

CONSTITUTION & BY-LAWS

OF

THE TOWN OF EAGLE HARBOR CITIZENS ASSOCIATION

CONSTITUTION

ARTICLE I - NAME

The name of this Association shall be the Eagle Harbor Citizens Association (Association).

ARTICLE II - OBJECTIVE

The objective of this Association shall be to promote and stimulate interest in the welfare of the Eagle Harbor Community.

ARTICLE III - MEMBERSHIP

- a. General Membership: The general membership of the Association shall consist of any adult property owner and/or resident of Eagle Harbor who abides by the Association's Constitution and By-Laws.

Privileges of General Membership: General membership in the Association shall have usage of all facilities managed by the Association, subject to the approval of the President of the Association and his/or her designated representatives and in accordance with the Association's By-Laws.

- b. Dues Paying Members: Full Access Membership in the Association is bestowed upon any adult property owner and/or resident of the Town of Eagle Harbor whose dues are current. Dues are paid annually in an amount determined by the Executive Board of the Association as stated in the By-Laws of the Association. In addition to the privileges and standards of general membership, members in good standing shall have the right to vote on Association Business that is not otherwise precluded by this Constitution and/or by the Association's By-Laws.

- c. Lifetime Membership: An esteemed honor bestowed upon an Individual who has distinguished himself/herself for a minimum of thirty (30) consecutive years as a member in good standing and has served as a proactive and unselfish member by contributing to the good and welfare of the Association, and to the Town of Eagle Harbor, by serving as an officer, chairing or serving on Association committees and advancing the legacy of the Association.

The Lifetime membership honors the recipient by eliminating the requirement to pay any future Association membership dues. Once approved, the Lifetime membership will be presented to the recipient at a regularly scheduled Association meeting. If the Recipient is unable to be present, the Lifetime Membership Card will be mailed to the honoree.

The Association Executive Board, or any dues paying member in good standing, may nominate a member for Lifetime membership. The nomination must be made in the form of a motion, seconded, and discussed by the body. There must be a quorum present (as defined in Article II of the By-Laws) to move the motion forward. Each nominee must receive a two-third approval vote to obtain the honor of Lifetime Membership. Failure to receive a two-thirds approval vote by those voting means the membership is denied at that time.

No more than two Lifetime Memberships may be approved over the two-year election period of the sitting Executive Board.

ARTICLE IV - ASSOCIATION MEETINGS

Meetings shall be held the FIRST Saturday of each month, January through December, except August. Meetings are generally held in-person but can also be held virtually with proper notice.

ARTICLE V – EXECUTIVE BOARD:

The Executive Board of the Association shall consist of President, Vice President, Secretary, Treasurer, Chaplain, Parliamentarian and Sergeant-at-Arms.

No member of the Executive Board of the Association shall at the same time serve as a Commissioner of the Town of Eagle Harbor.

ARTICLE VI - EXECUTIVE BOARD ELECTION

Executive Board members shall be elected every two (2) years, from the body of the membership, at the November meeting and take office the following January.

ARTICLE VII - DUTIES OF THE EXECUTIVE BOARD

SECTION 1 - PRESIDENT: The President shall, along with the Executive Board, have general supervision of the activities of the Association. The President shall appoint all Committee Chairpersons and countersign all checks drawn on the Treasury.

SECTION 2 - VICE-PRESIDENT: The Vice-President shall assist the President in the performance of all duties and preside in the absence of the President. The Vice-President shall preside over all fund raisers.

SECTION 3 - SECRETARY: The Secretary shall keep an accurate record of all proceedings of the Association and the Executive Board. All minutes shall be kept in a bound book and submitted for audit along with the Treasurer's books. The Secretary shall issue all general notices affecting the Association and write all correspondence pertaining to membership.

SECTION 4 - TREASURER: The Treasurer shall have custody of all money received. The Treasurer shall deposit all money in a bank designated by the Association. The account shall be in the name of the Association. The Treasurer shall keep an accurate record of

all funds received and disbursed and make a monthly report to the Association. The Treasurer's books, along with the Secretary's books, shall be submitted for Audit in October of each election year. The Treasurer shall countersign all checks with the President and/or the Secretary. The Treasurer shall be responsible for receiving all dues.

SECTION 5 - CHAPLAIN: The Chaplain shall be responsible for conducting prayers at all meetings.

SECTION 6 - PARLIAMENTARIAN: The Parliamentarian shall interpret the laws governing the Association. The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian sits adjacent to the chair and unobtrusively gives the chair help, guidance, and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed on motions and/or discussions.

SECTION 7 - SERGEANT at ARMS: The Sergeant at Arms shall maintain order at all meetings and collect membership dues.

ARTICLE VIII- STANDING COMMITTEES

SECTION 1: The Standing Committees shall be as follows:

- a. MEMBERSHIP - This Committee shall be responsible for contacting property owners and residents to become members of the Association. This committee shall also be responsible for greeting and providing new property owners and residents with an Association Welcome Package.
- b. PUBLICITY - This Committee shall be responsible for publishing and advertising Association activities.
- c. AMENITIES - This Committee shall be responsible for informing the membership of any illnesses or deaths among the membership. In cases of sickness of a member, a card will be sent. In the case of death of a member or a member's immediate family (parent, spouse, and child), a card shall be sent to the member along with \$50.00 if available in the Associations Treasury Account.

- d. NOMINATING - This Committee shall contact members of the Association who might be interested in serving as an officer. They shall compile a list of nominees to be presented at the October meeting of the election year.

SECTION 2: Committee Chairpersons.

All Committee Chairpersons shall be appointed by the President. The President shall be an Ex-officio Committee member. (Ex-officio: can act as a member of various committees by virtue of the office or position).

ARTICLE IX - SPECIAL COMMITTEES

The Special Committee shall be as follows:

- a. AUDIT — This Committee shall receive all books and annual reports at the October meeting of the election year. They shall make a final report to the Association prior to the election of officers at the November meeting.
- b. LEGISLATIVE - This Committee shall prepare any Proposed Revisions of the Constitution and By-Laws and present said proposed revisions to the membership for review and adoption.

ACTIVITIES

- a. Christmas celebration in conjunction with the Town of Eagle Harbor Board of Commissioners.
- b. Other planned Events.

ARTICLE X AMENDING THE CONSTITUTION

The Constitution may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the membership, provided a quorum (as defined in Article II of the Association's By-Laws) present. A notice of said proposed amendment shall be given not less than one month prior to such voting.

BY-LAWS

ARTICLE I - MEETINGS

All regular meetings of the Association shall be held in person or virtually, on the first Saturday of each month, January through December, except August, immediately following the Town of Eagle Harbor Executive Board of Commissioners meeting. In person meetings shall be held at the Community Center. Additional meetings may be called by the President, as needed, with sufficient notice. Meetings will be conducted and governed by Roberts Rules of Order.

ARTICLE II - QUORUM

A quorum shall consist of seven (7) members of the Association and four (4) members of the Executive Board for the transaction of business at a regular meeting and five (5) members for the Executive Board for the transaction of business at the Executive Board meeting.

ARTICLE III - DUES

The dues for the Association shall be \$15.00 per person, per year, payable in January.

ARTICLE IV - REMOVAL OF OFFICERS

Any Officer who is absent three (3) consecutive regular or three (3) consecutive executive meetings may be subject to having his/her office declared vacant by the President who will fill this vacancy by appointment of a member of the Association. In the event such an officer is the President, action may be taken by the next highest officer.

ARTICLE V - REMOVAL OF MEMBER FOR MISCONDUCT

Any member declared by the Executive Board in open meeting, to be guilty of conduct unbecoming or offensive to the membership, shall be suspended until such time as he/she apologizes, either in person or in writing, at a subsequent regular meeting of the Association.

ARTICLE VI - ORDER OF BUSINESS

The order of business for the Association shall be as follows:

- a. Roll Call
- b. Minutes
- c. Treasurer' s Report
- d. Correspondence
- e. Old Business
- f. New Business
- g. Committee Reports
- 8 Good and Welfare
9. Adjournment

ARTICLE VII- AMENDING THE BY-LAWS

The By-Laws may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of the membership, provided a quorum is present. A notice of said proposed amendment shall be given not less than one month prior to such voting.

CONSTITUTION/BY-LAWS AMENDMENT COMMITTEE

Donnie Littlejohn, Chairman
Bertha Guerra and Ronald Gains

Janie Branson, Secretary
Alton Branson, President, Ex-Officio

November 4, 2023

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