

11/81

BY-LAWS OF THE  
SAN CARLOS COVE CIVIC ASSOCIATION

ARTICLE I. NAME

Section 1. The name of this organization shall be "San Carlos Cove Civic Association."

ARTICLE II. OBJECTIVE

Section 1. The object of the San Carlos Cove Civic Association shall be to encourage good relations between all residents and the development of social, recreational and neighborly activities so that all residents may enjoy residing therein and participate in all activities thereof.

ARTICLE III. MEMBERSHIP

Section 1. Every permanent owner, resident or occupant of a Mobile Home located in the Association shall be eligible for membership in this Association. Membership shall be individual and each paid up member in good standing shall be entitled to one (1) vote. Any member who can not be present at any meeting of the Association may give his or her proxy to any person of his or her choice, provided written authority thereof is filed with the Secretary prior to such meeting.

ARTICLE IV. OFFICERS

Section 1. The elective officers of this Association shall be the President, First Vice President, Second Vice President, Honorary Vice President who shall be a permanent resident of the Association, a Secretary and a Treasurer.

Section 2. There shall be an Executive Committee, consisting of the elective officers, the immediate past president, the chairmen of the five committees and the elected street representatives.

Section 3. The (five or more) elected street representatives shall be chosen from the following streets: Galleon Way, Doubloon Way, Cortez Way, Blackbeard Way and either Spanish Main, Garcia Way or Barbados.

ARTICLE V. DUTIES OF OFFICERS

Section 1. The President shall be the executive officer of the Association. He (or she) shall preside at all meetings of the Association and its Executive Committee. He (or she) shall, with the approval and consent of the Executive Committee, appoint all Committees except the Nominating Committee. He (or she) shall be an ex-officio member of all committees except the Auditing and Nominating Committees.

Section 2. The Vice President shall assist the president in the discharge of his duties and in the absence of the president shall act in his stead.

Section 3. The Secretary shall: (a) keep a record of the proceedings of the Association and of the Executive Committee, of the attendance at meetings, and of all matters of which a record may be deemed advisable, in books belonging to the Association which records shall, at all reasonable times, be open to inspection by any member.

(b) Keep a list of the names and addresses of all members, including summer addresses of those members who may not reside in the Association the year around.

(c) Keep and file all documents, records, reports and communications connected with the business of this Association.

(d) Cause to be mailed or delivered by hand any notice required to be given by these By-Laws. When a member is in residence at his or her mobile home delivery of any such notice to the mobile home shall be sufficient notice.

(e) Perform such other appropriate duties as may be assigned to him or her by the Executive Committee.

(f) At the expiration of his or her term of office turn over to his or her successor all documents, records and property pertaining to his or her office in this Association.

Section 4. The Treasurer shall: (a) Collect and hold in the name of the Association all moneys of this Association.

(b) Pay all bills contracted by this Association after approved by the Executive Committee or the Chairman of any Committee which has contracted such bills by virtue of any order or authority from the Executive Committee.

(c) Make a report at each regular meeting of all receipts and disbursements during the preceding month; make a report at the Annual Meeting of all receipts and disbursements for the year; and such other reports at such times as directed by the Executive Committee.

(d) Keep a true and complete record of all moneys and property of the Association received by him or her and of the disposition made by him or her of such moneys and property.

(e) Perform such other appropriate duties as the Executive Committee may direct.

(f) Upon request of the Executive Committee shall prepare operating or estimated budget for consideration.



(g) At the expiration of his or her term of office turn over to his or her successor all funds, documents, records and property of this Association in his or her possession.

Section 5. The Executive Committee Shall: (a) Have general charge of the policy, management, and finances of this Association; be vested with, and have custody of all of the property of this Association; and appropriate such sums as may be deemed advisable, within its current resources, for the interest of this Association.

(b) Fill any vacancy in any elective office of this Association by majority vote of those present at any meeting of the Committee; the person so elected to hold office until the next regular or special meeting of this Association, or until his or her successor shall be duly elected.

(c) Designate depositories in which the Association funds shall be kept.

(d) Enforce the authority given to it under these By-Laws and take any action necessary to promote the best interests of this Association and its members.

#### ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

Section 1. The Executive Committee shall, at the November meeting of each year, elect a Nominating Committee of five (5) members who shall select candidates for all elective offices to be voted upon at the Annual Meeting. In the election of said Nominating Committee at least one (1) member of said Committee shall live on each of the five streets in the Association.

Section 2. A list of the candidates selected in accordance with the proceeding section shall be submitted and filed at the December Annual meeting of the Association. Additional nominations for consideration at the Annual Meeting may be made from the floor by members in good standing immediately after the report of the Nominating Committee has been read and filed at the December meeting.

Section 3. The elective officers and members of the Executive Committee, provided for herein, shall be elected at the Annual Meeting to be held in December of each year. If more than one candidate is nominated for any office, the election shall be by ballot by those present and qualified to vote. They shall be installed in office at the regular January meeting of the Association and hold office until their successors are elected and assume office.

## ARTICLE VII. DUES

Section 1. The annual dues for members shall be reviewed each year by the Executive Committee prior to the regular January meeting and their recommendation for the following fiscal year shall be reported to and voted upon at that Meeting.

## ARTICLE VIII. COMMITTEES

Section 1. The President, with the consent and approval of the Executive Committee, shall appoint the following Committees:

Auditing Committee  
Social Committee  
Recreational Committee  
Entertainment Committee  
Visiting Committee

Section 2. The Auditing Committee shall examine all records of the Treasurer, audit his(or her) books, examine all inventories of Association properties and report its findings to the Annual Meeting.

Section 3. The Social Committee shall arrange for sufficient and proper social activities to be centered around the Club House so as to further the objectives of the Association. It shall arrange for and be in charge of pot-luck and other type luncheons and dinners, games, handicraft classes, etc.

Section 4. The Recreational Committee shall arrange for the development of entertainment talent among the residents and shall furnish desired programs, if possible, when called upon by the Executive Committee or the Social Committee for any proper Association activity.

Section 6. The Visiting Committee shall maintain contact with all residents of the Association so that appropriate messages of sympathy can be conveyed to those sick or bereaved.

Section 7. As the need develops the Executive Committee shall have the authority to create new and/or additional Committees, to be appointed as provided in Section 1, herein.

## ARTICLE IX. MEETINGS - NOTICES - QUORUM

Section 1. Regular monthly meetings of the Association shall be on the first Monday of each month at 7:30 P.M. If the meeting date falls upon a statutory holiday, the meeting shall be held at the same hour on the day immediately following the holiday.



Section 2. The Annual Meeting shall be the <sup>April</sup> ~~December~~ meeting of each year and shall be devoted to the election of officers, reports of officers and committees.

Section 3. Special meetings may be called at any reasonable time by the President or the Executive Committee, and shall be called by the Secretary upon written request of five (5) members in good standing. Notice of special meetings shall be given each member at least one (1) week before such meeting.

Section 4. At any regular or special meeting twelve (12) members in good standing shall constitute a quorum.

Section 5. Periodic meetings of the Executive Committee will be held at such times and places as the Executive Committee shall determine. Special meetings of the Executive Committee may be called by the President to meet at any reasonable time and place after due notice thereof is given to each member.

Section 6. At any meeting of the Executive Committee seven (7) members shall constitute a quorum.

#### ARTICLE X. ORDER OF BUSINESS

Section 1. The order of business at the annual and regular meetings shall be:

- (a) Call to order
- (b) Introduction of New Residents and recognition of deceased members.
- (c) Reading of minutes of previous meeting
- (d) Reports of Officers
- (e) Reports of Committees
- (f) Communications and announcements
- (g) Unfinished business
- (h) New business
- (i) Election of Officers (Annual Meeting - December)
- (j) Installation of Officers (January Meeting)
- (k) Adjournment

#### ARTICLE XI. AMENDMENTS

Section 1. These By-Laws may be amended, or new By-Laws adopted at any regular meeting by a majority vote of those members in good standing present personally or by proxy, provided the proposed amendment or new By-Laws are presented to and read at the previous regular meeting.

Reviewed by:  
Ed Sutherland &  
E. Lindley 11/27/81.

Moved and Adopted By:  
Executive Committee 11/30/81  
Association 1/4/82