

# RED CEDAR COMMUNITY ASSOCIATION INCORPORATED

## BYLAWS

Established in 1950

Revised 2019

### **Article I - Area Represented**

The Red Cedar Community Association (RCCA) represents two contiguous neighborhood areas—the Flower Pot and Ivanhoe subdivisions—the residentially zoned and utilized portion of the southwest sector of the city of East Lansing generally bounded by Harrison Road on the east, Trowbridge on the south, I-496 and US-127 on the west, and Michigan State University properties on the north. This area, hereinafter, referred to as the Neighborhood, includes the subdivisions of Lilac Lawn Farms #1 and #2, Blossom Acres, and Ivanhoe located in the City of East Lansing.

### **Article II - Purpose**

1. To provide a forum for the residents of the Neighborhood to raise concerns, gain or impart information, exchange ideas, and to take the necessary actions indicated and deemed appropriate.
2. To represent the residents of the Neighborhood before the City and other governmental units and to encourage compliance with City ordinances, the bylaws adopted by the RCCA, and such governmental laws as are in force at present or enacted in the future.
3. To represent the best interests of the Neighborhood against actions which tend to downgrade the quality of life for the residents of the Neighborhood.
4. To relay information to the residents of the Neighborhood concerning actions that may have an impact on the neighborhood and to take action in the best interest of the entire Neighborhood.
5. To protect and preserve the quality and stability of the Neighborhood as an established residential community.
6. Communicate regularly with the residents of the Neighborhood by newsletters and flyers for special events, preferably electronically.
7. To promote social and outreach opportunities for our residents to enhance our sense of community.

### **Article III - Membership**

1. Every adult, 18 years of age or older, legally residing in the Neighborhood is eligible for membership in the RCCA.
2. **Membership in the RCCA shall be established upon payment of dues** within any given year.

3. Annual dues of the RCCA shall be set by the Board no later than 10 days before the annual meeting.
4. The Treasurer of the RCCA shall maintain a list of the membership.

#### **Article IV - Annual Meeting of the Membership**

1. An annual meeting of the membership of the RCCA shall be held at such time and place in the city of East Lansing as designated by the Board of Directors and specified in a notice delivered to the residents of the Neighborhood at least ten (10) days prior to the meeting.
2. The election of Board members shall be held at the annual meeting. Prior to the meeting, a slate of candidates will be submitted by a Nominating Committee appointed by the President. Nominations may also be accepted from the floor at the meeting providing the nominee is present and willing. If there are more candidates than open positions, the election shall be by written ballot. Each member of record shall be elected to serve for a period of three (3) years.
3. The annual meeting shall initiate the business year of the RCCA. Newly elected directors will begin to serve at the beginning of the next scheduled Board of Directors meeting.
4. A special meeting of the membership may be called by a majority of the Board of Directors or by a petition to the Board signed by one third (1/3) of the membership of the RCCA. The Board will have ten (10) days to notice and hold the special meeting.
5. A majority of the membership present may decide any question that may properly come before the meeting.
6. The order of business at the annual meeting and as far as possible at all special meetings, shall be:

Call to order  
Proof of due notice of meeting  
Approval of minutes of the last annual meeting  
Summary of the last year's work by the Board  
Ongoing Business  
Election of Board of Directors  
New Business  
Adjournment

#### **Article V - Board of Directors**

1. The business of the RCCA shall be managed by a Board of Directors which shall consist of a minimum of five (5) and a maximum of fifteen (15) members who shall be elected by the membership as provided for in Article IV.

A majority of the Directors shall constitute a quorum to transact business. However, in the absence of a quorum, business may be conducted by unanimous vote of all Directors present for the purpose of acting only upon items included on the agenda distributed to all members prior to the meeting and which do not involve the expenditure of more than 10% of RCCA funds.

2. A member of the Trowbridge business community may be appointed as the Business Liaison and shall be permitted to participate without vote on all matters coming before the RCCA Board of Directors
3. Meetings of the Board of Directors shall be open and shall be held quarterly or as needed.
4. Board members are required to actively participate by attending Board meetings, serving on committees, delivering newsletters & flyers and occasionally assuming Officers duties when necessary. Upon a vote by the Board of Directors, a Director who misses two (2) consecutive or three (3) meetings annually or refuses to actively participate in any of these required duties shall be deemed to have relinquished the position as board member. After such vote by the Board of Directors, the President shall prepare and send written notice of the decision to the affected party within five (5) business days.
5. If a directorship is vacated before the term expires, the Board of Directors shall have authority to appoint, from the membership, a director to fill the balance of that term.
7. The President with the approval of the Board of Directors shall have authority to appoint committees.
8. Directors shall receive no financial remuneration for their services. Directors may be reimbursed for Board authorized expenses incurred on behalf of the RCCA.
9. When there is a change in president or treasurer, both need to sign off on the financial status at that time.

#### **Article VI - Officers**

The officers of the RCCA shall be President, Vice-president, Secretary and Treasurer, elected from and by the Board of Directors at the first meeting after the annual meeting.

The President shall:

- preside over the annual meeting and all Board of Directors' meetings
- develop & distribute agendas to Board members at least one week prior to the next meeting
- be the liaison to City Council and other Neighborhood Associations
- oversee the day to day business of the RCCA
- maintain an archived file of minutes, newsletters, etc.
- be a signer on the RCCA bank account in case the Treasurer is unable to fulfill duties

The Vice-President shall:

- assume the duties of the President when the President is unavailable
- support the role of the President

The Secretary shall:

- record minutes of all meetings & distribute them to the Directors and the webmaster as soon as possible after approval
- coordinate the updating of RCCA information on city's website
- coordinate the writing of the newsletter
- update changes to & distribute approved by-laws as needed

The Treasurer shall:

- collect dues at the annual meeting & other events
- disburse monies as authorized by the Board of Directors after proper documentation has been received
- present an up-to-date report of all financial transactions, including copies of bank statements, at each meeting
- present an annual written financial report to the Board of Directors for their approval prior to the annual meeting
- file an annual tax report in May
- ensure that incorporation fees are paid annually
- maintain the membership list and submit a copy to the President for the record

#### **Article VII - Amendment and Repeal**

These bylaws may be amended, repealed, or altered in whole or in part by a majority vote of the Membership of the RCCA at any annual meeting or special meeting where such action has been announced as described in Article IV.