

Meadowbrook Glens Homeowners Association

Association Bylaws
Revised Oct. 17, 2018

ARTICLE I – NAME

The name of this non-profit organization shall be, MEADOWBROOK GLENS HOMEOWNERS ASSOCIATION (hereafter known as the Association).

ARTICLE II – AUTHORITY

The Association shall proceed under ACT 327, Public Acts of Michigan of 1931.

ARTICLE III – PURPOSE

To promote and protect the welfare of its members by:

1. Representing its members before governmental boards or bodies.
2. Strengthening communication through the dissemination of educational and advisory information.
3. Promoting social and recreational activities.
4. Affording a means of collective action in community projects.
5. Contracting on behalf of its members for landscaping in the subdivision and to collect and pay the funds necessary for this service.
6. Maintain and beautifying our subdivision.

ARTICLE IV – GOVERNING BODY

This organization shall be governed by a Board of Directors which shall consist of the Officers and Directors selected by members in good standing of the subdivision.

ARTICLE V – AMENDMENTS Deleted Oct. 31, 2004

ARTICLE VI – DISSOLUTION

The organization may be dissolved upon unanimous agreement of the Board of Directors and an affirmative vote either in person or by proxy of 75 percent of the member households of the Association. Notice of vote to dissolve must be given two weeks in advance of meeting at which a vote is to be taken and a proxy must be attached to that notice.

ARTICLE VII – MEMBERSHIP AND FEES

1. All residents occupying property in the Meadowbrook Glens subdivision shall be members of the Association. Each household in good standing shall be entitled to cast a maximum of two votes, in person (one per person) at all general membership meetings of the Association.
2. The annual household membership fee shall be \$40.00 yearly. The fees shall be payable in advance on an annual basis and shall be deemed due on the first day of July of each year. Payment constitutes membership in good standing. All fees outstanding thirty days beyond the due date shall be considered delinquent. Households in a delinquent status forfeit all rights and privileges of the Association. Payment of current fees reinstates membership in good standing.

ARTICLE VIII – OFFICERS AND DIRECTORS

1. The officers shall consist of President, Vice President, Secretary and Treasurer, serving a term of one year, and only members in good standing may hold office.
2. In addition to the officers listed above, there shall be nine directors elected to a term of two years. All candidates for the office of director shall be members in good standing.

3. The candidate receiving the highest number of votes cast for that office shall fill each officer and Directors' position.
4. The outgoing past-president shall serve one year as an honorary voting member of the Board of Directors.

ARTICLE IX – DUTIES AND RESPONSIBILITIES

1. The President shall be chief executive officer of the Association and chairperson of the Board of Directors. They shall preside at all meetings of the Association and of the Board of Directors. They shall appoint a committee when necessary to take care of any endeavor with the approval of the Board of Directors.
2. The Vice President shall fulfill all the duties of the President in case of the absence or disability of the latter.
3. The Secretary shall have charge of the official records of the Association, except those specifically placed elsewhere by the Board. The Secretary shall issue notices and keep minutes of all meetings of the Association and the Board of Directors. The minutes shall be kept in books belonging to the Association and shall be open for inspection by any member in good standing. The Secretary shall file any reports required by law and handle all official correspondence.
4. The Treasurer shall have custody of all funds and securities of the Association and shall receive and disburse monies under the direction of the Board. The Treasurer shall keep financial records of the Association and make a full written report at each meeting. All accounts shall be kept in books or software belonging to the Association and shall be open to inspection by the Director or any member in good standing. The Treasurer shall be responsible for submitting a budget and current records of membership of the association to the Board by January of each year. The Association shall furnish bond for the office of Treasurer.

ARTICLE X – BOARD OF DIRECTORS

1. The directors, together with the officers listed above, shall constitute the Board of Directors. The Board of Directors shall manage the business and property of the Association.
2. The Board of Directors shall meet as needed on an established meeting day. Special meetings of the Board of Directors may be held at any time at the call of the President or by mutual agreement of a majority of Board members or upon written request of 5 percent of the members in good standing of the Association. All regularly scheduled meetings of the Board of Directors shall be open to all members in good standing of the Association.
3. A quorum for transacting business at any regular or special meeting of the Board of Directors shall consist of a majority of the Board.
4. The Board of Directors shall also receive individual copies of the minutes of all regular and special meetings for consideration and personal analysis.
5. A vacancy on the Board of Directors shall be filled at the next regular meeting of the Board of Directors, if possible. The person selected to serve the unexpired term must be a member in good standing and must win the majority vote of the Directors present and voting.
6. The treasurer, newsletter editor and website editor are the only positions to be compensated for services by the Association. The Board of Directors may employ administrative and/or technical personnel and fix their salary as deemed necessary. These people will hold their positions at the pleasure of the Board of Directors.
7. A member of the Board of Directors may voluntarily resign by submitting a resignation at any regular meeting of the Board or by notifying the Secretary. The Secretary shall announce the resignation at the next regular Board meeting.

ARTICLE XI – FINANCES

1. The fiscal year of the Association shall begin January 1 and end December 31. The funds of the Association shall be deposited in the name of the Association in such bank or banks approved by the Board of Directors. It is preferable that all deposits be made in a bank within the city of Novi.
2. Funds for the Association shall be withdrawn only on the check of the Association, signed by the Treasurer and countersigned by the President, Vice President or Secretary. Upon the absence of the Treasurer, the Board of Directors may appoint an alternate. Checks shall not be drawn for amounts exceeding the budgeted amount without approval from a majority of the Board of Directors. The Board of Directors shall not authorize individual expenditures exceeding the sum of \$900 each with the exception of the treasurer stipend and insurance payment, without a vote of the Board of Directors in good standing at a regular or special meeting.
3. A tax professional shall perform a review of the records of the Association on a regular basis or at additional intervals as required by the Board of Directors. The tax professional shall forward the results of the review directly to the President of the Association.
4. The Association shall maintain at all times, a minimum reserved balance of 10% of the yearly operating budget. This reserve can only be accessed by a majority vote of the Board of Directors, pursuant to Article XI #2, in the event of an emergency as determined by the Board of Directors at a scheduled or special meeting of the Board of Directors. In such event, the Board shall call a special meeting of the membership within 120 days to determine how the reserve will be replenished.

ARTICLE XII – MEETINGS

1. The Fall general membership meeting of the Association shall be held annually, the time and place within Oakland County, State of Michigan, to be fixed by the Board of Directors one month in advance with at least two weeks notice given to the general membership.
2. Special meetings of the Association may be held at any time upon the call of the majority of the Board of Directors or if required in writing, by 5 percent of the members in good standing.
3. A majority of member households present and in good standing shall be authorized to approve the business of the Association at the general membership meeting.
4. The Secretary shall, via the Association newsletter, give written notice of the time, place and purpose of all membership meetings of the Association at least five days prior to the date of such meetings.
5. The order of business at the annual fall meeting of members in good standing shall be as follows:
 - Sign In
 - Call to Order by the President
 - Approval of the minutes of the preceding meeting
 - Report of officers
 - Election of officers and directors
 - Transaction of other business
 - Adjournment

In the absence of any objections, the presiding officer may vary the order of business at his or her discretion.

6. The election of officers shall take place at the fall general membership meeting. The selected officers shall take office effective November 1. Each candidate who received a plurality of the votes cast shall be declared elected to the office for which said votes are

cast. Nominations may be made from the floor at the fall general membership meeting.

7. Notwithstanding anything contained in these Bylaws to the contrary, there must be a quorum present to conduct business at a general membership or special meeting of the membership of the Association. A quorum for the purpose of these Bylaws is defined as thirteen (13) or more members in good standing of the Association present at any meeting, including at least half of the current Board of Directors. Board members shall be included in the thirteen (13)-member requirement.

ARTICLE XIII – AMENDMENTS

The Bylaws may be amended by an affirmative vote of 70 percent of the Board of Directors and approval by a majority of the member households in good standing at any general membership or special meeting of the Association. Notice of proposed amendments must be published at least two weeks prior to any general or special meeting.