

Belmont Hills Civic Association By-Laws

Article I

Name and Purpose:

Section 1. The name of this Association shall be Belmont Hills Civic Association.

Section 2. The purpose of this Association shall be to promote, cultivate, organize, express and represent the civic, educational, social, recreational and charitable interests of its members, their families and neighbors.

Section 3. This Association shall be politically non-partisan and shall not give its official endorsement or support to any political party or to any occupant of or candidate for public office.

Article II

Membership:

Section 1. Membership shall apply particularly to all residents of the area proceeding south from the Schuylkill River bounded by both sides of Mary Watersford Road to Ashland Avenue continuing southwest on Mary Watersford Road to Smith Drive. Including east side of Smith Drive only to Rock Hill Road. Proceeding east on Rock Hill Road to include the north side of Rock Hill Road only to Belmont Avenue. Bounded on both sides of Belmont Avenue to Schuylkill River. Schuylkill River boundary line and thus north to its point of beginning in Lower Merion Township, Montgomery County, Pennsylvania.

Section 2. Any resident, citizen or property owner at least eighteen years of age, in good standing in the area described in Article I, Section 2 hereof, shall become a member of this Association upon payment to the Treasurer of the current dues applicable to such membership, whereupon a membership card shall be issued to such member by the Treasurer.

Section 3. Membership in this Association shall be terminated by resignation communicated to the Secretary, or by a Member's ceasing to reside in the area described in Article I, Section 2 hereof, or by a Member's being delinquent in payment of dues for any Fiscal Year after the first day of October, thereof, provided that membership lost by such delinquency may be restored by payment of such dues at any time within such fiscal Year. Non-residents may become members by 2/3 vote of body but may have no vote.

Article III Meetings

Section 1. A General Meeting of the members will be held the 1st Monday of every month from September through June. A general meeting will be called at the discretion of the Board of Directors when deemed necessary.

Section 2. Prior to a General Meeting, the Secretary shall cause a notice, stating the time, place and purpose thereof, to be mailed or delivered to the residence of each Executive Member.

Section 3. At any General Meeting each Member present shall have one vote.

Section 4. At any General Meeting, seven members present and voting shall constitute a quorum.

Section 5. Except as otherwise provided by these By-Laws, any action appropriate to the Purposes of this Association expressed in Article I, Section 2 hereof, may be taken at any General Meeting by majority vote of the Members present and voting.

Section 6. All voting at any General Meeting for elections or transaction of other business, shall be by a show of hands, unless three or more Members present shall demand a secret ballot in which event the presiding officer shall appoint three tellers who shall forthwith distribute a ballot to each Member present, collect and count said ballots, and report to the presiding officer the result of said voting. The presiding officer shall immediately announce the tally for each office.

Section 7. The order and conduct of business at any Directors, General Meeting shall be controlled by Robert's Book of Rules.

Section 8. Action taken by this association may be reported to the press or to the officials of Lower Merion Township or to other government officials only by authorization of the President or his/her designee.

Article IV Elections, Terms, Vacancies and duties of Officers and Directors:

Section 1. The Fiscal Year of this Association shall begin on October 1 and end on the following September 30.

Section 2. At each October Meeting, the following Officers shall be elected to serve the ensuing Fiscal Year and until their successors qualify: (a) President, (b) Vice-President, (c) Secretary, (d) Treasurer.

Section 4. Any Member in good standing who does not hold an elective political office shall be eligible to be elected an Officer. Any officer shall cease to be such upon written communication to the Secretary of his resignation as such officer, or upon the termination of his membership in this Association.

Section 5. Any member in good standing shall be eligible to be elected a Director and any Director shall cease to be upon written communication to the Secretary of his resignation, or upon the termination of his membership in this Association.

Section 6. All Officers elected at any October Meeting shall first have been publicly nominated at such meeting for the respective Office. At each September meeting, a nominating committee, which shall have been previously appointed by the President, shall nominate at least one member for each of the Offices to be filled by election at said meeting, and any Member present shall also have the right to nominate any Member for any of the said Offices. A member must be present or have stated in writing that he will accept a nomination to be nominated.

Section 7. Neither the President nor Vice-President shall be eligible to serve more than two successive years in any one office unless there is no one qualified to fill those positions; therefore, they will remain in office until the successor is duly qualified.

Section 8. If the Office of President shall become vacant, the Vice-President shall immediately succeed to that office to serve for the balance of the unexpired term, thus vacating the office of Vice-President.

Section 9. If the Office of Vice President shall become vacant, it shall be filled by a Member nominated publicly and elected at the next following General Meeting, held within the Fiscal Year in which the vacancy occurs, to serve for the balance of the unexpired term. At such meeting, at least one nomination shall have been previously appointed by the President, and any Member present shall also have the right to nominate any Member for said Office. A Member must be present or have state in writing that he will accept nomination to be nominated.

Section 10. If the Office of Secretary, Treasurer or Director shall become vacant, it shall forthwith be filled by appointment of a Member by the Executive Committee to serve for the balance of the unexpired term of such Office.

Section 11. No one shall occupy more than one of the Offices and/or Directorates at the same time.

Section 12. The Officers shall perform respectively the duties and functions ordinarily performed by such officers, including but not limited to the following: (a) The President shall preside at all General Meetings and all meetings of the Executive Committee and shall appoint and discharge such Committees as to him shall seem proper in the interest of this Association and as may be required by these By-Laws or by action taken at any General meeting or by the Executive Committee. Either the President or the Executive

Committee may on behalf of the Association, delegate to any such committee such power and authority as may appear necessary or proper to the accomplishment of the purpose for which such committee is appointed. He shall countersign all checks. (b) In the absence of the President at any General meeting, or meeting of the Executive Committee, the Vice-President shall preside, and if the Vice-President also be absent, the Treasurer shall presided. If through temporary incapacity or absence the President shall be unable to perform any of his duties or functions, he may delegate to the Vice-President his power and authority to perform them in his stead. (c) The Corresponding Secretary shall have custody of all official documents, reports, records and correspondence of this Association (except financial records) and shall conduct such correspondence as may be directed by the president and the Executive Committee of the Association. (d) The Recording Secretary shall keep proper minutes of all meetings of the Executive Committee. (e) The Treasurer shall collect and receive all dues and other moneys owing to or receivables by the Association, make disbursements as directed from time to time by this Association, and/or the Executive Committee, keep proper accounts of all such receipts and disbursements, render a proper financial report at each General Meeting, and have custody of all financial records of this Association. (f) At each September Meeting the President shall appoint an Auditing Committee from the body, which shall audit the accounts of the Treasurer as of the end of the current Fiscal year and promptly present its report thereon to the incoming President and to the next General Meeting.

Article V

Executive Committee

Section 1. The Executive Committee shall be composed of the Officers and Directors of this Association and of all Members who have been President of this Association.

Section 2. Meetings of the Executive Committee shall be held on the first Monday of each month.

Section 3. At any Board Meeting of the Executive Committee, the members present constitute a quorum, and actions may be taken by majority vote of such members present and voting. Only under extreme circumstances may a member not present vote by proxy given in writing to another member prior to the meeting.

Section 4. Subject only to the provisions of these By-Laws and to such direction and restrictions as may from time to time be enacted by this Association, the Executive Committee shall have power and authority to take any action for and on behalf of this Association, that the Association itself could take at anyr General Meeting.

Section 5. The dues for membership in this organization shall be \$10.00 per Fiscal year per person or \$20.00 per Fiscal Year per Household and \$5 per senior person (individual age 60 and over). Dues shall be payable at the beginning of each Fiscal Year. One dollar of dues for each member shall be toward the Legal Fund and the remainder toward membership.

Section 6. Any member of the Executive Committee who fails to attend three (3) successive monthly meetings of the Executive Committee may be automatically dropped, after being duly notified.

Section 7. Any vacancy so created shall be filled by appointment by the Executive Committee.

Article VI Committees

Section 1. Standing Committee: Named in the By-Laws to function throughout the year.

Section 2. Special Committees: Perform some special task, secure more information, investigate a situation, and bring back a report or a recommendation to the membership meeting. These committees cease to function when they have completed their duties and brought in a report or recommendation.

Section 3. Duties of a Chairman: To call together the committee and preside at its meetings, and submit a written report to the Board.

Section 4. Under no circumstance should a Committee or Committee Chairman take action upon themselves. Recommendations must have the approval of the Board of Directors of the Association, unless it has been clearly stated that the committee was formed, "With Full Power." The Committee then has full authority to act in behalf of the Association.

Section 5. The following committees shall be appointed annually by the President: (a) Membership, (b) Publicity, (c) Ways and Means, (d) Auditing, (e) Citizens Welfare. All committee heads will be required to attend the meeting of the Executive Committee and to submit a monthly report to the Executive committee. A committee head will have no vote at the Executive Committee meetings unless he is a member of the Executive Committee; he will act in advisory capacity only.

Section 6. Membership: The Membership Committee's duties shall be to promote membership. To pass on and present all membership applications to the Executive Committee for final approval.

Section 7. Publicity: The Publicity Committee's duties shall be to promote public relations and to publish all information received for publication from the Executive Committee.

Section 8. Ways and Means: The Ways and Means Committee shall develop programs for the raising of monies for the organization.

Section 9. Citizen's Welfare: The committee shall investigate all welfare, education, health and recreation function of the area defined in Section 1, and take such actions as are deemed necessary.

Article VII

Section 1. Any expenditure of \$50.00 or more shall be put up for competitive bidding. At least three bids must be submitted and the Executive Committee is directed to accept a lower bid. If the Executive Committee accepts a higher bid, it will submit the three or more original bids and their written reasons to the Treasurer who will in turn file the bids and letters with his reports.

Section 2. Any expenditure of \$50.00 or more on which three competitive bids cannot be obtained, the expenditure must be approved by two-thirds of the Executive Committee. If two-thirds of the Executive Committee are not present, they may submit their approval in writing before the next Executive Committee Meeting.

Section 3. No monetary donations shall be made to organized charity.

Article VIII

Amendments:

Section 1. These By-Laws may be amended by vote of two-thirds of the members present and voting at any General Meeting, provided that any amendment so adopted shall have been proposed either by the Executive Committee at any time prior thereto or by a majority of the Members present and voting at the next preceding General Meeting, and further provided that a written notice shall have been mailed or delivered to the resident of each Member prior to the Meeting at which the amendment is adopted.

(These By-Laws revised May 1955 to include all revisions and amendments up to an including General Meeting of April 18, 1955.)

(These By-Laws revised October 1971.)

(These By-Laws revised December 1976.)

(These By-Laws revised January 5, 2009.)