

*Revised and Approved
Oct. 87*

PONTCHARTRAIN SHORES CIVIC ASSOCIATION

BY-LAWS

ARTICLE I - NAME

Section 1.

The name of this corporation established by the Articles of Incorporation of August 2, 1962, as amended on December 2, 1976, shall be Pontchartrain Shores Civic Association. These By-Laws are established for the purpose of management and government of the affairs of the Association.

ARTICLE II - PURPOSE

Section 1.

To unite for fraternal purposes; to promote and stimulate social, moral, ethical and financial values; to encourage and procure the enforcement of existing laws and ordinances and generally to do any good which is incidental and necessary for all owners of real estate within, all residents of, and all others interested in Pontchartrain Shores Subdivision, bounded by Lake Pontchartrain, West Esplanade Avenue, Dreyfous Street, and Kent Street, all in Metairie, Jefferson Parish, Louisiana.

Section 2.

To remain non-profit and non-political in purpose and deed and not endorse or contribute to the campaign of any candidate for public office.

ARTICLE III - MEMBERSHIP

Section 1.

Membership in this Association shall be in two (2) classes as prescribed within the Articles of Incorporation. These shall be: a) Voting and b) Associate.

No person shall be accepted for membership to either class unless said person has reached eighteen (18) years of age or has been judiciously emancipated.

Section 2.

Voting membership shall consist only of the owners of real estate in Pontchartrain Shores Subdivision. Only two (2) persons in each household shall be entitled to such class of membership, unless additional persons in that household are owners of other

real estate in Pontchartrain Shores Subdivision in their individual names.

Section 3.

Associate membership shall consist of those persons or corporations not qualified for Voting Membership, who evidence an interest in promoting the purposes of the Association. The members of this class shall have NO voting rights.

Section 4.

Only members, in good standing, who have paid their dues for the current fiscal year shall be entitled to propose a motion or to vote on issues brought before the Association.

Section 5.

Members of the Association can be dismissed for misconduct or violation of any of the provisions of the Articles of Incorporation and/or By-Laws by the affirmative vote of the membership at a special meeting called for that purpose and requiring the assent of three-fourths (3/4) of the voting members, present in person, and voting, at a special meeting called for that purpose.

ARTICLE IV - DUES

Section 1.

The annual dues per household of the Association shall be not less than five dollars (\$5), the actual rate to be set by the Board of Governors in accord with financial requirements of the Association, for voting and non-voting members.

Section 2.

The fiscal year of the Association will coincide with the calendar year, the term of office of all elective positions shall be on such a basis. Any new member joining this Association during the fiscal year shall be required to pay the fiscal year's dues.

Section 3.

Any member failing to pay dues shall be removed from active this Association automatically.

ARTICLE V - MEETINGS

Section 1.

No proxies may be used at any meeting of the members of this association.

Section 2.

An annual meeting of the general membership must be called once a year, in the month of November, by the President of this Association.

Section 3.

Special meetings of the general membership, may be called either by the President or the Board of Governors.

Section 4.

All annual or special meetings shall be held after notice of the time and place of such meetings have been given to each voting member at least three (3) days prior to the date of the meeting by bulletin or other form.

Section 5.

Regular meetings of voting members shall be called by the President at least once every four (4) months. Notice may be given of any regular meeting by bulletin or other form.

Section 6.

A quorum for annual, special or regular meetings shall consist of five (5) percent of the entire voting members, or 10 voting members, whichever is the lesser, present in person, all within the provisions and exceptions of Article VII and Article VIII of the Articles of Incorporation.

Section 7.

The President shall set the order of business of all meetings and unless otherwise specified within these By-Laws; Robert's Rules of Order shall prevail.

ARTICLE VI - BOARD OF GOVERNORS

Section 1.

The management of this Association shall be conducted by the Board of Governors. Meetings of the Board may be called by the

President, or a majority of the Board acting independently or by ten (10) per cent of the entire eligible voting members at any time at their discretion.

Section 2.

An actual majority of the Board shall constitute a quorum.

Section 3.

The Board shall have the full authority to appoint and delegate any part of its duties and powers to committees, delegates, or agents, which or whom shall be appointed for a specific purpose and function.

Section 4.

The Board of Governors shall be no more than twenty-five (25) and no less than three (3), who will be elected for a term of office of two (2) years. One-half (1/2) of the total number of Board members shall be elected at each annual meeting of the general membership, a majority vote of all voting class members present shall prevail.

Section 5.

Only members of the voting class of membership shall be eligible as members of the Board of Governors, and any member not in good standing shall not be eligible for nomination to office, and shall not be entitled to vote on any matter.

Section 6.

Should any vacancy on the Board of Governors occur prior to the expiration of the term of office, a successor may be elected at the next meeting of the Board for the unexpired term.

Section 7.

Should any member of the Board of Governors be absent for three (3) consecutive meetings, whether they be Board or general membership meetings, the members of the Board shall have the right to elect a successor. Members of the Board of Governors shall be notified of all meetings by bulletin or other form.

ARTICLE VII - OFFICERS & DUTIES

Section 1.

The officers of this Association shall be elected by the Board of Governors of this Association at the first Board of Governors'

meeting following the annual meeting from the members of the Board. Said officers shall serve for one (1) year. The President may not be elected to serve for more than two (2) consecutive terms.

Section 2.

The officers so elected shall be installed not later than the next general membership meeting.

Section 3.

The duties of the officers shall be as follows:

- a) PRESIDENT shall attend all meetings of the members and shall preside there-at as well as at the meetings of the Board of Governors; (s)he shall be an ex-officio member of all committees and shall supervise the functions thereof; (s)he shall appoint all committees deemed necessary; (s)he shall appoint any representative of this Association to any other organization as required; (s)he shall be the executive officer of the Association, and, together with the officers, shall have general supervision over administrative affairs thereof.
- b) VICE-PRESIDENT shall preside at all meetings and fulfill the functions of President, whenever the President is absent or disqualified or when acting for the President for any other reason. In the event the office of President becomes vacant during his regular term, the Vice-President shall automatically become President.
- c) RECORDING SECRETARY shall keep minutes of all meetings of the Association and Board of Governors and shall perform such other duties as may be delegated to that office.
- d) CORRESPONDING SECRETARY shall maintain correct records of membership of this Association and shall be responsible for custodianship of all other records, papers, documents, files and other such material which shall be property of this Association. It shall also be the duty of Corresponding Secretary to make arrangements for a meeting place, and issuing notice of all meetings, regular, special or otherwise, the issuance of membership cards, the receiving and transmitting of correspondence of the Association.
- e) TREASURER shall receive dues and be responsible for custodianship of all funds, the placement of such funds

in a duly authorized bank to be drawn upon by any two of the following the President, the Vice-President or Treasurer of this Association. The Treasurer may deposit funds in both a savings and checking account where so authorized by the Board of Governors. (S)He shall keep the membership and the Board of Governors properly informed as to the financial status of the Association at each meeting and shall at the Annual Meeting make a detailed financial report, a written copy of said report shall be filed with the Recording Secretary to be made part of the Minutes of said Annual Meeting. Where deemed necessary by the Board of Governors, said Treasurer may be bonded to an amount set by the Board at the expense of this Association.

ARTICLE VIII - FUNDS

Section 1.

All monies and property of this Association must be used for the benefit of the Association. Expenditures, in excess of two hundred dollars (\$200) must be authorized either by the members at a regular, annual or special meeting, or by the Board of Governors.

Section 2.

All checks on or against the funds of this Association must be signed by the President, or, in his absence, the Vice-President, and countersigned by the Treasurer. In the event of the Treasurer's absence the President and Vice-President jointly may issue and sign checks. Unless so signed, such checks shall not constitute valid orders to pay any funds of this Association on deposit with any bank and all banks with which this Association shall do business shall be notified of this position. The Board of Governors shall determine the one bank to be designated as the depository of this Association.

Section 3.

Special funds raised by special additional assessments may be created only after notice has been issued to all members of this Association stating that such funds will be acted upon at the next regular meeting of the Association, or at a special meeting called for that purpose.

ARTICLE IX - CONTINUATION

This Association shall continue to function as long as there shall be a minimum of twenty-five (25) members, unless dissolved

sooner in accordance with law. If dissolved, all monies shall be donated to the United Way.

ARTICLE X - AMENDMENTS

Section 1.

Any amendments to these By-Laws must be submitted to the Corresponding Secretary in writing at least thirty (30) days prior to the annual meeting and shall be read and voted upon at the annual meeting of this Association. Any proposed amendment can be effected by a two-thirds (2/3) affirmative vote of the members present and voting at the meeting.

Section 2.

The Corresponding Secretary shall notify all members in a regular notice that such amendments are to be acted upon.

ARTICLE XI - OTHER ORGANIZATIONS

Section 1.

No organization within the Subdivision may use the name or resources of this Association without the permission of the President of this Association.

Section 2.

Any member of this Association belonging to another organization and in so doing, reflects embarrassment upon this Association, can be removed from membership in this Association upon majority vote of the Board of Governors.

Section 3.

No member of this Association, shall issue any press release or other statement about the affairs of the Association without having first submitted such release in writing to the President for approval.

Section 4.

Any group wishing to have sponsorship from this Association shall first receive permission from the Board of Governors and shall have a liaison representative in this Association appointed by the President.

ARTICLE XII - EFFECTIVE DATE

These By-Laws, having been read at the annual meeting, called and held on November 19, 1986, and having been voted favorably upon at this meeting, shall be effective immediately.

Any and all By-Laws previously enacted by this Association are hereby null and void.