



## **HILLTOP CIVIC ASSOCIATION**

### **BY-LAWS**

#### **ARTICLE I – Name and Purpose**

- Section 1      The name of this Association shall be “Hilltop Civic Association” as chartered under the laws of the state of Pennsylvania as a non-profit organization, March 22, 1963, in the Common Pleas Court of Delaware County.
- Section 2      The purpose of this Association shall be to promote the advancement and development of the community in Haverford Township bounded by Township Line, Glendale Road, West Chester Pike and Dermond Road/Drexel Hill by encouraging civic and social activities for the education, recreation and welfare of residents of the aforesaid area.

#### **ARTICLE II – Membership and Dues**

- Section 1      Residents or property owners of the community as described in Article I, Section 2 above, shall be eligible for Membership. Membership is for the calendar year and shall include all members of the household.
- Section 2      Members who move out of the Association’s geographic area may no longer retain Membership. Dues for a partial year Membership will not be refunded.
- Section 3      At the final meeting of each year, the Board of Directors shall recommend the amount of dues for the subsequent year for approval by the Membership.
- Section 4      Only members in good standing shall be Officers or Directors.

**ARTICLE III – Election of Officers and Directors**

- Section 1 The Officers of the Association shall be President, Vice-President, Secretary, and Treasurer. They shall serve for terms of at least one year.
- Section 2 The Directors of the Association will include a Membership Director and other Directors recommended by the Officers and approved by the Membership. They shall serve for terms of at least one year.
- Section 3 Nominations will be accepted until forty-five (45) days prior to elections which will be held at the last meeting prior to summer hiatus. Candidates shall notify the President of intent and submit qualifications. Additional nominations may be made and seconded from the floor at the meeting.
- Section 4 The election of Officers and Directors shall take place at the last meeting prior to summer hiatus and shall be accomplished by a secret ballot. The Secretary will create, distribute, and count the ballots.
- Section 5 The person who receives the greatest number of votes for an office shall be elected. In case of a tie, a re-election of those nominees only shall be held.
- Section 6 The new Officers shall take office after adjournment of the election meeting.
- Section 7 Vacancies in office, other than the President, shall be filled by the Board of Directors.

**ARTICLE IV – Duties of Officers and Directors**

- Section 1 The President shall conduct meetings, sign checks, appoint chairpersons, and participate in all decision making with other board members in the operation of the organization. In the absence of the President, another board member will conduct the meetings.
- Section 2 In case of absence, death, or resignation of the President, the Vice President shall assume the duties of the President. He/she shall also assist the President at the latter's request. If there is no Vice President or the Vice President is unavailable, another officer shall assume the duties of the President.
- Section 3 The Secretary shall record and safeguard minutes of all Association meetings, handle and keep all records of correspondence, maintain archive of past minutes and correspondence, notify members of meetings, oversee development and distribution of the annual newsletter, and coordinate posts on the Association website with the Website Coordinator.

**ARTICLE IV (cont'd)**

- Section 4 A Petty Cash Fund, not to exceed fifty dollars (\$50.00) shall be maintained by the Treasurer, and records of all disbursements must be included in Treasurer Reports.
- Section 5 The Treasurer shall receive dues from the Membership Director and all other monies received from the Association's activities. The Treasurer shall disburse all monies of the Association, keeping a correct account of all receipts and disbursements and shall submit a written report including a balance sheet and posting of all funds received and disbursed to the Board of Directors and Auditor monthly. The Treasurer shall promptly deposit all income in accounts established by the Association. All checks shall be signed by the Treasurer but may be signed by the President or the Vice President in the absence of the President.
- Section 6 The Membership Director shall be responsible for conducting an annual Membership drive, maintaining a list of members and their participation in activities, and promptly submitting all monies received from members to the Treasurer. The Membership Director will provide a written monthly report to the Board of Directors and Auditor on Membership activity and provide copies of the Membership list.

**ARTICLE V Board of Directors**

- Section 1 The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, Membership Director, and additional Directors as needed and approved by the Membership.
- Section 2 Unexpired terms of Directors are to be filled either at the regular election or by appointment by the Board.
- Section 3 In the absence of the President and Vice-President the Board shall appoint one of its Board members to call and conduct Membership meetings.
- Section 4 Two-thirds (2/3) of the members of the Board of Directors shall constitute a quorum which will be required of the Board for voting purposes.
- Section 5 Officers and Directors shall attend a minimum of four general Membership meetings in a "meeting year" (Sept.-June), Failure to meet this minimum requirement may cause forfeiture of office.

**ARTICLE VI – Committees and Special Activities**

- Section 1 Committees may be created for Association events or issues of interest to the Association; e.g., Township/State issues affecting the Association, parks and playgrounds, publicity, etc. Such groups may be abolished following the same procedure.
- Section 2 The Board of Directors will decide how proceeds from events will be designated prior to the events; e.g., proceeds may benefit the Association, a charity, or a combination thereof.
- Section 3 Committees shall have a designated Chairperson who is responsible for the coordination of the activity. The Chairperson must be an Association member in good standing and may have other Association members serve on the Committee. Volunteers for events are not required to be members of the Association; however, only Association members are permitted to handle monies associated with events.
- Section 4 Some activities may be restricted to members but others may be open to the public. When an activity requires Membership for participation, the Membership Director will verify the participant's Membership and provide to the Committee Chairperson.
- Section 5 Some events may impose a fee on participants, but others may be provided at no cost to participants.
- Section 6 All expenses for activities must be approved in advance by the Board of Directors and Membership at a regular meeting. The Board of Directors may approve expenditures outside of meetings due to timeliness of expenses but must advise Membership at the next meeting and note such expenditures in the minutes.
- Section 7 A Committee may maintain a separate treasury for an event and shall submit a report at the Association meetings or by written report. Monies shall be given to the Treasurer promptly at monthly intervals prior to the event and/or when the event has ended.
- Section 8 The Committee Chairperson shall submit reports of the committee's activities at Association meetings or by written report, and shall include a statement of all receipts and disbursements when applicable.
- Section 9 An Association Auditor shall be appointed by the Board of Directors and approved by the Membership to conduct monthly reviews of the financial activities of the Association including review of Membership Reports, Treasurer Reports, bank accounts, appropriations and event expenditures/revenues as recorded in meeting minutes. The Auditor will provide written report of their findings at least quarterly but preferably monthly.
- Section 10 The auditor shall audit the records of the Treasurer and Membership Director before their terms end or before their resignations, whichever occurs first.

**ARTICLE VII – Meetings**

- Section 1 Regular meeting dates shall be set annually by the Board of Directors and provided to the Membership. Such regular meetings may be omitted by a vote of the Membership.
- Section 2 Special meetings may be called by the Board of Directors. Written notice stating the purpose of such meeting shall be sent to the members when appropriate.
- Section 3 No discussion of religion, race, or ethnicity shall be in order at meetings of the Association.
- Section 4 Only members whose dues are paid before the start of a meeting may vote. Attendance at each meeting shall be recorded and filed with the minutes of the meeting.
- Section 5 An agenda for each meeting shall be provided to the Board of Directors prior to each meeting. Copies will be available at the meeting for the Membership.
- Section 6 Appropriation of funds must be approved by the Board of Directors and Membership in advance of the expenditure at a Membership meeting, except for incidental expenses or payments from Petty Cash. The Board of Directors may approve expenditures outside of meetings due to timeliness of expenses but must advise Membership during the next meeting and note such expenditure in the minutes.
- Section 7 A reasonable cash advance, not to exceed one hundred dollars (\$100.00), may be allowed by vote of the Board of Directors and Membership in cases where expenditure cannot be determined in advance.
- Section 8 Minutes of each meeting will be recorded by the Secretary and provided electronically to the Board of Directors and members who attended said meetings prior to the next meeting. Minutes will be amended as needed and approved at the next meeting.

**ARTICLE VIII – Amendments to By-Laws**

Section 1      These By-Laws cannot be altered, amended or revised unless the proposed changes are submitted in writing at a Membership meeting. Notice of a proposed change in the By-Laws shall be included in the meeting notice for the meeting at which the change or changes are to be considered. This shall be at the earliest meeting following submission, but not sooner than one month thereafter. If two-thirds (2/3) of the Membership in good standing, present and voting thereon, shall favor shall alteration, amendment or revision as submitted in writing at the previous meeting, it shall be adopted.

Latest revision                      August 2, 2012  
Date

Changes submitted by the Board of Directors and  
Approved by the Membership at the September 27, 2012 Meeting.