

CONSTITUTION
OF THE
BROOK PARK MANOR CIVIC ASSOCIATION

ARTICLE I: Name

Section 1.

The Name of this Association shall be the Brook Park Manor Civic Association. In the following articles, the term "Association" will be used referring to the body as a whole including all members.

ARTICLE II: Purposes

Section 1.

The Association is a membership organization, not for profit, of individuals and families residing within the development of Brook Park Manor. Its purposes are:

- a. To keep its members informed of actions and proposals of community officials and individuals which may affect their interest as residents and taxpayers.
- b. To provide an agency through which the common interests of its members may be brought to the attention of community officials and the general public.
- c. To represent the common interests of its members before the various legislative and administrative bodies of the community on matters affecting the health, safety, welfare, education or personal or property rights of its members or members of their families.
- d. To promote fellowship among its members.
- e. To advance the general welfare and interest of its members through such projects as the Board of Governors may authorize from time to time.

ARTICLE III. Membership

Section 1.

Individuals or families residing within the subdivision recorded as Brook Park Manor Development, Franklin Park, McCandless, Allegheny County shall be eligible for membership. Not more than one vote shall be cast for each family membership.

Section 2.

Membership may be suspended or terminated by the Board of Governors for non-payment of dues or for actions taken which are not considered in the best interest of the Association.

Constitution of Brook Park Manor Civic Association (Continued)
Page Two

ARTICLE IV. Dues

Section 1.

Ordinary Dues. Dues shall be payable annually at the rate established by the Board of Governors. Such rates shall be established from time to time, in an amount estimated as sufficient to meet the ordinary administrative expenses of the Association.

Section 2.

Special Funds. When authorized by the Board of Governors, the Association may collect contributions for the specific

projects of the Association; such contributions to be accounted for separately from the general dues.

ARTICLE V. Officers

Section 1. The officers shall consist of a President, Vice-President, Secretary and Treasurer. The officers, together with seven (7) members, elected by the Association, shall have power to speak and act on behalf of the Association in all matters affecting its interests, or the common interests of its members.

Section 2. The officers and board shall not be authorized to speak on behalf of the Association until authorized to do so by a simple majority of the voting members in attendance at a meeting specifically called to consider the possibility of such action.

ARTICLE VI. Meetings

Section 1.¹ The Association shall hold an Annual Meeting each year during the month of March at a time and place to be designated by the Board of Governors. Advance notice of this meeting shall be given to each member. Ten percent of the membership shall constitute a quorum.

Section 2. Special meetings of the Association may be called at any time by the President at the written request of ten percent of the membership. Advance notice stating the purpose of such meetings shall be given, and ten percent of the membership shall constitute a quorum.

Section 3. Every member may vote on a specific issue via a proxy. The signed proxy may only be voted by a Governor.

Constitution of Brook Park Manor Civic Association (Continued)
Page Three

ARTICLE VII. Disbursement of Funds

Section 1. Ordinary Funds. The Treasurer shall be custodian of such ordinary funds as the Association accumulates, and shall make disbursements therefrom on approval of the President of the Board of Governors. Funds remaining at the close of any fiscal period shall be retained by the Association, any remaining ordinary funds shall be handled in the following prioritized manner: 1) retained in the treasury; 2) distributed to another Brook Park Manor organization; or 3) distributed to another local non-profit organization. The decision on the distribution of funds shall be directed by the Board of Governors of the Brook Park Manor Civic Association.

Section 2. Special Funds. The Treasurer shall be custodian of special funds as may be authorized, and shall make disbursements therefrom on approval of the Board of Governors. Funds remaining at the completion of the project for which they were assembled shall be included and accounted in the ordinary fund.

ARTICLE VIII. Amendments

¹ Amended March 20, 1999, by majority vote of members at Social Meeting.

Section 1.

These Articles may be amended by 2/3 vote of the members present at any annual or special meeting of the Association provided that at least ten days advance notice, in writing, shall have been given to all members in good standing; such notice to include the text of the proposed amendment or amendments. Such amendments may be further amended, prior to adoption, at the meeting at which they are considered; but no new amendments may be introduced.