

# Oak Ridge Park Civic Association

## Bylaws

### ARTICLE I – Name

This organization shall be known as Oak Ridge Park Civic Association, Inc. a non-profit organization incorporated and existing under the laws of the State of Louisiana.

### ARTICLE II—Objectives

The objectives of this Association shall be:

- Section 1:** To implement through joint efforts of all owners of single family dwelling within Oak Ridge Park Subdivision, St. Bernard Parish, Louisiana, an exemplary community that will combine change with tradition and beauty and functional advancement, while preserving the natural beauty and serenity of our neighborhood.
- Section 2:** To achieve a high quality of life for those residing in Oak Ridge Park subdivision through joint effort.
- Section 3:** To foster and maintain, through joint effort, the beautification of individual property, community property, the safety and security of homeowners, children and property, effective traffic safety measures to protect pedestrians, vehicle users of public roadways and personal property adjacent to such roadways.
- Section 4:** To foster and maintain cooperative efforts with neighboring homeowners associations.
- Section 5:** To foster effective measures to improve common services including fire protection and garbage collection, and the improvement of the furnishing of water, gas, telephone, electricity service, cable service and police protections.
- Section 6:** To foster and maintain effective lines of communication with local community leaders and elected officials within the Sate and Parish.
- Section 7:** To create fundraising efforts within the subdivision that will be used for the common good and enjoyment of all homeowners.

### ARTICLE III – Eligibility

Any homeowner in the Oak Ridge Park subdivision is eligible for membership in the association.

### ARTICLE IV – Membership

- Section 1:** All homeowners of Oak Ridge Park subdivision are subject to annual dues as approved by the association.
- Section 2:** All homeowners of Oak Ridge Park subdivision shall abide by the Restrictive Covenants as recorded in the parish of St. Bernard.

**Section 3:** Only those homeowners who are members of the Association and whose dues are paid for the current fiscal year are eligible to vote. Only a single vote per individual dwelling is allowed.

**ARTICLE V – Nomination and Election of Officers of the Association**

**Section 1:** At the Fall meeting of the General Membership nominations for officers shall be accepted by the Leadership Committee for candidates for election. The slate of officers will be presented at this meeting.

**Section 2:** The majority of the voting members present shall elect the officers at the annual Winter/Holiday meeting of the general membership of the association.

**Section 3:** The term of office shall be two years commencing on January 1<sup>st</sup>.

**Section 4:** Vacancies of any office shall be filled by appointment by the remaining Leadership Committee members and the appointee will hold office for the remainder of the un-expired term.

**Section 5:** Only one member of a household may serve as an officer for any given term.

**ARTICLE VI – Officers of the Association**

The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer

**ARTICLE VII – Election of Officers of the Association**

The officers of the association shall be chosen by a majority of the voting members present at the Winter/Holiday general membership meeting every two years.

**ARTICLE VIII – Duties of the Officers of the Association**

**Section 1:** The officers shall perform the duties described in this article and such officers as the Act of Incorporation, the By-Laws of the Association, and/or standard Parliamentary procedure. The duties of the officers must be paid for the current fiscal year.

**Section 2: President**

- Shall be the chief executive officer and the official spokesperson of the Association and shall have general supervision of the affairs of the Association.
- Shall preside at all meetings of the Leadership Committee and the General Membership meetings of the association.
- Shall be empowered to appoint committees, serve in common interest to members of the association and will be ex-officio a member of all such committees.
- Shall see that orders and resolutions of the Leadership Committee are carried out.
- Shall sign all notes and checks and all other written instruments.
- In the case of a prolonged absence or inability of any officer, the President shall carry out their duties,

**Section 3: Vice-President**

- In absence or inability of the President, the Vice President will assume the duties listed in Section 2.

#### **Section 4: Secretary**

- Shall be ex-officio Secretary of the Leadership Committee.
- Shall record the votes and keep the minutes of the proceedings of all meetings of the Association.
- Shall keep records of the Association.
- Shall maintain an active roster of all members of the Association, together with their address and contact information.
- Shall notify officers and committee chairpersons of votes, orders and proceedings affecting or pertaining to their duties.
- Shall call the meeting to order and shall preside in the absence of the President or Vice-President.
- Shall attend to correspondence of the Association.
- Shall sign all notes and checks and all other written instruments.

#### **Section 5: Treasurer**

- Shall have charge of the receipt of funds of the Association.
- Shall deposit in appropriate bank accounts to the credit of the Association all monies of the Association and shall disburse, with the President, such funds as directed by resolution of the Leadership Committee and the Association.
- Shall keep proper books of the account and report out as to the status of all accounts and disbursements at Association meetings.
- In the case of a prolonged absence or inability to perform these duties, the President shall carry them out.

### **ARTICLE IX – Meetings**

**Section 1:** Association – The regular meetings of the Association shall be for the purpose of receiving reports from the officers and standing committees: for the receiving of reports from ad hoc committees; for establishing programs and budgets in furtherance of the objectives of the Association; and for any other business that may arise. The regular annual meetings of the Association will be held three times a year (Spring, Fall and Winter) with notice being given to the members at least two weeks in advance of the meetings. A simple majority of voting members present shall have the power to call special meetings to transact business at the regular meeting as needed.

**Section 2:** Association – Special meetings of the Association shall be called by the Leadership Committee as deemed necessary to conduct important business, deal with emergency situations and for any purpose in the furtherance of the objectives of the Association.

**Section 3:** Leadership Committee – The Leadership Committee shall meet monthly to conduct the business of the Association and shall invite Committee members as deemed necessary to be in alignment with deadlines of projects underway.

### **ARTICLE X – Fees and Dues**

**Section 1:** The fiscal year of the Association shall run concurrent with the calendar year, commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>. The annual budget shall cover the fiscal year and shall be prepared on the basis of dues payable for the coming fiscal year.

**Section 2:** The annual Association dues shall be fifty dollars (\$50.00) per single-family dwelling, payable to the Secretary/Treasurer at any time during the year. The majority of voting members present shall decide upon annual dues at the spring meeting of the Association.

#### **ARTICLE XI – Committees**

**Section 1:** A Garden of the Month Committee shall be a standing committee for the purpose of collecting nominations for and distributing the award sign and press releases of the Garden of the Month winner.

**Section 2:** A Decorating Committee shall be a standing committee for organizing, planning and implementing any and all holiday and or seasonal decorations for the subdivision.

**Section 3:** The President shall have the power to appoint committees and committee chairpersons to further matters of common interest to members of the Association.

#### **ARTICLE XII – Amendments**

**Section 1:** These By-Laws may be amended at any special meeting of the Association called for that purpose or at the regular meeting of the Association. Notice of change shall be made available to the members one week in advance of the meeting. A two-thirds majority of the voting members at this meeting is required to amend these By-Laws.