board.

SECTION - 4

The Secretary shall attend to all club correspondence and shall assist the President in the preparation of the Newsletter, if required. Shall record proceedings of all meetings, general and executive. The file containing all minutes of the Residents' Club and Residents Club Committee, up to and including the final meeting

ARTICLE VII - CONTINUED

of the preceding year, must be stored in the Residents' Club office and not be removed

SECTION - 5

The Assistant Secretary shall attend to the needs of both the Treasurer and Secretary.

ARTICLE VIII - NOMINATION OF OFFICERS

SECTION - 1

A nominating committee consisting of five (5) resident members, none of whom shall be on the Residents club board, shall be appointed at said meeting from its members.

SECTION - 2

The nominating Committee shall submit names (2) members for each office at the April meeting on the Residents executive board, who are willing to serve prior to the nominations. Nominations from the floor may also be made at this meeting. A resident can hold no more than one office on the Residents executive board at the same time. No Residents executive board officer may hold a position of Trustee at the same time. An officer of the Residents executive board, except the President, can hold one (1) or more offices in organizations under the Residents' Club umbrella. Only one family member can serve at

a time on the Residents Club board. No further nominations shall be accepted after the April meeting.

ARTICLE IX - ELECTION OF OFFICERS

SECTION -1

Election of officers shall be at the May meeting.

SECTION - 2

The candidate receiving the highest number of votes of the number of members shall be considered to be elected. In case of a vacancy in any other office, the next runner up from the May election will fill the vacant position. The election board shall count the written ballots. There should always be 8 persons running for office to insure there will be runners up to fill the vacant positions.

SECTION - 3

In the event of a vacancy in the office of President, the Vice President shall automatically succeed this office until the next election. In case of a vacancy in any other office, the next runner up will fill the vacant position.

ARTICLE X - EXECUTIVE BOARD DUTIES

SECTION - 1

The Residents executive board shall be composed of all five (5) elected officers, and elected President has voting privileges.

ARTICLE X - CONTINUED

- (a) The Residents executive board shall conduct the affairs between meetings and discuss all meetings concerning the welfare of the organization.**

- (b) Any officer may be removed from a position on the Residents executive board by the affirmative vote of 2/3 of the board at a special meeting called for that purpose. the Residents executive board must provide three (3) business days written notice by Certified mail return receipt requested on any action for conduct detrimental to the interest of the Residents club for refusal in carrying out its purpose. Any member whose removal had been Proposed shall be given the opportunity to be heard by the HOA' ADR Committee. A successor will be the next runner up from electors.**

ARTICLE XI - QUARTERLY REPORTS

SECTION - 1

A Quarterly report is to be submitted to the sitting Board of Trustees.

10% of the quarterly net income is to be donated to the sitting Board of Trustees of Village VII for the Associations General account.

ARTICLE XII - FINANCIAL AUDIT

SECTION - 1

The fiscal year shall be from June 1 to May 31

SECTION - 2

The Residents Club board must approve for payment of all budgeted expenditures. The Residents Club board may authorize any non budgeted expenditures not to exceed \$400.00. Any non-budgeted expenditures over \$400.00 must be presented for a vote by the Residents Club board. No unauthorized purchase by any officer, without the approval of the Residents Club board will be paid.

SECTION - 3

Any proposed purchase or contract for services to exceed \$1,500 may be accompanied by (3) BIDS. The decision of choice is to be voted on by the Residents Club board.

SECTION - 4

An audit of the financial records of the Residents Club shall be prepared by an Auditor, and said copy to be submitted to the sitting board of Trustees.

ARTICLE X11 - CONTINUED

SECTION - 5

All financial records of the Residents Club up to and including the preceding years final report must be stored in the Residents Club office.

SECTION - 6

All checks in the amounts over \$400.00 shall be signed by either the President, Vice President or Treasurer and the HOA's Associations Administrator.

SECTION - 7

A petty cash fund shall be established in the amount of \$100.00 for payment by the Treasurer of miscellaneous expenses under \$15.00.

SECTION - 8

Responsible for providing a General Surety bond covering handling funds or maintaining bank accounts.

ARTICLE XIII

Meetings shall be conducted according to standard parliamentary procedures as set forth in Robert's Rules of Orders.

ARTICLE XIV - AMENDMENTS

Proposed amendments to these By-Laws must be presented in writings to the secretary and read at two consecutive meetings of the Club. Upon the second and final reading, a vote shall be taken on the proposed amendment. Passage of any amendment to the By-Laws shall require the presence of a minimum of 100 members and a two thirds ($\frac{2}{3}$) majority of members present for adoption.

Approved December 12, 1978 Residents meeting

Revised June 9, 1981

Revised December 8, 1981

Revised February 9, 1982

Revised June 14, 1983

Revised February 12, 1985

Revised October 10, 1989

Revised November 10, 1992

Revised September 12, 1997

Revised February 10, 1998

Revised April 11, 2000

Revised May 18, 2007

Revised April 12, 2024