

# **Bylaws of The Bailey Community Association**

## **ARTICLE I – DUTIES OF OFFICERS**

### **Chairman**

Sec. 1. The Chairman shall:

- (a) Be the chief presiding officer of all meetings of the Association and be responsible for the calling of such meetings.
- (b) Be the chief presiding officer of all meetings of the Executive Board and be responsible for the calling of such meetings.
- (c) Be responsible for the carrying out of the directives of the Executive Board.
- (e) Be responsible for the appointment of committees and committee chairmen as required and the carrying out of the duties assigned to such committees. The chairman shall be an ex officio member of every committee.
- (e) Be responsible for the officers of the Association carrying out their assigned tasks.

### **Vice Chairman**

Sec. 2. The Vice Chairman shall:

- (a) Perform all tasks assigned by the Chairman and assist the chairman in the supervision of the work of committees of the Association
- (b) Shall preside at all meetings in which the Chairman shall be absent.

### **Secretary**

Sec. 3. The Secretary shall:

- (a) Record and transcribe accurately and fully the minutes of all meetings of the Association both regular and special.
- (b) Preserve such minutes in an appropriate loose leaf or bound book used specifically for such purpose.
- (c) Make available to any member of the Association copies of such minutes at reasonable times and places.
- (d) Report the proceedings of any meetings, of which he has records upon request to do so at any regular meetings of the Association.
- (e) Promptly advise the Editor of the Association Newsletter of pertinent information to be reported in the Newsletter and provide the Editor with minutes of recent meetings.
- (f) Send notices in a timely fashion to all members of the Association of all meetings, except that notice of the annual meeting shall be sent by first-class mail ten days in advance of the meetings.
- (g) Perform all other duties as are normal to the Office of Secretary.
- (h) In the event the Secretary is unable to attend and record the proceedings of a meeting of the Association, then and in that event, the Secretary shall be responsible for having a replacement present to assume such duties as normally performed by the Secretary.

(i) In the absence of the Chairman and Vice Chairman, the Secretary shall conduct the meetings of the Association.

### **The Membership Secretary**

Sec. 4 The Membership Secretary shall:

- (a) Keep accurate records of all those admitted for membership in the Association and promptly report same to the Secretary, Treasurer, and Editor of the Association Newsletter.
- (b) Keep a current and accurate list of all members of the Association.
- (c) Direct the Association's efforts to retain and secure members in the Association.
- (d) Be responsible for implementing and supervising the area and block organization of the Association.

### **Treasurer**

Sec. 5 The Treasurer shall:

- (a) Be responsible for the collection of and disbursement of all Association monies.
- (b) Open and maintain in the Association's name such checking and/or saving accounts as are normal and customary in a bank to be named by the Executive Board, with the Chairman and the Treasurer having the authority to sign checks, make withdrawals and deposits.
- (c) Promptly deposit all monies paid to the Association in appropriate bank depositories under the Association name.
- (d) Pay upon approval of the Executive Board any bills of the Association.
- (e) Keep accurate, complete and current records of all financial transactions of the Association, including documentation for each disbursement and receipt of money, and make such records available to any member upon reasonable demand and at reasonable times and places.
- (f) Shall report any members whose dues are delinquent to the Executive Board.
- (g) Make a financial report at each quarterly Executive Board meeting and present an annual financial report at the Annual Meeting of the Association.
- (h) In the absence of the Chairman, Vice Chairman, and Secretary, conduct the meetings of the Association.

## **ARTICLE II – COMMITTEES**

Sec. 1 The Chairman may appoint members to a committee and shall either appoint a Chairman therefor or he may elect to allow the committee members to select their own chairman.

Sec. 2 The Chairman may appoint a Committee Chairman and allow him to select the members of the committee and to determine their number.

Sec. 3 The Chairman with the concurrence of the Executive Board may dissolve a committee.

Sec. 4 The Executive Board shall, within thirty (30) days of the Annual Election, review all committees (1) to determine if such committees shall continue; (2) to examine their charge; and (3) to determine their membership.

ARTICLE III -STANDING COMMITTEES

Sec. 1 The Association shall have the following Standing Committees:

(a) Awareness Committee – the duties of the committee will be

- (1) to maintain a current knowledge of issues before the East Lansing Council and its appointed Commissions.
- (2) to appoint Association members to attend public meetings of the East Lansing Council and its Commissions and to report information of importance to the Executive Board.
- (3) to provide the BCA Newsletter editor with information of importance to the membership and the Bailey community.

(b) Communication Committee – the duties of the committee will be

- (1) to provide for the printing, packaging, and distribution of the Newsletter.
- (2) to handle telephoning assignments at the request of the Executive Board.
- (3) to plan and hold any public information programs for the membership and the community at the request of the Executive Board.
- (4) to conduct a yearly review of the Association’s communications program and to report to the Executive Board any findings and recommendations by January 31 of each year.

(c) Priority Issue Committees – the duties of the committees will be

- (1) to gather, receive, and study information relating to issues, laws, ordinances, and regulations which have an impact on the community.
- (2) to report to the Executive Board the Committee’s findings and to recommend actions to be taken.
- (3) The following committees will be maintained:

- (a) Housing and Zoning Committee
- (b) Parks and Recreation Committee
- (c) Traffic Committee

ARTICLE IV – DUES AND ACTIVITY FEES

Sec. 1 The Association shall establish dues which will permit adequate revenues to publish six (6) Newsletters to insure adequate distribution of materials for and at the Annual Meeting, and to provide the Executive Board and its Committees with materials needed to conduct the business of the Association.

Sec. 2 The Schedule of annual dues will be as follows:

|                                 |        |
|---------------------------------|--------|
| Single member                   | \$2.00 |
| Husband and wife                | 3.00   |
| Retired person, age 65 or older | 1.00   |
| Retired couple, age 65 or older | 1.50   |

Sec. 3 Special fees may be levied by resolution of the Association at a membership meeting.

Sec. 4 The Executive Board is authorized to solicit funds by donation for special projects.

ARTICLE V – AMENDMENT

Sec. 1. Amendments to these By-laws may be proposed by any member eligible to vote and shall be in writing, filed with the Secretary at least thirty (30) days prior to the membership meeting at which the amendment will be considered. Prior to said meeting, the Secretary shall advise the members of the pendency of a proposed amendment to be considered at the meeting designated. To be effective, any amendment shall be adopted by a majority of the members present.

ARTICLE VI – EFFECTIVE DATE

Sec. 1 These By-Laws shall become effective on \_\_\_\_\_

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1974.

Pres. \_\_\_\_\_

Sec’y. \_\_\_\_\_

ARTICLE IV – DUES AND ACTIVITY FEES AS AMENDED ON APRIL 20, 1989

Sec. 1 The Association shall establish dues which will permit adequate revenues to publish six (6) Newsletters to insure adequate distribution of materials for and at the Annual Meeting, and to provide the Executive Board and its Committees with materials needed to conduct the business of the Association.

Sec. 2 The Schedule of annual dues will be as follows:

|  |        |
|--|--------|
| Single member                            | \$3.00 |
| Couple                                   | 5.00   |
| Individuals and couples, age 65 or older | 2.00   |
| Students                                 | 2.00   |

Sec. 3 Special fees may be levied by resolution of the Association at a membership meeting.

Sec. 4 The Executive Board is authorized to solicit funds by donation for special projects.