

# VOLCANO COMMUNITY ASSOCIATION BYLAWS

## ARTICLE I - NAME

The name of this organization is the VOLCANO COMMUNITY ASSOCIATION, INCORPORATED, (hereinafter named as the VCA).

## ARTICLE II - PURPOSE

**Section 1.** The purposes for which this corporation is formed are:

- A. To utilize the information and enterprises of the members of the VCA to promote educational, moral, social, civic measures and community improvement.
- B. To unite the members in the bonds of friendship, good fellowship and mutual understanding with multigenerational community involvement.

**Section 2.** The VCA is a non-profit corporation. The VCA shall not carry on any activities prohibited by State or Federal law. (Section 501 (c) 4 of the internal Revenue Code).

**Section 3.** Should there be dissolution of this corporation, the executive board, after making provision to pay all its liabilities, will dispose of the remaining assets as provided by law.

## ARTICLE III – MEMBERSHIP

Membership is open to all people who identify with and consider themselves *to be* a part of the community of Volcano. Members shall have the right to propose motions for consideration of approval by the membership at large. This shall include the establishment of policies, amendments to the by-laws and proposals for projects and fund-raising events.

Voting members are those who have paid their annual dues. Individuals may vote as individuals with all members of a household, including spouses, partners and other family members living in the household that are at least 16 years of age having a valid vote.

## ARTICLE IV – DUES

**Section 1.** Annual dues, payable in January of each year, shall be determined by the membership at the December meeting. New members shall pay their dues upon admittance to membership. U8New members shall receive a copy of these bylaws upon request.

**Section 2.** Members, who have not paid their annual dues, become delinquent on the date of the March regular meeting. Delinquent members shall forfeit all membership privileges.

## ARTICLE V – ELECTED OFFICERS- Executive Board

**Section 1.** The elected officers of the VCA Executive Board shall be the president, vice= president, secretary, treasurer and sergeant-at-arms.

## **Section 2. Duties of elected officers:**

**A. President:** The president shall have executive supervision of all activities of the VCA within the scope of these bylaws and the VCA's Articles of Incorporation of 1952; shall preside at all meetings and shall appoint the members of all committees. The president shall be an ex-officio member of all committees except the nominating committee.

**B. Vice president:** The vice president shall act in an advisory capacity to the president and shall perform the duties of the president in the president's absence. In the event of resignation or incapacity of the president, the vice president shall become president for the unexpired term or period of incapacitation.

**C. Secretary:** The secretary shall record the minutes of all VCA meetings and shall receive and answer all correspondence pertaining to VCA business as directed by the president or the board and perform other duties as are appropriate to the office. The secretary shall call the meeting to order in the absence of the president and vice president and shall appoint a chairman pro tem. The secretary shall turn over to the succeeding secretary all minutes and other VCA records held by the secretary.

**D. Treasurer:** The treasurer shall receive all monies due the VCA; shall deposit all monies received in a reliable banking firm as designated by the membership. All monies so deposited shall be in the name of the Volcano Community Association, Incorporated. An itemized record of these transactions shall be maintained in a permanent file. The treasurer shall pay out money by bank check. The treasurer shall present an annual budget, as developed by the Finance Committee, for the approval of the membership at the January meeting of each year. Fixed expenses and other budgeted items approved previously by the VCA membership shall automatically be paid by the treasurer. All other bills shall be paid on approval of the membership. The treasurer shall be responsible for filing all Federal, State, and/or local tax returns, legal and any other required financial papers. The financial records of the VCA shall be audited annually and upon transfer from one treasurer to a successor. The outgoing treasurer shall turn over to the succeeding treasurer all financial books, records and papers held by the treasurer.

**E. Sergeant-at-arms:** Under the direction of the president, the sergeant-at-arms shall be responsible for maintaining order during all meetings, referring to Roberts Rules of Order, if necessary

## **Section 3. Term of Office:**

- A. The term of office for elected officers shall be two (2) years.
- B. No officer shall be elected for more than two (2) consecutive terms in the same office. In the event there are no nominees for the election of an officer's position, the present officer in that position may serve another term with the approval of the members in attendance.

- C. Two officers, president and treasurer shall be elected in even-numbered years and three officers; vice president, secretary and sergeant-at-arms shall be elected in odd-numbered years.

## **ARTICLE VI – EXECUTIVE BOARD**

- Section 1.** The executive board shall be composed of the five (5) elected officers.
- Section 2.** The board is vested with the authority to take action, including emergencies, and such action shall be brought up at the next regular meeting as a recommendation to the membership for their approval. This shall include the expenditure of VCA funds not to exceed five hundred dollars (\$500) for expenses deemed necessary.
- Section 3.** It shall be the duty of the executive board to recommend a candidate to fill any vacated office, other than president, occurring during the year.
- Section 4.** The outgoing executive board, under the direction of the treasurer, shall direct the Finance Committee to prepare a budget for the ensuing year, which shall be submitted for approval to the membership at the January meeting.
- Section 5.** An officer's place on the executive board may be declared vacant if the officer
- A. ceases to be a member in good standing or
  - B. Is absent from two consecutive regular business meetings without cause.
- Section 6.** The treasurer and president shall be signatories on bank accounts. Only one signature is required on checks. The president will sign checks in the event the treasurer is absent or incapacitated.
- Section 7.** All funds of the VCA shall be maintained in the General Fund of the VCA, with the exception of the Norcross Cemetery account, in which a minimum of \$1000 shall be held separately. The annual budget that is developed for approval in the January shall reflect the proposed expenditures for all events and activities of the VCA. The annual budget may be amended during the course of the year by proposals from the membership.

## **ARTICLE VII – COMMITTEES**

- Section 1.** The standing committees shall be: Nominating, Finance, Sunshine, Scholarship and Youth Activities and Special Programs.
- Section 2.** Duties of the standing committees:
- A. Nominating Committee:** This committee shall consist of three members not currently serving on the executive board. This committee will be nominated and approved by the membership present at the October meeting. It shall be the duty of this committee to nominate candidates for the offices to be filled at the next election. The candidates shall be presented at the November meeting.

**B. Finance Committee:** This committee consists of three (3) members, including the treasurer. This committee will be nominated and approved by the membership present at the October meeting. They will audit the financial records of the VCA, at the end of the fiscal year or at the succession of Treasurers. They may, periodically check bank statements to Treasurer's reports. The Finance Committee shall work with the Treasurer to develop an annual budget to be submitted to the membership in the January meeting.

**C. Sunshine:** This committee, of one or more members, shall be responsible for written contacts representing the VCA in the event of misfortune, good news, thank you notes, etc. This committee will be nominated and approved by the membership present at the October meeting.

**D. Scholarship and Youth Activities:** This committee consists of three (3) VCA members who are appointed by the membership annually. This committee will be nominated and approved by the membership present at the October meeting. The purpose of this committee is to review and promote youth activities that contribute to the purposes of the organization. The committee is also charged with recognizing these and the academic achievements of the youth of VCA members that have contributed to the community with their volunteer time. A committee member shall recuse themselves if their child is being considered for a scholarship during that fiscal year. The chair of this committee shall maintain a record of all youth volunteer hours and shall submit a report on those hours. The committee shall also evaluate candidates for scholarships using the documented volunteer hours worked by each candidate and submit the committee's recommendations to the membership for approval. The committee shall submit a budget to the membership in January of each calendar year that reflects the proposed scholarships to be awarded in the spring of that year.

**E. Special Programs:** These committees, of one or more members, shall be in charge of planning and implementing programs not in the routine VCA business. This committee will be nominated and approved by the membership present at the October meeting. Special events, potluck dinners, and fundraisers are seen as the areas of concern of these committees. Any event or program shall be submitted to the membership for approval and the event proponent shall present a proposal including a budget for the event. The proceeds of all events sponsored by the VCA shall be deposited into the General Fund of the VCA.

## ARTICLE VIII – MEETINGS

- Section 1.** The annual meeting regularly held in January will include the installation of newly elected officers, the appointment of standing committees and presentation of annual reports and budget.
- Section 2.** Regular business meetings shall be held on the third Wednesday of each month.
- Section 3.** A quorum for the purpose of conducting business at any meeting shall consist of a majority of the executive board.

**Section 4.** Voting members are those who have paid current year dues. Voting members, upon recognition by the chair, may make motions and seconds. They may also vote upon all motions before the board.

#### **ARTICLE IX – ELECTIONS**

**Section 1.** The nominating committee shall present its report at the November meeting. Election of officers shall be at the December meeting. The report of the nominating committee shall be read again, and nominations from the floor shall be called by the chair.

**Section 2.** The election shall be by written ballot in the event an office is contested.

**Section 3.** Every member in good standing shall be given the opportunity to vote.

**Section 4.** Results of the election shall be announced as soon as the votes are tallied.

**Section 5.** Installation of officers shall be made at the January meeting.

#### **ARTICLE X – PARLIMENTARY AUTHORITY**

The Roberts Rules of Order (revised) shall be the authority for the proceedings of the VCA on all points not covered in these Bylaws.

#### **ARTICLE XI – AMENDMENT**

These Bylaws may be amended at any regular or duly called special meeting of the VCA by a two-thirds (2/3) affirmative vote of the members present and voting, provided a quorum of the board is present and notice of the proposed amendment has been given at a preceding regular meeting or by written notice at least ten (10) days in advance.

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Aye: 9

Nay: 0

Abstain: 0

The above revision of these Bylaws was approved by the membership of the Volcano Community association on \_August 19\_, 2020 .

By \_\_\_\_\_  
Colleen Rogers , President