

THE
GWINHURST
CIVIC
ASSOCIATION

*BY-LAWS AND
CONSTITUTION*

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THE GWINHURST CIVIC ASSOCIATION

BY-LAWS and CONSTITUTION

ARTICLE I

The Name of this Civic body shall be known as **THE GWINHURST CIVIC ASSOCIATION**, a not for profit organization.

ARTICLE II

The objective of this association shall be to promote the general welfare of the community of Gwinhurst through the efforts of its residents.

ARTICLE III

Any resident of the community of Gwinhurst, eighteen years of age or older is eligible for membership in this Civic Association.

Any resident of the community of Gwinhurst, eighteen years of age or older interested in the objectives of the Gwinhurst Civic Association and willing to subscribe to its By-Laws and Constitution may become a member upon payment of dues as hereinafter described.

All active and voting members of a household shall be duly registered upon payment of residential dues.

ARTICLE IV

Any resident fulfilling the requirements of Article III may become a voting member at anytime upon the clearance of the Annual Dues fee. Membership shall expire on December 31 of each year.

Annual membership dues as determined by the Executive Board and brought forth to a vote to the active voting general members shall be assessed to each dwelling and will be due and payable the month of January of each year.

There shall be no refund of moneys paid for annual dues except under extenuating circumstances which will be determined by the Executive Board.

ARTICLE V

Officers shall consist of a President, a Vice-President, a Secretary and a Treasurer. These officers shall serve no less than a 12 month or greater than a 24 month elected term beginning January 1 and ending December 31st of the given year. Executive Committee members shall consist of no less than six elected members. They shall serve for no greater than a 24 month term beginning January 1 and ending December 31st of each year.

No Officer or Executive Committee member shall be elected to serve in the same capacity for more than one consecutive term unless determined as a need by the community at large.

Officers and Executive Committee members shall be nominated by a Committee appointed by the Executive Board. Nomination must be submitted at least thirty-days prior to election either by a meeting of the Association or written notice or petition from the floor, at which time provided consent of the nominee has been obtained and will to be voted.

Elections shall be subjected to the following conditions:

- 1) Eligibility of Candidacy shall be any voting member. They are eligible to become a candidate of any office within The Gwinhurst Civic Association. Notice must be given to committee 30 days before the date of elections.
- 2) Election of new Officers and Executive Committee members shall be held prior to December 1 of each year. Conspicuous notice shall be given to all eligible households not less than 10 days before election. Such notice may consist of a mailing, hand-delivered notices to each eligible household or other appropriate means.
- 3) Installation and terms of the elected officials shall take place no more than 30 days from election.
- 4) Elections shall take place by secret ballot when there are more than one candidate for the same office. Absentee ballots will be permitted provided one eligible member of the family dwelling is present at the elections of the Officers and Executive Committee members.
- 5) Vacancies in the elected Offices shall be filled by approved appointments of the Executive Board. This will be true except in the case of Article VI.
- 6) A simple majority of votes of the voting members present for the election and absentee ballots submitted shall be sufficient to decide any election.
- 7) Results of the voting for the Executive Board and Executive Committee members shall be compiled in the presence of all members present and will be available for inspections at that meeting.

ARTICLE VI

The Office of the President of the Gwinhurst Civic Association:

- 1) The Office shall be responsible for all administering of Officers of the Association. The President shall preside at all meetings of the Association and the Executive Board.
- 2) The Office shall have the authorized power of the Association to appoint all Chairpersons of Committees established by the Association. The President shall be an Executive member of all Committees.
- 3) In the case of Committee member vacancies, the Office shall appoint a Committee member to fill said vacancies.

The Office of the Vice-President of the Gwinhurst Civic Association:

- 1) The Office shall assume the responsibility of the Office of the President in the absence of said Executive. The Office shall assist the Office of the President in any special duties as assigned by the Executive Board.
- 2) The Officer that occupies the Office of the Vice-President shall elevate to the Office of the President in the event the Office of the President becomes vacant.

The Office of the Secretary of the Gwinhurst Civic Association:

- 1) The Office shall keep accurate accounts of all meetings of the Association and the Executive Board.
- 2) The Secretary shall keep a recording in which the By-Laws and Constitution will be controlled. At the Expiration of the Office of the Secretary's term any and all records in the possession of the Secretary shall be surrendered in due course to the newly elected Secretary.

The Office of the Treasurer of the Gwinhurst Civic Association:

- 1) The Office shall keep full and accurate accounts of any and all financial transactions, receipts and disbursements for the Association. The Officer shall deposit the funds and other valuable effects of the Association in depository(ies) as designated by the Executive Board. The Officer shall be co-signer with the President of the Gwinhurst Civic Association of all vouchers of the Association.
- 2) The Officer shall present a brief, but detailed report, of the financial standings of the Gwinhurst Civic Association at each sanctioned meeting.
- 3) The Officer shall keep a recording in which the By-Laws and Constitution will be contained. At the expiration of the Officers term, any and all records in the possession of the Treasurer shall be surrendered in due course to the newly elected Treasurer of the Gwinhurst Civic Association.

ARTICLE VII

Meetings of the Gwinhurst Civic Association must be held a minimum of three times a year. Once in the Spring, Once in the Fall and ONE General Election in November of the given year, The November meeting is to vote on the Executive Board and Executive Committee Nominations for the upcoming year. In no less than 10 days shall conspicuous public notice be given to the membership denoting the time, date and place of each and all meetings of the Association. Only The Executive Board reserves the distinction and power to call additional meetings provided 10 days conspicuous public notice is given to all active voting members of the Association.

No other parties, either member or non member of the community or an active member of the Executive Board or Executive Committee shall possess the distinction and power to call meetings or provide notice to members of the Association of said meetings. The beformentioned acts will not be considered sanctioned meetings of the Association. Any results coming from any unsanctioned meeting from the community shall be void of all meaning and privilege.

The members of the Gwinhurst Civic Association who's membership is in good standings and in non arrearages shall hold the distinction of making motions, debating and voting on issues and hold all rights and privileges of the Association.

A quorum call shall consist of those members present at dully called meetings.

Motions shall be carried by a majority vote of the members present.

A simple majority vote shall be sufficient to decide any issue.

ARTICLE VIII

The Executive Board shall consist of the Officers of the Association and the immediate past President of the Association.

The duties of the Executive Board shall be to transact necessary business between Association meetings and other such business as may be referred to the Board by the Association.

The Executive Board shall approve the work of the Committees; and present a report at the regular meetings of the Association.

The Executive Board shall meet monthly and a majority shall constitute a quorum. Special meetings of the Executive Board may be called by the Office of the President or by a majority vote of the board.

Any Executive Board member who cannot make a regularly scheduled meeting must notify an Officer of the Association.

Any Executive Board member absent from two consecutive, regularly scheduled meetings, without just cause, will be denied the right to vote on business transacted at that meeting only.

ARTICLE VIII - (CON'T)

The Executive Board shall appoint a Committee of one or more persons to audit the accounts of the Association annually or when the Office of the Treasurer is vacated during the Associations fiscal year.

Any Member of the Association or member of the Executive Board may be removed from office or membership for good and sufficient cause by a two-thirds vote of the General Voting Membership.

ARTICLE IX

There shall be such Committees created by the membership or Executive Board as may be required to promote the objectives and interest of the Association.

Standing Committees of the Association shall consist of the following Committees and any others which the Board or membership shall designate.

The chairperson of the following Committees shall be designated by the Office of the President except as provided herein.

Committee appointments shall be reviewed quarterly or more often as required to assure proper functioning of the committees.

The duties of the following Committees shall be regulated by the Executive Board.

- 1) Membership - *The membership committee shall consist of at least three members of which one member shall be an elected Executive Committee member.*
- 2) Park Improvement - *The park improvement committee shall consist of at least three members of which one member shall be an elected Executive Committee member.*
- 3) Social/Children's Activities - *The Social/Children's Activities Committee shall consist of three or more members as designated by Committee or the Board. One member shall be an elected Executive Committee member.*
- 4) Area Maintenance - *The Area Maintenance Committee shall consist of three or more members of which one member shall be an elected Executive Committee member.*
- 5) Block Watch - *The Block Watch Committee shall consist of a minimum of three members of which one member shall be an elected Executive Committee member. The Vice-President shall chair the Committee and report directly to the Board and Committee.*
- 6) Planning - *The Planning Committee shall consist of three members. Notwithstanding, the Chairperson shall be the President of the Gwinhurst Civic Association. One member of the Committee shall be an elected Executive Committee member.*

ARTICLE X

The order of business, unless changed by vote of those present, shall be as follows:

- 1) A call to order and bring meeting into motion
- 2) Roll Call of Officers
- 3) Reading and adoption of minutes of previous meeting
- 4) Introduction of new members. (If applicable)
- 5) Treasurer's report
- 6) Reading of communications and presentation of bills
- 7) Reports of standing Committees
- 8) Reports of special Committees (If applicable)
- 9) Old and unfinished business
- 10) New business, including entertainment or special programs
- 11) Adjournment

ARTICLE XI

The location of the Executive Offices of the Gwinhurst Civic Association shall be located at the residence of the President.

The Association may also establish offices at the residences of the members on Committee or other Board members.

ARTICLE XII

Contracts and agreements ventured into by the Association must be executed by the President and attested to by the Secretary after approval by the Executive Board.

The private property of the members shall not be subject to the payments of the Associations debts or obligations in any way shape or form.

The Executive Board shall prepare and present for approval by the members at the Associations General Meeting a budget for the following fiscal year. The budget shall be approved by a majority vote of all voting members at this meeting.

The Board may authorize disbursements provided for in the budget and expenditures that are less than \$200.

Any expenditure that is over said amount and not included in the approved budget shall be authorized by the Board only after approval by a majority vote of all voting members.

ARTICLE XIII

The Association may be an active member of The Council of Civic Associations of Brandywine Hundred, Inc. ; The New Castle County Civic League and any other local, State and Federal government bodies the Association deems necessary to promote its representation within the community at large.

If the Association joins any said organization or government body, the President shall appoint two members of the voting membership as delegates and , as necessary, members as alternate delegates, to represent the Association at meetings of the local, State and Federal government bodies.

The Association may participate in other organizations and activities designed to further the purposes of the Association including, but not limited to, leagues of civic associations and meetings of local, State and Federal government bodies.

ARTICLE XIV

The Statement of Principles will adhere to the following:

- 1) Non-Discrimination of race, religion, ethnic background, physical limitation or age.
- 2) Political Endorsements will not be authorized by the Gwinhurst Civic Association of any political party or candidates. The Association may endorse particular bills, acts, or individual initiatives directly affecting the membership, but only to the degree that it does not interfere with an individual's right to endorse any party or candidate of their choice. The Association will act as a forum for candidates to expound their positions and allow our membership to have an open forum for questions and answers.
- 3) The Association will act in a fashion whereby it will avoid not only conflicts of interest between personal and Association interest, but will also avoid the appearance of conflicts of interest or impropriety.
- 4) The Association's responsibility is to provide for the benefit of the community as a whole. It should not handle individual grievances against other individuals, corporations, groups, or organizations and should exercise due caution in selecting the issues it will pursue.

ARTICLE XV

The Executive Board and Executive Committee members shall serve without compensation.

ARTICLE XVI

These By-Laws and Constitution of the Gwinhurst Civic Association shall take effect upon approval by a majority of the persons eligible for membership in the Association and who participate in the meeting called for the purpose of adopting these By-Laws and Constitution.

The By-Laws and Constitution may be revised at any meeting of the Association. Notice of intent to amend these bylaws must first be presented at a regular meeting and will be voted on at the next regular meeting. The purpose of the amendment will be made known in a conspicuous manner prior to any voting on such amendment.

Amendments can be added to the Gwinhurst Civic Association's By-Laws and Constitution and will with all accuracy and fact indicate the section changed and the specific language to be amended, replaced, and/or added.

All changes will be written into the By-Laws and Constitution by way of Article addition or editing. These Articles will be known as **AMENDMENTS** and shall be in effect immediately preceding the approval vote of the membership. They shall reflect the Article section and will denote the date and action taken by the meeting.