

TERRELL MILL ESTATES HOMEOWNERS ASSOCIATION INC.

CONSTITUTION AND BYLAWS

ARTICLE I - NAME The name of this organization shall be "Terrell Mill Estates Homeowners Association, Inc." (Hereinafter referred to as "TME")

ARTICLE 11 - PURPOSE

Section 1. The objective of the Homeowners Association is the betterment of our communities. We, as homeowners of these communities have established this Association for the purpose of bringing about joint action in the solving of immediate problems facing our communities and to take care of any projects or problems which may arise in the future, thereby guaranteeing the continued betterment of TME.

Section 2. All members of the TME Homeowners Association are urged to register and vote on all county, state and national elections. Voting on county and state issues and office holders is particularly important. A unified stand and attendance at the county commission meetings is sometimes necessary to impress county and state elected officials of the views of this Association and its voters.

ARTICLE 111 - QUALIFICATIONS FOR MEMBERSHIP

A member must be a homeowner in the TME Subdivision. The adult members of each privately owned residence will be considered a member of the Association.

ARTICLE IV - OFFICERS OF THE ASSOCIATION

Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer.

ARTICLE V - QUALIFICATION FOR HOLDING OFFICE

Section 1. The officer holder must be officially elected to office by a majority of voting members.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. Duties of President:

- a. The President will preside over all Association meetings, insuring the orderly operation of these meetings according to the Roberts Rules of Order, Newly Revised Edition.
- b. The President has the authority to call any special meeting.

- c. The President is automatically a member of all committees, and will act to coordinate the activities of these committees in line with the overall goals and requirements of the Association.
- d. The Treasurer shall sign all checks. In the event of an emergency, the President may sign checks.
- e. The President shall appoint all committee chairpersons.

Section 2. Duties of Vice President:

The Vice President will preside over meetings in the absence of the President and in the event of the involuntary absence or resignation of the President, he or she shall immediately assume duties of President.

Section 3. Secretary:

- a. The Secretary will take the minutes at each meeting and have those minutes available at the succeeding meetings.
- b. All copies of correspondence received or dispersed by Secretary or anyone pertaining to Association business shall be kept on file.

Section 4. Treasurer:

The Treasurer will be responsible to report the financial standing of the Association at each meeting. In the capacity of Treasurer, he or she shall sign all checks for disbursements and the payment of bills of the Association and insure that these payments are promptly made from available Association funds. In the absence of the Treasurer, the President shall sign checks.

ARTICLE VII - BOARD OF DIRECTORS

Section 1. The Board of Directors will be composed of the President, Vice President, Secretary, Treasurer and Committee Chairpersons.

ARTICLE VIII - TERMS OF OFFICE

All elected officials shall hold office for 1 year with the privilege of serving another year at the expiration of their term but not to exceed two consecutive years.

ARTICLE IX - ELECTION OF OFFICERS

Section 1. A Nominating Committee shall be appointed by the President or his designee no later than 60 days prior to the expiration of the terms of office. This Committee shall be composed of 5 members dispersed to cover various areas of TME. Within 30 days

prior to this expiration date, a new slate of office nominees shall be presented to the membership for voting. Write in candidates for each office are permitted.

Section 2. The election date will be on the 4th Thursday of September of each calendar year.

Section 3. All elected officers will assume duties 30 days after election.

Section 4. In the event of an interrupted term of office of an elected official, the President shall appoint a replacement for this office.

ARTICLE X - REMOVAL OF OFFICERS

Any officer may be removed from his or her elected office by a vote of 75% of the membership.

ARTICLE XI - QUORUM

Section I. If a meeting of the membership is called by the President, 50 voting members or their assigned proxy will constitute a quorum without which no official business may be conducted.

Section 2. At the discretion of the officers of the Association, ballots on issues may be distributed to each residence and the homeowner may then cast his or her vote. A majority of the votes cast will constitute the will of the Association members and no quorum will be required.

ARTICLE XII - VOTING RIGHTS

Section I. At any regular business meeting of the Association, each adult member of a residence, in good standing per Article XIV, shall be entitled to 1 vote with a maximum limit of 2 votes per residence.

Section 2. If voting on an issue is conducted by any means other than at a meeting of the Association membership, each residence, in good standing per Article XIV, will also be limited to 1 vote per adult member with no more than 2 votes per residence signing the vote.

ARTICLE XIII MEETINGS

Section 1. All meetings with the Board of Directors will be held as designated by the President.

Section 2. Meetings of the officers and such other persons who are invited by the officers to attend will be held at 7:30 p.m. on the 4th Thursday of every odd-numbered month at such location as is designated by the President.

ARTICLE XIV - MEMBERSHIP FEE

Membership fee will be \$75.00 annually per residence and shall become due on March 1 st of each calendar year.

ARTICLE XV - ATTENDANCE RECORDS

Section 1. Attendance records will be maintained by an individual sign-in list.

Section 2. This list shall be kept with the minutes of each meeting.

ARTICLE XVI - USAGE OF ASSOCIATION NAME

No person shall make use of the Association's name with the exception of the Board of Directors without first receiving approval by the Association officers.

ARTICLE XVII - AMENDMENT OF BY-LAWS

These Bylaws may be amended by any proposal being submitted in writing to the entire membership and voted upon as provided in Article XII.