

TANTALLON CITIZENS ASSOCIATION. INC

BY-LAWS

**ARTICLE I
MEETINGS**

Meetings shall be held at 8:00 P.M. on or about the second Wednesday of February, March, April, May, September, October, and November. Exceptions to this schedule may be made by majority vote of the Board of Directors but no fewer than four meetings will be held each year. Special meetings may be called when deemed advisable by the Board of Directors. Members shall be notified in writing one week in advance of the special meetings, and the agenda shall be specified in the notification. Meetings shall be conducted according to Robert's Rules of Order, Newly Revised.

**ARTICLE II
DUES**

Annual dues shall be established, or changes made thereto, by the Association at any regular scheduled meeting. The dues year shall be September 1 to August 31.

Dues for Regular and Associate Members will be the same. Honorary Members will not be charged dues.

The payment of dues is a prerequisite for eligibility for Regular Members to speak or vote on an issue and for Associate Members to speak on an issue, at any regular or special meeting.

**ARTICLE III
VOTING**

The regular business of the Association shall be conducted, where the vote of the Regular Membership is required, by voice vote, except a written ballot may be ordered by determination of the chair or by an approved motion from the floor.

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ARTICLE IV
COMMIITEES

The Association shall establish Special and Standing Committees as follows:

Special Committees

Tantallon Control Committee (TCC)

The TCC is a Special Committee established and charged with the responsibility of administration of the Tantallon Land Covenants in order to preserve and enhance the beauty and character of Tantallon as a community, and to preserve and enhance overall and individual property values.

The TCC will consist of twelve members, six of whom will be appointed by the President of the TCA each year to serve for a two-year term. The President may also make appointments to fill vacancies.

The Committee shall elect its own chairman from among its members each year at the September meeting or as required.

The President of TCA may appoint additional Special Committees as required.

Standing Committees

Standing Committees may be established, but are not limited to the following:

Beautification
Membership
Newsletter
Welcoming
Zoning

The President of TCA shall appoint the Chairmen of standing committees as soon as possible following the annual election.

Committee Chairmen shall appoint members to serve at each Chairman's pleasure.

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General

Chairmen of Special and Standing Committees shall serve as ex-officio members of the TCA Board of Directors without a vote.

Special and Standing Committees may adopt By-Laws providing that such By-Laws are not inconsistent with the Constitution and By-Laws of the Association.

ARTICLE V
FISCAL MANAGEMENT

Annual Budget: The Treasurer shall prepare an annual budget and present it at the first meeting of the dues year for membership approval. Such approval requires an affirmative vote of two-thirds of the Regular Members present and voting. Said vote constitutes authorization for the Board of Directors to spend monies of the Association in accordance with the approved budget. Operating expenses not included in the approved budget may be incurred within the limits set by the By-Laws and only when authorized by the Board of Directors.

Approval of expenditures outside the annual budget process: Operating expenses, in addition to those included in the approved annual budget, up to \$400 per item and not to exceed \$800 aggregate, may be authorized by a majority vote of the Board of Directors. Expenses in excess of these limitations shall require the approval of two-thirds of the Regular Members present and voting at a regular or special meeting.

Annual Audit: At the September meeting, the President shall appoint an auditing committee consisting of three Regular Members whose duties shall be to audit the financial records of the Treasurer and to report its findings at the October meeting.

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ARTICLE VI
ORDER OF BUSINESS

The usual Order of Business shall be as follows:

Guest speaker or Program
Call to order
Minutes
Reports
* Officers
* Committees
Unfinished business
New business
Announcements
Adjournment

ARTICLE VII
AMENDMENTS

Any proposed amendments to the By-Laws shall be presented and read at any regular meeting. Such proposed amendments shall be presented in writing to the members present at the next regular meeting. The amendments shall be adopted when approved by an affirmative vote of two-thirds of the Regular Members present and voting.

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The above By-Laws were approved and adopted by Regular Members present and voting at a General Membership Meeting of the Tantallon Citizens Assn., Inc., on March 20, 2003.

Prepared by Judy Meade, tcabylaw