**HICKORY HILL CIVIC ASSOC/ATION BYLAWS**

Revised - [TBD]

ARTICLE I - CONDITIONS OF MEMBERSHIP

Section 1. Eligibility

Every person who shall be the owner of any parcel of improved real property in **HICKORY HILL,** New Castle County, Delaware, shall be eligible to become a member of the **HICKORY HILL CIVIC ASSOC/AT/ON.** Joint owners shall be joint members and shall be regarded as one member for all purposes. Wherever any such parcel shall be leased by the owner or owners thereof, the person leasing such parcel shall be eligible for membership in the **HICKORY HILL CIVIC ASSOC/ATION** to the exclusion of the owner or owners thereof. Two or more lessees of a parcel shall be joint members and shall be regarded as one member for all purposes.

Section 2. Application for Membership

Any eligible person may become a member by applying for membership and paying the annual dues of the Association.

ARTICLE II - DUES AND ASSESSMENTS

Section 1. Annual Dues and Assessments

The annual dues and assessment of the Association shall be $50.00 for household. A different amount shall be fixed by formal notification with review and comment period by the membership of the **HICKORY HILL CIVIC ASSOC/ATION.**

Section 2. Payment

Payment shall become due and payable on or before 30 days before ending of the fiscal year, December 31st. Non-payment of yearly dues shall result in suspension of household from active status and removal of all benefits of membership. Payments are not refundable.

Section 3. Member Suspension

If the annual payment of any member shall remain unpaid for a period of sixty days from the date upon which they shall have become due, the member shall not be liable for additional payments but shall not be entitled to vote, hold office, or otherwise participate in Association activities until reinstated. A member may be reinstated upon payment of the dues and assessments for the current year.

Section 4. Management of Funds

Dues and assessments shall be held in a working account maintained by the Association Treasurer from which all outstanding bills and invoices shall be paid. The total fund shall be managed to allow sufficient funds for all mandated yearly operating budget items and approved special projects.

ARTICLE Ill - MEETINGS

Section 1. General Meetings

A general meeting of all members shall be held once or twice a year to discuss important agenda items of community-wide interest or those dictated by current events affecting the community. At any such meeting of the members; those members present in person must constitute a quorum for all purposes.

Section 2. Notice of Meeting

Written notice by email distribution or community posted signs of the place, date, and time of the meeting shall be given, not less than five nor more than thirty days before the date on which the meeting is to be held, to each member entitled to vote at such meeting.

Section 3. Organization

The President shall call to order the meeting of the members and act as chairman. In the absence of the President, the highest-ranking member of the Board who is present shall call to order the meeting and act as chairman.

Minutes of the meeting shall be recorded & posted, by the Administrative Secretary.

Section 4. Conduct of Business

General membership meetings shall be conducted in accordance with the "Roberts Rules of Order, Revised".

Section 5. Proxies and Voting

At any General Meeting, every member is entitled to vote in person or by proxy authorized by an instrument in writing filed in accordance with established procedures. Every voting member shall be entitled to one vote. In the case of joint members, either of the joint members may exercise the voting rights of such membership. Whenever on joint member votes, his act shall be binding upon the other joint member. If each joint member votes, but the vote is split on any particular matter, each joint member shall be entitled to vote proportionally.

All voting, including the election of the Board, may be by a voice vote; provided, however, that upon demand by a majority of members entitled to vote or by their proxy, a ballot vote shall be taken. Each ballot shall state the name of the member or proxy voting and such other information as may be required under the established procedures. Every vote taken by ballot shall be counted by an inspector or inspectors appointed by the chairman of the meeting.

All elections shall be determined by a majority of the votes cast. In cases where more than two candidates are running, and none receives a majority vote on the first ballot, a run-off will be held between the two candidates receiving the highest totals of votes.

Section 6. Membership List

A complete list of members entitled to vote at any meeting of the members, arranged in order and showing the address of each member, shall be available for examination, for purposes germane to the meeting, during the meeting. This list shall presumptively determine the identity of the members entitled to vote at the meeting.

ARTICLE IV - BOARD MEMBERS

Section 1. Number

The Board of the Hickory Hill Civic Association shall consist of elected members or those appointed for an interim period by the President of the Hickory Hill Civic Association.

Section 2. Vacancies

If the office of any board member becomes vacant by reason of death, resignation, disqualification, removal, or other cause, the President shall appoint an interim successor to fill the term of the vacancy until an election can be organized and balloted.

Section 3. Regular meetings of the Board

Regular meetings of the Board shall be held at such place or places, on such date or dates and at such time as shall be established by the President or requested by the

Board. A public notice of these working meetings shall not be required. At any such meeting, a majority of the total number of the whole Board shall constitute a quorum for all purposes. If a quorum shall fail to attend any meeting, the meeting may adjourn to another place, date or time without further notice.

Section 4. Conduct of Business

At any meeting of the Board, business shall be transacted following a printed Agenda provided by the President. Matters in question shall be determined by the vote of a majority present, except as otherwise provided herein.

Section 5. Powers

The Board, except as otherwise required by law, exercises all such powers and does all such acts and things as may be exercised or done by the Association. Any expenditure by the Board in excess of $100.00 shall be first submitted & approved by a

majority of the Board members.

The President, except as provided herein, shall appoint all committee heads.

ARTICLE V - BOARD MEMBERS

Section 1. General

The Board of the Hickory Hill Civic Association shall consist of a President, a Treasurer, Administrative Secretary, Website Coordinator, & Welcome Wagon Head Hostess. Except as otherwise provided in the bylaws, all shall be elected for a term of two years by majority vote of a quorum of the members of the Association at an annual open meeting. No person shall hold more than one office at a time. No Board member shall serve in the same position for more than two consecutive terms. However, any Board Member not removed by a majority of the voting members during an official ballot may hold office until their successor is elected.

Section 2. President

The President shall be the head of the Association. He shall have responsibility for the general supervision of the affairs of the Association. He shall when present, preside over all meetings of the Board and members. He may sign or countersign all contracts and other instruments of the Association which shall have been authorized by the Board. He shall from time to time report to the Board and members on the operations and affairs of the Association. He shall perform all other duties as are incident to his office or are properly required of him by the Board. He shall be a voting member of the Board.

Section 3. Administrative Secretary

The Administrative Secretary shall issue all authorized notices for, and shall keep minutes of all meetings and shall have charge of the Association's current & historical Records. The Secretary shall be a voting member of the Board.

The Administrative Secretary may also perform as chair-person on other committees or functions as may be delegated by the President or Board.

Section 4. Treasurer

The Treasurer shall have custody of all monies and securities of the Association and shall keep regular books of account. The Treasurer shall make such disbursements of the funds of the Association as are proper and shall render from time to time an account of all such transactions and of the financial condition of the Association. The Treasurer shall be responsible for balancing the financial accounts at least once a year and reporting such as required by the President. The Treasurer shall be a voting member of the Board.

Section 5. Welcome Wagon Hostess

A Welcome Wagon Hostess shall maintain and administer a committee responsible for identifying and greeting new residents moving into the community. Such greetings shall be performed in a timely manner. The Hostess shall also will provide information necessary to the Board to add new member names to the active Hickory Hill Civic Association roll. The Welcome Wagon Hostess shall be a voting member of the Board.

Section 6. Removal

Any board member may be removed for failure of duty or lack of accountability to elected office at any time, with cause, by a majority of the voting members of the Board.

ARTICLE VI - MISCELLANEOUS

Section 1. Fiscal Year

The fiscal year of the Association shall terminate at the end of business on the last day of December. The next fiscal year shall begin of the first day of January of the next year.

Section 2. Budget

The budget shall be prepared by the President and Treasurer and submitted to the Board for approval. It shall be posted for review by all members through email distribution following Board approval.

Section 3. Amendments

These bylaws may be amended by the President provided such amendments are approved by the Board prior to general publishing to members. Upon approval it shall be posted for all members to view on the Hickory Hill Civic Association Website.

Revision #3, October 2013

President, Hickory Hill Civic Association