

## BYLAWS OF CHRISTIAN HILLS ASSOCIATION

### ARTICLE I

**Section 1.** The name and title by which this organization shall be known in law is Christian Hills Association and shall be referred to hereinafter as the Association.

**Section 2.** The purpose or purposes for which the organization is formed are as follows:

a. The maintenance, improvement and general betterment of property located within “Christian Hills No. 1,” “Christian Hills No. 2” and “Christian Hills No. 3” subdivisions, and located in Section 20, Town 3 North, Range 11 East, Rochester Hills, Oakland County, Michigan, and such areas as the By-Laws of the organization may from time to time designate.

b. For the maintenance and enforcement of building and use restrictions applicable thereto.

c. For the promotion of cooperation among lot owners and residents of said subdivisions as well as residents and lot owners in adjoining subdivisions.

d. In general for such purposes as may be beneficial to the general welfare of said property and persons residing therein, but not for profit.

**Section 3.** Its principal office shall be the residence of the current President.

**Section 4.** The post office address for the transaction of business shall be the residence of the Corresponding Secretary.

### ARTICLE II

**Section 1.** Eligible for membership in this Association shall be those persons who rent, own or are purchasing a residence or lot in the areas known as Christian Hills Subdivisions 1, 2 or 3.

**Section 2.** Membership is divided into two classes, active and associate.

a. Being a homeowner constitutes an active membership.

b. Being a lot owner constitutes an associate membership.

c. Being a resident non-owner constitutes an associate membership.

**Section 3.** One active membership entitles both husband and wife or other registered person on property deed to vote - not to exceed two votes - and hold office as well as attend all meetings and social events.

**Section 4.** One association membership entitles both husband and wife or other registered person on property deed to vote - not to exceed two votes - and attend all meetings and social events.

### ARTICLE III

**Section 1.** The annual meeting of the members for the election of officers and directors shall be held during the fourth week of October each year. Officers and directors elected at this meeting will take office in January.

**Section 2.** In addition to the annual meeting held in October, meetings shall be held during the fourth week in January and April.

**Section 3.** Special meetings of members may be called at any time by the President or by a majority of the directors. It shall be the duty of the President to call such meetings whenever requested in writing by ten or more members of the Association.

**Section 4.** Notice of any special meeting giving the matters to be discussed thereat shall be sent by mail to all members at their last known post office address.

**Section 5.** A quorum at a general membership meeting shall consist of the majority present.

**Section 6.** Regular meetings of the Board of Directors shall be held each month except during December.

#### **ARTICLE IV**

**Section 1.** The officers of this Association shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer who by virtue of their office shall be members of the Board of Directors.

**Section 2.** The officers shall be elected at the October meeting and shall hold office for the term of one year beginning in January.

**Section 3.** Election of officers shall be by ballot.

**Section 4.** Three new directors shall be elected annually to serve two years each with three carried over from the previous year to make a six director board.

**Section 5.** The Board of Directors shall be composed of the five elected officers, the Chairman of the Architectural Control Committee and six directors elected in accordance with Section 4 Article IV. The retiring President shall become a member of the Board of Directors for a period of one year following his retirement from office, making a thirteen member board.

**Section 6.** The Board of Directors shall determine the policies and activities of the Association, prepare a budget, approve all bills, taking counsel with committees and have general management of the Association.

**Section 7.** A three man nominating committee will be selected by the President at the April meeting. Said committee is to contact sufficient eligible members so as to present a slate of nominees for each office and directorship at the October meeting. The Corresponding Secretary shall mail to all members at their last address or through the medium of the Christian Hills Chronicle, the official publication of the Association, the complete slate of nominees ten days before the October election. Additional nominations for any office or directorship may be made from the floor at the election meeting prior to the vote.

#### **ARTICLE V**

**Section 1.** The President shall preside at all meetings of the Association and of the Board of Directors. He shall appoint such committees of the Association as may be deemed necessary. He shall call special meetings of the Board of Directors at such times as he may deem advisable or at the request of two members of the Board of Directors. He shall annually appoint an auditing

committee of three members to audit the Treasurers report at the close of the calendar year and present a report at the January general meeting.

**Section 2.**The Vice President shall discharge the duties of the President in his absence. He shall coordinate the activities of all standing committees and also perform such duties as may be assigned by the President or Board of Directors.

**Section 3.**The Recording Secretary shall attend all meetings of the Association and shall keep a true and accurate record of their proceedings and shall also keep an up-to-date set of By-Laws for the Association.

**Section 4.** The Corresponding Secretary shall notify all officers of their election and committees of their appointment, notify all board members prior to each Board meeting and advise the hostess of the number to attend. He shall notify all members of date, time and place of meetings and shall compile and publish the Chronicle after approval of the Board. He shall also keep a list of all dues paying members and in general conduct the correspondence of the Association.

**Section 5.** The Treasurer shall collect and account for all monies of the Association and make disbursement only as authorized by the Board of Directors. All checks shall be signed by two officers, the Treasurer and President or in the absence or inability to act, of one or the other, the Recording Secretary or Vice President. A report shall be prepared and presented at each Board Meeting. A report shall be prepared for each general meeting accounting for all monies to the last general meeting and presented.

**Section 6.** At the January meeting the incoming Board of Directors shall present an annual budget for the ensuing year for approval by the membership.

**Section 7.** At the expiration of the terms of all officers they shall deliver to their successors all monies, books and other property belonging to the Association which may be then in their possession or under their control.

**Section 8.** A majority of the Board of Directors shall constitute a quorum for the transaction of business.

**Section 9.** In case of a vacancy among the officers, such vacancy shall be filled by the Board of Directors at their next meeting. In case of a vacancy in any of the six directorships, such vacancy shall be filled by the Association at its next succeeding regular meeting by nominations from the floor and ballot, provided that at least one week shall have elapsed between the occurrence of such vacancy and such meeting.

## **ARTICLE VI**

**Section 1.** There shall be six standing committees consisting of: Social and Entertainment; Safety, Health and Education; Public Relations; Welcoming and Membership; Improvement and Zoning; and Community Center.

a. Social & Entertainment - Chairman shall be responsible for reserving location for the three general meetings and schedule refreshments or dinner for each. He and his committee shall prepare

a calendar of social events as desired by the membership and approved by the Board of Directors and conduct these events.

b. Safety, Health & Education - Chairman shall be responsible for keeping the membership informed on these topics affecting the subdivisions. He shall notify the County Road Commission of hazardous road conditions within the subdivisions and advise the Detroit Edison Company when repairs are required on the entrance lights. He shall keep the board and membership informed on school issues.

c. Public Relations - Chairman shall represent the Association at meetings of the Inter Association and report findings to the board and membership. He or a member of his committee shall attend township meetings if business on their agenda affects our subdivisions, and shall be responsible for reporting these findings to the board and membership.

d. Welcoming & Membership - Chairman and members of committee shall call upon each new resident upon moving into his home in the subdivision. He shall advise new owners of the existence of the Association and its purpose and invite both owners and non-owners to become members. He shall keep an up-to-date record of all residents and their addresses and advise the President and Corresponding Secretary of the new residents' name, address and telephone number if available.

e. Improvement & Zoning - Chairman shall be responsible for conducting and keeping the membership informed on desired subdivision improvements. He or a member of his committee shall attend township zoning meetings if their agenda affects our subdivisions and shall be responsible for reporting these findings to the board and membership. He shall keep the board and membership informed on area zoning proposals and changes affecting our area.

f. Community Center - Chairman and committee shall be responsible for carrying out the recommendations of the board relative to maintaining and improving the Association Community Center, lots 53 and 54, belonging to the Association. He shall also be responsible for conducting scheduled activities approved by the board at the Community Center.

## **Section 2.**

Each standing Committee shall have as its chairman a director. The membership shall elect the individual director as chairman of a specific committee.

## **ARTICLE VII**

**Section 1.** The dues for active membership shall be \$40.00 per year payable January first of each year. Persons becoming eligible for membership after July first shall be admitted for one-half the annual dues.

**Section 2.** The Treasurer shall annually bill all members for yearly dues.

## **ARTICLE VIII**

**Section 1.** These By-Laws may be added to, amended or repealed by the members of the Association at any meeting, provided the members of the Association shall have been notified of such intentions at the time that the notice of the meeting shall have been given, the notice stating

the specific sections sought to be added to, amended or repealed. The Board of Directors will present their recommendations on the Amendments at the meeting. A two-thirds vote of the members of the Association present and voting shall be required for such change.

#### **ARTICLE IX**

**Section 1.** Roberts Rules of Order (Revised) shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.