

THE HIGHLANDS CIVIC ASSOCIATION

STATE COLLEGE, PA 16801

BYLAWS

Article I

MEETINGS

- Section 1 The Association shall hold an annual meeting for the purpose of reviewing actions of the Association over the past year and proposing action for the Association for the coming year.
- Section 2 The Association may hold other meetings at any time for the discussion of current business.
- Section 3 Written or electronic notice of the meetings will be provided the members giving the time, date, and place; and a summary of the business to be conducted.
- Section 4 The order of business shall be conducted by Roberts Rules of Order with the President serving as chairperson.
- Section 5 15 voting members shall constitute a quorum; a decision may be made by a simple majority.

Article II

DUES

- Section 1 Members shall be requested to pay annual dues of \$5.00 per household.
- Section 2 Additional dues shall be assessed as the need arises as determined by the Executive Committee.
- Section 3 An accounting of the dues paid shall be maintained by the Treasurer.

Article III MEMBERSHIP

Section 1 Resident homeowners in the Highlands are eligible for membership.

Section 2 Application for membership may be received at any time.

Article V DUTIES OF THE ASSOCIATION OFFICERS

Section 1 The President shall preside at all meetings of the Association and the Executive Committee. The President shall appoint all committees and shall serve as an ex-officio member of such ad hoc committees. The President shall keep abreast of community affairs and notify the Executive Committee and membership of actions pending which affect the Highlands area.

Section 2 The Vice-President shall assume the duties of the President should the President be unable to fulfill such duties.

Section 3 The Secretary shall keep a record of all Association meetings and of the meetings of the Executive Committee. The Secretary shall handle routine correspondence, maintain the membership list, and in general perform the normal duties of a secretary.

Section 4 The Treasurer shall have charge of all monies belonging to the Association. The Treasurer shall make payments of the obligations of the Association when authorized by the memberships or the Executive Committee. The Treasurer shall collect the dues of the Association and provide a written statement of receipts and expenditures at each annual meeting. The Treasurer shall keep a written record of all monetary transactions of the Association.

Section 5 The three Directors shall assist the officers of the Association in the business of the Association. They shall be members of the Executive Committee.

Article V COMMITTEES

Section 1 The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and three Directors of the Association.

Section 2 The President shall appoint such committees as necessary to take action on the business of the Association.

Article VI AMENDMENTS

Section 1 These bylaws may be amended at any time as desired by majority vote, or as deemed necessary by the Executive Committee.

Section 2 The Constitution may be amended by a majority of the members attending a meeting, assuming a quorum is present. Absentee ballots submitted by members before the meeting will also be counted.