

# TIMBERLAKE CIVIC ASSOCIATION

## ARTICLE I

### NAME

The name of this organization shall be “Timberlake Civic Association.”

The scope of this organization shall be governed by the “General Not For Profit Corporation Act” of the State of Illinois. The Legal offices shall be the residence of the incumbent President. The registered agent of the Association shall be the President with full approval of the executive board and officers.

## ARTICLE II

### OBJECTIVES

The purpose of this organization shall be to improve and develop the Timberline Area by means of those non-partisan civic and social activities which may be necessary, and to plan and assist in the solution of community problems in cooperation with DuPage County, Downers Grove Township, bordering communities, and other civic organizations.

## ARTICLE III

### MEMBERSHIP

Section A: Residents in Timberlake, (refer to the attached map which will be made a part of the By-laws), shall be eligible for membership in this organization. Application for membership from other than resident property owners, such as renters, can be made to the Board of Directors who will act on each request individually.

Section B: Residents eligible for membership under Section A shall become members in good standing with full voting privileges upon the payment of annual dues or those whose dues have been waived by the Board of Directors (i.e. retired residents).

# ARTICLE IV

## OFFICERS

Section A: The officers shall consist of:      President  
   Vice President  
   2<sup>nd</sup> Vice President (optional)  
   Secretary  
   Corresponding Secretary (optional)  
   Treasurer

Section B: The officers must be homeowners living within the boundaries of Timberlake (see attached map)

Section C: The term of office for each officer shall be one (1) year. A vacancy of any office shall be filled at the next Board of Directors meeting. The person must be elected by and from the Board of Directors and will serve the balance of the unexpired term.

Section D: Subsequent to the election of Board Members, see Article V, all officers shall be elected by and from the Board of Directors at the December Board of Directors meeting.

Section E: The immediate Past President shall serve as an advisor.

Section F: Officers may expend up to \$100.00 of unbudgeted funds between meetings to cover necessary items without prior approval from two officers.

## OFFICERS DUTIES

Section A: The president shall preside at all meetings. The President shall be an ex-officio member of all committees. The President shall appoint all committee chairpersons.

Section B: In the absence or inability of the President to serve, the 1<sup>st</sup> Vice President shall assume the duties of the President. The 1<sup>st</sup> Vice President will chair and organize all Board meetings and performs other such duties as prescribed by the President. The 1<sup>st</sup> Vice President shall assume all duties of the 2<sup>nd</sup> Vice President if there is no 2<sup>nd</sup> Vice President.

Section C: The 2<sup>nd</sup> Vice President shall be responsible for the development of the general membership, and for the coordination of all programs/social activities designed to meet the needs of the membership. The 2<sup>nd</sup> Vice President is an optional office.

Section D: The Secretary shall keep records and minutes of all general membership meetings and Board of Director meetings. The Secretary shall keep attendance reports of each meeting.

Section E: The Corresponding Secretary shall attend to all matters of correspondence as directed by the President. The Corresponding Secretary is an optional office and may be added to the duties of the Secretary.

Section F: The Treasurer shall maintain custody of all funds of the Organization, shall be responsible for the maintaining of an adequate record of the receipts and disbursements of said funds and shall be responsible for the filing of all required forms with federal, state and local agencies. At each general meeting, the Treasurer shall present a financial report. The Treasurer will form a Budget Committee to discuss the budget in October and November. The budget will be voted on at the December meeting.

## COMMITTEES

NOMINATING COMMITTEE - A Nominating Committee shall be appointed by the President at the October membership meeting.

AUDITING COMMITTEE – A committee of three (3) members is to be appointed by the President at the November membership meeting for the purpose of auditing the Association records. The audit review will be performed against the calendar year ending December 31st (our fiscal year) and the results will be available at the March quarterly meeting.

BUDGET COMMITTEE – The Budget Committee will be made up of the Treasurer, the President and 2 other board members. (See Article IV OFFICERS DUTIES - Section F)

SCHOLARSHIP COMMITTEE – The President will appoint a Chairperson of the committee. The Chairperson will choose 4 members from the Association membership. They will be different people every 2 years.

Other committees may be appointed by the President according to the needs of the Association.

## ARTICLE V

### BOARD OF DIRECTORS

Members of the Board of Directors shall be elected by and from the members of the Association. Each of the Sections of Timberlake, as shown on the attached map, must be

represented by at least one (1) member, but no more than one for each 25 homes on a particular area.

Elections to the Board will be held at the December meeting, the term of office being two (2) consecutive years and board members will be elected in “even” years. Re-election is permissible. Vacancies occurring on the Board of Directors should be filled at the next meeting of the Association through a special election vote. The electee, in this case, will serve for the balance of the unexpired term.

### BLOCK CAPTAINS

There should be enough Block Captains appointed by the Board to give a total of Board Members plus Block Captains equal to at least one for each 25 homes in each Section. Block Captains are to assist Board Members in collecting dues and distributing flyers on Association matters.

## ARTICLE VI

### EXECUTIVE POWERS

The executive powers of this organization shall be vested in the officers and members of the Board of Directors subject to review and direction by the membership. They shall have the power to:

(A) Relieve any officer or Board Member of responsibility with a 2/3 majority vote of the entire Board.

## ARTICLE VII

### QUORUM

Section A: A quorum of the Board of Directors, which is necessary to conduct business, shall consist of at least 1/3 of the Board members.

Section B: A majority vote, unless noted otherwise in these By-Laws, at any regularly scheduled meeting shall constitute adoption by the organization of any matter voted upon by the members.

## ARTICLE VIII

### MEETINGS

Section A: Regular membership meetings should be scheduled monthly with at least nine (9) held per year. Written notice shall be given members as to the time and place of the meeting. (Meeting days, times, and locations are published in the Timberlake Directory and is considered sufficient notification.)

Section B: Board of Directors meetings shall be scheduled as necessary. Notice of the time and place shall be given Board Members at least one week prior to date of the meeting.

Section: C: Special meetings of the membership may be called by the President, by the majority of the Board of Directors, or 25% of the total membership of the Association, and one week notice in writing to the membership and Board of Directors shall be given. Special meetings of the Board of Directors may be called upon notice to Board members at least two (2) days prior to the date of the meeting.

## ARTICLE IX

### COLLEGE SCHOLARSHIPS

Section 1: A Scholarship will be awarded to Senior high school student(s) in May. The criteria are: 1. The parent must have paid their Timberlake Civic Association dues by the Dues Deadline date. 2. The Student must be attending an accredited university, college, business school, or other tech/trade school in the following Fall.

Section 2: The number of scholarship awards will be determined by the Scholarship Committee as well as the division of funds.

Section 3: The amount of the combined scholarship amount will be included in the budget and may be adjusted based on the budget. The amount will be voted on with the budget.

### OTHER PHILANTHROPIC DONATIONS

Other donations may be considered based on the budget and will be voted on by the Board members with a majority vote.

# ARTICLE X

## AMENDMENTS

The power to amend the By-laws shall be vested in the members of the organization, and a two-thirds majority vote of those present at the regular membership meeting shall be necessary to effect an amendment. All proposed amendments shall be submitted in writing with advance notice given to the membership.

|          |               |
|----------|---------------|
| Original | Dec. 1, 1968  |
| Amended  | Oct. 1, 1969  |
|          | Jan. 1, 1977  |
|          | Mar 3, 1981   |
|          | Dec. 3, 1985  |
|          | Sept. 2, 2003 |
|          | Dec 2, 2008   |
|          | Dec 1, 2009   |

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# ARTICLE XI

## VOTING

Section A: Voting will generally be done by a show of hands or a voice vote at the discretion of the President. If a majority of members present at a meeting prefer a ballot vote be taken, ballot votes may be done. If a ballot vote takes place, the President will appoint a group of 3 people to count the vote.

Section B: Each member, as described in Article III Section B will be entitled to vote at regular or special membership meetings.

# ARTICLE XII

## PARLIAMENTARY PROCEDURE

Roberts Rules of Order shall prevail at all meetings of this organization unless specifically outlined by these By-Laws.

