

BY LAWS OF WATSON ORCHARD HOMEOWNERS ASSOCIATION

Article I

The name of this association shall be Watson Orchard Homeowners Association.

Article II

The purpose of this association shall be to develop a closeness among the homeowners, to improve and maintain upscale appearances of the neighborhood.

Article III

Membership & Dues

- Section 1** Any homeowner or property owner in Watson Orchard is eligible for membership in Watson Orchard Homeowners Association.
- Section 2** In order to become a member, dues of \$100 per household per year shall be paid to the Treasurer by the first day of September of each year.
- Section 3** Dues are payable annually.

Article IV

- Section 1** The annual meeting shall be held during the month of September.
- Section 2** There shall be at least one social meeting in addition to the annual business meeting each fiscal year.
- Section 3** Notice of any special meeting shall be given at least five days previously thereto by written notice delivered personally or mailed to each homeowner member. The business to be transacted and the purpose of any special meeting shall be specified in the notice of such meeting.

Article V
Officers

The **officers** of the association shall be **President, Vice President, Secretary, Treasurer, and Advisor (immediate Past President)**

Article VI

Election

- Section 1** The officers shall be elected to a term of two years and shall be eligible for no more than one successive term in that same office.
- Section 2** The Advisor shall appoint a nomination committee of three people in July before the September election. The Advisor shall serve as chairman of the committee. He/She shall notify the nominees of their being selected at least **thirty days prior to the election**. **Additional nominations** may be made at the **September** election.
- Section 3** Name of nominees shall be mailed to each voting member, in good standing, **no later than ten days prior to the September election**.
- Section 4** Vacancies of the roster of officers shall be filled by appointment of the President with the approval of the Executive board until the next regular election, except in the office of the President, which is filled by the Vice President.

Article VII

A majority of the number of member homeowners present shall constitute a quorum for the transaction of business at any meeting of the association. A majority of the members *present* may adjourn the meeting at any time without further notice.

Article VIII

Robert's Rules of Order Revised shall govern the business procedure of the association.

Article IX

Amendments and Revisions

The By-Laws may be amended or revised at any regular or special meeting, by a two thirds (2/3) vote of the members present, providing notice has been given the members thirty days prior to the meeting. Notice and Amendment should be in writing and mailed to members. *Members not attending may vote by proxy.*

Article X

Duties of Officers

- Section 1** **The President** shall preside at all meetings of the Homeowners Association and the Executive Board. The President shall appoint all chairpersons and committees and shall serve as *ex-officio* member of each, except the Nominating Committee. He/She shall be empowered to initiate new business and new committees. President shall approve all bills to be paid by the Treasurer. He/She shall arrange a meeting place for all Board Meetings.
- Section 2** **The Vice- President** shall perform the duties of the President in his/her absence. The Vice- President shall assist the President when needed.
- Section 3** **The Secretary** shall keep and read the accurate record of the proceedings and attendance of all meetings of the Association. The Secretary shall be responsible for any correspondence regarding the Association's business and attendance.
- Section 4** **The Treasurer** shall collect all dues, keep an accurate account of disbursements and receipts and give a report to each Board Meeting and Annual Meeting of the Associations.
- Section 5** **The Advisor** shall be the immediate past-president. He/She shall serve as Chairman of the Nomination Committee and shall appoint two members to serve with him/her on the committee.
- Seétion 6** At the termination of office each officer shall surrender all materials, books, and other supplies to his/her successor.

Article XI

Executive Board

- Section 1** **The Executive Board** shall consist of all officers and the Advisor (immediate past-president)
- Section 2** **The Executive Board** shall meet at the discretion of the President.

Article XII

Standing Committees

Telephone Committee
Sunshine Committee
Newsletter
Social Committee
Beautification Committee
Finance Committee
Architectural Review Committee