

# **BYLAWS OF WOODSSHIRE HOMES ASSOCIATION**

(Also referred to as the Woodsshire Homes Association Constitution)

*Last Revised 2020*

## **ARTICLE 1 – NAME**

The name of this organization shall be Woodsshire Homes Association.

## **ARTICLE II – OBJECT OF ASSOCIATION**

The object of this Association as stated in the Association Constitution is, namely, to foster community spirit among the residents and to develop and maintain the circles, park, and entryways to benefit landowners and residents of the Woodsshire Addition Subdivision of Lincoln, Lancaster County, Nebraska.

## **ARTICLE III – MEMBERSHIP**

1. Every homeowner in the Woodsshire Addition shall be a full member of this Association and shall have one vote per household.
2. Homeowners living on the east side of 17<sup>th</sup> Street and south side of High Street bordering the Woodsshire Addition shall be associate members and their dues shall be assessed at a lower rate.

## **ARTICLE IV – MEETINGS**

1. The Annual Meeting of the Association shall be held in March of each year. Date, place, time and agenda items shall be sent to members a minimum of three weeks before the Annual Meeting.
2. Special meetings shall be held if the governing board determines there is need, with notification to the membership following same requirements set out for the Annual Meeting.

## **ARTICLE V – GOVERNING BOARD**

1. The officers of this Association shall be President, Vice President, and Secretary-Treasurer.
2. The Executive Committee shall consist of the officers and three members elected from the membership and they shall act as a Governing Board. The past president may serve on the Executive Committee in an advisory capacity.
3. One-third of the Governing Board shall constitute a quorum. When meetings are held of the Executive Committee, all members of that Committee must be notified at least seven days before the meeting unless it is an emergency meeting.
4. The Secretary-Treasurer shall take written notes of all Executive Committee meetings which shall be available to members of the Association.
5. The Executive Committee shall act only as a Board of Advisors in matters pertaining to maintenance and improvements in the Woodsshire Addition and shall be responsible for carrying out the policies and projects voted upon by the membership.

## **ARTICLE VI – ELECTIONS**

1. All elective officers listed in Article V shall be elected at the Annual Meeting to serve for one year or until their successors are elected and qualified.
2. Vacancies in office may be filled at any meeting of the Association. If vacancies occur during the year prior to an Annual Meeting, that vacancy may be filled upon a vote of the Executive Committee and that person shall serve until the next Annual Meeting election.
3. Officers and the three Executive Committee members shall assume their duties immediately after the Association Annual Meeting.
4. The election shall be by ballot if there is more than one nominee for the office. In the event of there being but one nominee for each office, each election may be by voice.

## **ARTICLE VII – DUTIES OF THE OFFICERS**

1. The President shall preside at the Annual Meeting and at all meetings of the Executive Committee and:
  - A) Appoint a parliamentarian and chairman of all committees subject to the approval of the membership at the Annual Meeting or in the interim if a vacancy occurs upon approval of the Executive Committee;
  - B) Be an ex-officio member of all committees, except the Nominating Committee;
  - C) Be authorized to write checks;
  - D) Appoint a committee of three members to review the Bylaws;
  - E) Declare a committee chairmanship vacant upon approval of the Governing Board;
  - F) Authorize an outside audit of the Association books prior to the Annual Meeting;
  - G) Serve on the Budget Committee;
  - H) Keep the membership informed of all activities and information regarding the activities of the Association and the Executive Committee.
2. The Vice President shall:
  - A) Assume the duties of the presidency in the absence of the President;
  - B) Assist the President in the entire President's work;
  - C) Succeed to the presidency should that office become vacant;
  - D) Serve on the Budget Committee;
  - E) Serve as chairman of the Park/Circles Committee and be responsible for carrying out the Park and Circle policies voted upon by the membership.
3. The Secretary-Treasurer shall:
  - A) Keep written minutes of all meetings of the Association and all meetings of the Association and all meetings of the Executive Committee and provide a copy of such to the President. Executive Committee minutes shall be available to any member of the Association upon request to the Secretary-Treasurer;
  - B) Have custody of the books, papers and files belonging to the Association;
  - C) Have a copy of the Bylaws and provide a copy to all incoming officers. Whenever an amendment is made to the Bylaws, in addition to being recorded in the minutes, the date of the change shall be entered on the page the article appears.
  - D) Send out notices of all Annual Meetings together with minutes of the last Annual Meeting, collect dues, keep a complete record of all receipts and disbursements of Association funds,

- submit a financial statement at the Annual Meeting prepared for audit and a roster of current members;
- E) Conduct the business correspondence of the Association;
  - F) Collect all dues and write checks;
  - G) Deposit all funds and pay all bills as budgeted or approved by the membership;
  - H) Keep an itemized account of all receipts and disbursements and present a written report of them to the Executive Committee at the end of each quarter and an annual report once a year;
  - I) Be chairman of the Budget Committee and present a budget report at the annual meeting.

#### **ARTICLE VIII – SALARIES**

All officers and Executive Committee members shall serve without financial compensation with the exception of the Secretary – Treasurer, who shall be paid a minimum stipend set by the membership at each meeting.

#### **ARTICLE IX – AMENDMENTS**

These Bylaws may be amended by a three-fourths vote of all members present at an Annual Meeting or special meeting of the Association. Notice of the proposed amendments with a written copy thereof being furnished to each member at least two weeks before said meeting.

#### **ARTICLE X – STANDING COMMITTEES**

Standing committees shall consist of a Budget Committee and a Parks and Circles Committee.

#### **ARTICLE XI – DUES**

The annual dues for members and associate members for the year following the Annual Meeting shall be fixed at the Annual Meeting and be effective on January 1 of the following calendar year. Special assessments shall not be levied without the vote of the membership.

#### **ARTICLE XII – PARLIAMENTARY AUTHORITY**

The current edition of Roberts Rules of Order, newly Revised, shall prevail in all instance not in conflict with these Bylaws.

#### **ARTICLE XIII – MEMORIAL FUND**

1. A Memorial Fund shall be available for contributions for park improvements in honor of present residents or memory of past residents and funds of said fund shall be kept separate from Association funds.
2. It shall be the responsibility of the officer and Executive Committee to carry out the wishes of the donors as long as they are not in conflict with the general plan of the circles, park or entryways of the Woodsshire Addition Subdivision.

#### **ADDENDUMS**

- A) PAYMENT FOR WATTERING CIRCLES (Approved 3/2007, revised 3/2014)

Any resident whose sprinkler system is watering the circles of the Lindbergh Memorial entryway shall be paid \$100 a year reimbursement for the water. Any repair to the sprinkler system from the owner's property to, and including the circles, shall be the responsibility of the Association.

B) USE OF PARK BY NON-WOODSSHIRE RESIDENTS (Approved 3/2003)

Any request to use the park for any social function shall be approved by the Governing Board with the following conditions:

- 1) Application must be made to the Governing Board;
- 2) The applicant must be sponsored by a Woodsshire resident;
- 3) The applicant must be liable for any damage to the park and be responsible for any repair.

C) CASH RESERVE (Approved 3/1999; revised 6/2020)

The Association shall maintain a necessary cash reserve for emergencies of a minimum of \$5,000 in the annual budget.

D) ANNUAL MEETING NOTICES (Approved 3/2001)

The Governing Board shall mail notices announcing the Annual Meeting to each of the residents, as opposed to hanging flyers on doors.