

2023 Final Revision
Sedgefield Civic Association
CONSTITUTION

ARTICLE I - Name

+ This association shall be known as the Sedgefield Civic Association and shall be established under the laws of the State of New Jersey.

ARTICLE II - Object

+ Whereas civic activity and community responsibility is a duty of all citizens, The aim and purpose of this association shall be the promotion of fellowship and the encouragement of such activities among the residents of Sedgefield as will serve the community, and for such other activities as from time to time shall be deemed essential and beneficial to the community of Sedgefield.

ARTICLE III - Membership and voting privileges

+ The membership of the association shall be limited to residents of the Sedgefield neighborhood in the Township of Parsippany-Troy Hills, New Jersey.

A residence, regardless of the number of occupants, shall be entitled to one vote per adult with a maximum of two votes in all elections, etc., provided for herein.

Votes may be cast by residents that have paid their yearly membership dues. Absentee votes by a resident may be cast by a signed proxy to any Board member prior to all elections, etc. provided for herein.

ARTICLE IV - Officers

+ The officers shall consist of a President, a first and second Vice President, a Secretary, and a Treasurer, all of whom shall be elected every two years. Officers shall be allowed to succeed themselves.

There shall also be a board of six trustees, *each serving a term of two years.*

The officers and trustees shall constitute the Executive Board; and only members who are in good standing shall be eligible for office.

ARTICLE V - Duties of the Presidents

It shall be the duty of the President to preside at all meetings of the association, preserve order, submit all questions, and announce the decisions at all of the meetings of the association. The President shall also superintend and watch over the interests of the association.

+ The First Vice President, in the absence of the President, shall take the chair and then enjoy all the privileges, perform all the duties, and exercise all the powers that constitutionally belong to the President. In addition, the First Vice President shall be responsible for working to maintain membership goals.

+ In the absence of the President and the First Vice President, the Second Vice President shall take the chair and then enjoy all the privileges, perform all the duties, and exercise all the powers that constitutionally belong to the President. In addition, the Second Vice President shall carry out other duties as assigned by the President or First Vice President.

In the absence of the President and the First and Second Vice President, a Chairman pro tem shall be chosen by the assembled members of the association duly qualified to vote.

ARTICLE VI - Duties of the Secretary

+ It shall be the duty of the Secretary to keep a correct and faithful record of the proceedings of each meeting, and to read same at the request of the presiding officer. He or she shall, at the end of his or her term, deliver all the books and papers of the association that may be in his or her hands to his or her successor.

ARTICLE VII - Duties of the treasurer

+ It shall be the duty of the Treasurer to keep a clear account between the association and its members. He or she shall keep a correct and true list of all members of the association. The Treasurer shall receive all monies collected and pay all bills duly passed for payment necessary for operating expenses. The Treasurer shall be prepared to give a financial statement at each meeting of the association **and render an annual report to present at the general membership meeting.**

The Treasurer shall deposit funds of the association in a depository designated by the Executive Board in the name of the association and to the extent required by the Executive Board.

The Treasurer shall, at the end of his or her term, deliver all books, records and financial statements of the association that may be in his or her hands to the succeeding Treasurer.

ARTICLE VIII - Duties of the Trustees

+ The Trustees shall insure that an audit of the Treasurer's books is performed at such time as a new Treasurer is elected, or at the direction of the President. The Trustees shall render a report thereon to the association at an Executive Board meeting. The Trustees shall oversee and make recommendations on all financial matters relating to the association, and all demands upon the association shall be referred to the Trustees for examination. Such demands must be presented to the Board for final approval before they can be paid by the Treasurer.

ARTICLE IX - Duties of the Executive Board

+ The Executive Board, as described in Article IV, shall have general charge of the affairs of this association and shall transact business of the association not otherwise reserved or delegated to others by the constitution or by-laws. The Executive Board shall not have the power to amend or suspend any provision of the constitution or the by-laws in the-performance of its duties.

The Executive Board shall hold meetings monthly, except July and August, to receive and act upon reports from the

various officers of the association and attend to such matters as may properly come before them.

+ **A quorum, defined as a simple majority of the executive board, must be present for a meeting to occur.** A majority vote is required to approve any motions brought before the executive board. For purposes of constituting a quorum, attendance by telephone or computer conferencing is permissible. In the event that a quorum is lacking, an adjourned meeting shall be called for as soon as possible.

ARTICLE X - General

The duties of the various officers and trustees shall be set forth in the constitution and by-laws of this association.

+ The election of officers and trustees shall take place **prior to** the Spring general meeting of the association and they shall be installed at the same meeting.

+ The President shall appoint a nominating committee for the purpose of considering candidates for officers and trustees to be elected **prior to** the succeeding general meeting. The nominating committee shall submit its recommended list of candidates for such office at a regular meeting of the Executive Board.

+ In the case of death, removal, or resignation of the President, he or she shall be succeeded by the first Vice President who will serve for the unexpired term of the President.

In the event of death, removal, or resignation of the first Vice President, he or she shall be succeeded by the second Vice President.

In the event of death, removal, or resignation of the Second Vice President, the vacancy shall be filled by appointment by the President for the unexpired term of the office so vacated.

In the event of the death, removal or resignation of the office of the Secretary or Treasurer, the vacancy shall be filled by appointment by the President for the unexpired term of the office so vacated.

The President may establish committees and appoint chairpersons for the committees as he or she deems necessary.