

**CONSTITUTION AND BY-LAWS  
FAR WEST DETROIT CIVIC ASSOCIATION, INC.**

**ARTICLE I - NAME**

The name of this organization shall be the Far West Detroit Civic Association, Inc.

**ARTICLE II - PURPOSE**

The purpose of this Association shall be to enforce the building restrictions in the area bounded by West Chicago, Rouge Park, Warren and the Westerly City limits, to procure the construction of necessary public improvements, to insure their proper maintenance, promote the interests, welfare, education, safety and advancement of the property and residents of the area.

**ARTICLE III - FISCAL YEAR**

The fiscal year of the Association shall be October 1 to September 30. All funds shall be deposited in a bank approved by the Board of Directors. This organization shall operate without profit to its members and upon dissolution, all assets and property will be distributed to another nonprofit organization.

**ARTICLE IV - MEMBERSHIP**

The membership of the Far West Detroit Civic Association shall consist of dues paying residents within the prescribed limits. An active member is a dues paying member. Only active members present at a General Membership Meeting shall have the right to vote upon any question or matter. The annual dues for membership in the Association shall be set by the Board of Directors. Membership is effective for the fiscal year.

A 3/4 vote of the members of the Board of Directors shall be required to expel or prohibit any resident from membership.

## **ARTICLE V - OFFICERS**

The executive officers of the organization shall consist of the President, Vice-President, Corresponding Secretary, Recording Secretary and Treasurer.

### **A. Duties of President:**

1. To be the presiding officer at all Board of Directors and General Membership Meetings.
2. To appoint, subject to approval by the Board of Directors, the chairs of all committees, the Editor, Advertising Manager, Police/Community Relations Representative and Membership Chairperson.
3. To co-sign all checks before delivery by the Treasurer.
4. To countersign all correspondence before mailing by the Secretary.
5. To submit to the Board of Directors a proposed annual operating budget.

### **B. Duties of Vice-President:**

To assume all duties and powers of the President during the absence of the President or when a vacancy occurs.

### **C. Duties of the Corresponding Secretary:**

1. To be correspondent of the organization for all business.
2. To keep records of all correspondence.
3. To preside at all Board of Directors or General Membership Meetings during the absence of the President and Vice-President.
4. To notify the Board of Directors of the time and place of Board Meetings.

**ARTICLE V - OFFICERS** (cont'd)

**D. Duties of the Recording Secretary:**

1. To keep accurate minutes of all Board of Directors and General Membership Meetings and to read such minutes at the following meetings.
2. To keep a written record of the minutes of all meetings.

**E. Duties of the Treasurer:**

1. To keep an itemized record of all expenditures and receipts and report same at each Board of Directors and General Membership Meeting.
2. To be the Chair of a Budget Committee to advise the President in developing an annual operating budget.
3. To carry all Association funds in a bank account and, together with the President, co-sign all checks.
4. To submit records in order at the end of the fiscal year for proper audit. Such audit will be performed by a person or persons approved by the Board of Directors.
5. To file the necessary corporate papers at the appropriate time.

**ARTICLE VI - BOARD OF DIRECTORS**

**A.** The Board of Directors shall consist of the following 20 members with one vote each:

1. President
2. Vice-President
3. Corresponding Secretary
4. Recording Secretary
5. Treasurer
6. Immediate Past President
7. Editor

**ARTICLE VI - BOARD OF DIRECTORS** (cont'd)

8. Membership Chair
9. Police/Community Relations Representative
10. Advertising Manager
11. Street Representatives: one per street for West Parkway, Beaverland, Bramell, Chatham, Lamphere, DaCosta, Dolphin, Rockdale, Parkland and one Representative for Tireman/Belton/Constance.

**B. Duties of Board of Directors:**

1. Approve a yearly operating budget for all expenditures in each fiscal year.
2. Determine the time and place for all General Membership and Board of Directors Meetings.
3. Act on behalf of the organization on all matters of business in the interim of General Membership Meetings.
4. Approve all contracts before being entered into on behalf of the Association.
5. Amend these by-laws as provided in Article XI.
6. Appoint active members to vacancies on the Board of Directors.
7. Select one of its members to serve on a Budget Committee to assist the President in developing an annual operating budget.

**C. Miscellaneous -**

1. A quorum, not less than a majority of the Board of Directors, shall be required to conduct financial actions.
2. The Association may not dispose of any property or assets without approval of the Board of Directors.
3. All officers, upon leaving office, shall forthwith deliver all records and equipment owned by the Association to their successors.

## **ARTICLE VII - COMMITTEES**

- A. Committees may be created as necessary when approved by the Board of Directors. The President, subject to approval by the Board of Directors, shall designate the chairs of all committees. Minutes of committee meetings shall be submitted to the Recording Secretary Committee reports or recommendations shall be submitted to the Board of Directors for approval or rejection.
- B. Committee members shall be active members of the Association.

## **ARTICLE VIII - MEETINGS**

The place and time of all Board and General meetings shall be designated by the Board of Directors.

A quorum at a General meeting shall consist of not less than fifteen (15) members.

All meetings of the Association shall be conducted under the forms and regulations set forth by Roberts Rules of Order. The following order of business shall be observed at the meetings of the organization.

1. Call to order
2. Reading the minutes of the last regular or special meeting
3. Reports of officers and committees
4. Elections
5. Unfinished business
6. New business
7. Adjournment

## **ARTICLE IX - SPECIAL MEETINGS**

A special meeting of the membership may be requested in writing by any four (4) members, or any two (2) members of the Board of Directors, submitted to the Corresponding Secretary. This request shall contain a legitimate reason for such meeting, and the secretary shall submit the request to the Board of Directors for action.

A special meeting of the Board of Directors may be requested in writing by any two (2) members and submitted to the President. This request shall contain a legitimate reason for such a meeting.

## **ARTICLE X - OBLIGATION OF MEMBERSHIP**

This organization shall not obligate any members without their consent in writing, except as to ordinary operating expenses.

Each member is morally obligated to attend all regular and special meetings, either membership or committee.

## **ARTICLE XI - AMENDMENTS**

- A. Any active member may file with the Recording Secretary a proposal to amend any Article herein. The proposed amendment shall be considered by the Board of Directors and be presented to the membership with a recommendation for adoption or rejection at a General Membership Meeting.
- B. The Board of Directors may recommend adoption of amendments on its own initiative.

**ARTICLE XI - AMENDMENTS** (cont'd)

- C. A proposed amendment, whether initiated by a member or the Board of Directors, shall be published in the 'FARWESTER' issue preceding the General Membership Meeting at which the amendment will be considered. The recommendation of the Board of Directors shall appear with the proposed amendment.
- D. A 2/3 vote of the active members present at the General Membership Meeting shall be required to override the recommendation of the Board of Directors on a proposed amendment.

**ARTICLE XII - ELECTION OF OFFICERS**

- A. The elected officers of the organization are:  
President, Vice-President, Treasurer, Corresponding Secretary, Recording Secretary, and Street Representatives (one per street for West Parkway, Beaverland, Bramell, Chatham, Lamphere, DaCosta, Dolphin, Rockdale, Parkland and one for Tireman/Belton/Constance).
- B. Nominations for persons seeking elective office may be made from the floor, or in writing submitted to the Recording Secretary.
- C. Officers and Street Representatives shall be elected by secret ballot, except when the number of nominees for an office does not exceed the number to be elected, in which case, by a motion from the floor, the election may be made by voice vote. A majority of votes cast shall be necessary to elect a person to an office.
- D. Officers and Street Representatives shall be elected at the Fall General Membership Meeting to a 2 year term beginning October 1 of each odd-numbered year.