

THE CHATTERLEIGH ASSOCIATION, INC.

**By-Laws Approved at general meeting of the Association on May 17, 2023**

**History:** The CAI By-Laws were originally adopted on 6/13/1963, and subsequently amended on 5/20/2003, 9/16/2006, and 9/21/2010

**BY-LAWS**

**ARTICLE I.** Board of Governors

**Section 1.** The Board of Governors shall conduct all business of the Association. All members of the Board of Governors are expected to attend all business and special meetings.

**Section 2.** The outcome of voting in the Board of Governors shall be determined by a simple majority of a quorum of the Board. A quorum shall consist of a majority of voting members of the Board as defined in Section 3 below.

Section 3. Because the Constitution permits multiple members of the same household to sit on the Board of Governors, but each household is entitled to only one vote, the following rules serve to define a voting member of the Board of Governors:

- a. Each member of the Board of Governors is entitled to at most one vote, regardless of how many positions she/he holds.
- b. In the event that an Officer or Board Member at Large shares a household with the immediate Past President or a Committee Chair, that Past President/Committee Chair must abstain from voting on all matters in meetings at which both are in attendance.
- c. In the event that a Committee has multiple chairpersons and both are in attendance at a meeting, only one may vote; the other must abstain from voting on all matters. The voting member will be designated by the President at the time of his/her appointment.
- d. In the event that a Committee Chairperson or the immediate Past President share a household with another Committee Chair and both are in attendance at a meeting, only one may vote; the other must abstain from voting on all matters. The determination of which member shall be the voting member shall be decided by a coin flip.

**ARTICLE II.** Meetings

**Section 1.** An annual meeting of the Association shall be held each year at which time elections of the officers and at large members of the Board of Governors will be held. The exact time and place of the meetings shall be called by the President of the Association. Eighteen (18) members of the Association in good standing shall constitute a quorum for convening an annual meeting.

**Section 2.** Special meetings may be called at any time by the President after a majority vote of the Board of Governors or upon written application to the President by ten (10) members of the Association in good standing. If an application for a special meeting is submitted by ten (10) members, it must contain a complete summary of the purpose of the proposed special meeting. Eighteen (18) members of the Association in good standing shall constitute a quorum for convening a special meeting.

**Section 3.** Suggested Order of business at Annual meeting:

- a. Calling the meeting to order.
- b. Reading and approval of the minutes of the previous Association meeting
- c. Treasurer's Report, including status of dues
- d. Reports of Committees
- e. Unfinished business
- f. New business
- g. Nominations and elections
- h. Program or presentations (if applicable)
- i. Adjournment

**Section 4.** Order of business at special meetings shall be at the discretion of the President.

**Section 5.** The Board of Governors shall determine the rules of procedure and order of business at their own meetings.

**Section 6.** Roberts Rules of Order shall govern the meetings of the Association in all procedures where rules of the Association do not apply.

**Article III.** Duties of Officers

**Section 1.** The President shall preside at all meetings of the Association and of the Board of Governors and shall be charged with the general supervision of the Association. The President shall appoint all committees necessary to conduct the business of the Association and shall preside over the nomination and election of Committee Chairs. The President shall cast a vote in any meetings of the Association only in case of a tie.

**Section 2.** The Vice-President, in the absence or disability of the President, shall have all the powers of the President and shall perform all of the President's duties. The Vice-President shall be expected to assist the President in every way possible in the promotion of the welfare of the Association.

**Section 3.** The Treasurer shall receive all funds of the Association and disburse funds. Disbursements over five hundred dollars (\$500.00) must be approved by the Board of Governors. Two (2) signatures are required on all Association checks, one of which must be the Treasurer. Other co-signers may include the President or Vice-President. The Treasurer shall present at the annual meeting a full and specific account of the receipts and expenditures of that year. The treasurer shall also

present a statement of financial activity at each meeting of the Board of Governors. The Treasurer shall keep regular books of account and shall, at the discretion of the Board of Governors, give bond for the faithful performance of the duties. The expense of such bond, if directed by the Board of Governors, is to be paid by the Association. Books will be provided to the Board at Governors for an annual audit.

**Section 4.** The Corresponding Secretary shall send all official communications ordered by the Board of Governors and the Association, shall notify members of the Board of Governors of Board meetings, may assist with mailings, and shall notify members of the Association of all general meetings of the Association.

**Section 5.** The Recording Secretary shall keep and distribute complete accurate minutes of all meetings of the Association, as well as meetings of the Board of Governors.

**Section 6.** The Sergeant-at-Arms shall maintain order at all times and shall have the right to designate as many assistants as he or she may deem necessary.

**Article IV. Committees**

Duties of Ad Hoc Committees may include but are not limited to the following:

**Block Captains**

- Distribute "Welcome Packet" to new neighbors
- Update "Neighborhood Database" with new neighbor information
- Provide updated information for the Annual Directory (Spring)
- Act as a "Personal Representative" for community members

**Covenants**

- Distribute a copy of the "Covenants" to new neighbors
- Approve "Covenant-Related" property issues
- Address "Covenant" violations

**Community Social Team**

- Chair "New Neighbor Welcome Parties" (April/October)
- Chair "Summer Block Party"
- Chair "Winter Social" event (e.g., caroling, bowling, etc.)
- Coordinate the "Friend Finder Directory"

**Newsletter**

- Receive and forward quarterly newsletter material to FATA (January, April, July, October newsletters)

**Archives**

- Maintain records and articles of interest related to community

**Dumpster/Yard Sale**

- Advertise the Community Yard Sale
- Arrange for Dumpsters
- Coordinate volunteers assisting with Dumpsters

**ARTICLE V.** Dues

**Section 1.** Dues shall be set each year by the Board of Governors per membership, payable by the Annual Meeting.

**Section 2.** "Per membership" shall be deemed to mean property owners in the developments listed in the Constitution and all eligible persons in the property owner's or resident's immediate family and household.

**ARTICLE VI.** Voting

**Section 1.** A majority vote of members present at any duly Constituted meeting of the Association shall be sufficient to carry any motion or decide any issue except:

- a. Amendment to the Constitution. Such amendment shall require a two-thirds (2/3) majority vote of all members present and in good standing.
- b. Amendment to the By-Laws. Such amendment shall require only a simple majority vote of all members present and in good standing.
- c. Elections. Such elections shall be determined by a simple majority vote cast by members in good standing at any regularly constituted meeting of the Association.

**Section 2.**

- a. Any member of a household, twenty-one (21) years of age or over, may act as representative of his or her household for voting purposes.
- b. A property owner under twenty-one (21) years of age shall have full voting privileges and the voting restrictions of this Section shall not apply to such property owner or resident.

**Section 3.** In case no nominee for a particular post receives a majority of the votes cast, the two nominees having the largest number of votes cast for the particular post will submit to a "run-off" election.