

BY-LAWS

Article I Name

Section 1. This Association shall be known as the “Fox Chase Homeowners Association”, hereinafter referred to as the “Association”.

Article II Purpose

Section 1. The purpose of the Fox Chase Homeowners Association is to: promote the common interests of the Fox Chase homeowners, maintain the residential character of the Fox Chase neighborhood, and to provide a neighborhood forum for matters of common interest to Fox Chase homeowners.

Article III Membership

Section 1. Membership in the Association shall be open to residents who reside in the geographic area defined in this article. A maximum of two members per household are allowed.

Section 2. The geographic area for membership shall be bounded as follows: Beginning at that point of the Philadelphia-Montgomery County border that intersects Pennypack Creek; following said creek East until the creek crosses under the Conrail railroad tracks; following the said railroad tracks South until they cross under Cottman Avenue; following Cottman Avenue West until it reaches the Philadelphia-Montgomery County border; following the said border North to the starting point.

Section 3. Membership status by any individual is subject to verification of residency by the Executive Board.

Section 4. Application for membership shall be submitted to the Vice-President for review.

Article IV Executive Board

Section 1. Definition The Executive Board shall consist of all Association officers, legal counsel, and any other Association member invited with the unanimous consent of the Association members.

Section 2. Duties The Executive Board shall:
a) convene no less than three times per year;
b) approve the date, time, and place of all general membership

- meetings;
- c) establish, approve and implement the By-Laws;
- d) approve the appointment of all committees;
- e) appoint legal counsel;
- f) oversee all committee activities;
- g) prepare a budget and oversee all expenditures;
- h) settle all disputes regarding the By-Laws or membership status.

Article V Officers

Section 1. Positions The Association officers shall consist of: President; Vice-President; Secretary; Corresponding Secretary; Treasurer; Assistant Treasurer Sergeant-at-Arms and Zoning Director. Legal Counsel, the sitting Town Watch President and committee chairpersons serve without officer status. All officers and committee chairpersons must be members in good standing of the Association.

Section 2. Duties of the Officers

- a) President (I) The President shall schedule and preside over all Executive Board and general membership meetings; (II) appoint committees after due consultation with the Executive Board; (III) serve as ex officio member of all committees; (IV) prepare the agendas for all meetings after due consultation with the Executive Board; (V) represent the organization to the public; (VI) review and transmit all bills to the Treasurer for payment.
- b) Vice-President (I) The Vice-President, in the absence of the President, shall perform all of the functions and exercise all the powers of the President; (II) review all membership applications; (III) perform other duties requested by the Executive Board or the President.
- c) Secretary (I) The Secretary shall make and file a written record of all transactions of the Association's meetings in a permanent ledger for this purpose as provided in Article XI; (II) keep an exact register of the membership as provided in Article XI; (III) keep an exact record of attendance at Association meetings and functions; (IV) maintain file of all Association correspondence; (V) provide notice to all members and others as necessary; (VI) maintain a supply of stationary, meeting notices, copies of By-Laws, and any other forms as may be necessary; and (VII) handle such correspondence as the President and Executive Board shall direct.

- d) Corresponding Secretary (I) In the absence of the Secretary, the Corresponding Secretary shall perform all the functions and exercise all the powers of the Secretary; and (II) prepare all correspondence and provide notice to all members and other persons concerning meetings and elections.
- e) Treasurer (I) The Treasurer shall receive all monies belonging to the Association; (II) arrange for safekeeping of all funds; (III) pay all bills as approved in accordance with Article X; (IV) keep an accurate record of all receipts and disbursements in a permanent book used only for this purpose, as provided in Article XI; and (V) report and verify the financial status of the organization at Each Association meeting.
- f) Assistant Treasurer (I) The Assistant Treasurer shall, in the absence of the Treasurer, perform all the functions and exercise all the powers of the Treasurer; (II) verify all financial records and the whereabouts of all funds.
- g) Sergeant-at-Arms (I) The Sergeant-at-Arms shall verify that all attendees at Association functions are members or invited guests; (II) verify that all votes have been cast only by members; and (III) maintain good order and neighborly atmosphere at all Association functions.
- h) Zoning Director (I) The Zoning Director shall advise the Board and the general membership of the zoning implications of any agenda item coming before the Association; (II) monitor the Zoning Board of Adjustment for any zoning requests in Fox Chase; (III) make a visual inspection of any such requests and relate them to the Board; (IV) chair the Zoning committee, which meets only when zoning decisions need to be addressed outside of the regularly scheduled general meeting; (V) liaison with the City of Philadelphia 10th District Councilperson to keep abreast of any zoning matter relative to Fox Chase.

Article VI Meetings

Section 1. General membership meetings shall take place at least once every six months and whenever approved by the Executive Board.

Section 2. A reorganization meeting of the membership shall take place in September in the even years for the purpose of electing officers. This meeting

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shall qualify as the general membership meeting for the purposes of section 1 of this article.

Section 3. The Executive Board shall convene at least three times per year, but never less than every six months.

Section 4. All attending members and invited guests should be treated with neighborly courtesy. Discourteous conduct may result in expulsion from the meeting by the Sergeant-attar's upon the instruction of the President.

Section 5. The order of business at all regular meetings of the Association shall be as follows:

1. Reading of minutes
2. Reports and communications
3. Election and votes
4. Unfinished business
5. New business
6. Adjournment

Section 6. Unless otherwise provided for, the rules governing the meeting shall be "Roberts Rules of Order"

Article VII Voting

Section 1. The transaction of any business requiring any approval by voting, except for changes in By-Laws, as provided for in Article XIII, shall require a majority of those voting.

Section 2. Each member shall be entitled to one vote.

Section 3. No member shall be permitted a vote if that individual's annual dues have not been paid at least 60 days prior to the meeting at which the vote is taken.

Section 4. In accordance with Article III Section 3, a member may be required to present a valid membership card or demonstrate other proof of membership prior to casting a vote.

Article VIII Dues

Section 1. Annual dues shall be determined at the reorganization meeting or by special motion.

Section 2. The Association's fiscal year begins, and dues should be paid by,

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January 1st of each year.

Article IX Elections

Section 1. Election of Officers shall take place at the reorganization meeting

Section 2. The preceding President shall preside over the reorganization meeting.

Section 3. The Sergeant-at-Arms assisted by the Secretary shall count and verify the votes.

Section 4. Officers shall be elected by receiving the highest number of votes. In the case of a tie vote, another ballot shall be required by those present at the meeting.

Section 5. Only nominees who have given consent to their candidacy, in person, or in writing, may be considered.

Section 6. Should a vacancy in an office occur, any member may move for a special election at any general membership meeting to fill said vacancy.

Article X Disbursement of Funds

Section 1. Disbursements not to exceed fifty dollars (\$50.00) may be paid by the Treasurer in accordance with Article V Section 2.e).

Section 2. Disbursements exceeding fifty dollars (\$50.00) but not exceeding Five Hundred (\$500.00) dollars require authorization by the Executive Board.

Section 3. Disbursements exceeding Five Hundred (\$500.00) dollars require authorization by the general membership.

Article XI Records and property

Section 1. A register of the association shall be kept in the form of a permanent record and shall include the By-Laws, a list of officers, a list of members, and the minutes of the Executive Board and general membership meetings. This register shall remain in the custody of the Secretary.

Section 2. A permanent record and an accurate account of the funds of the Association shall be retained by the Treasurer.

Section 3. All records are the property of the Association, including all official correspondence in the custody of the officers and committees, and shall be transferred at the expiration of their terms of office, to their successors.

Section 4. No records of the Association may be published or displayed without prior consent of the Executive Board.

Section 5. Any member in good standing shall be allowed to review any record at a mutually agreeable time. All copy cost to be borne by the requesting member.

Article XII Recall

Any member of the Executive Board may be removed from office by a unanimous vote of the other members of the Executive Board or by a two-thirds (2/3) majority of a vote by the general membership.

Article XIII Amendment of these By-Laws

Section 1. These By-Laws may be amended by a majority vote of the Executive Board and ratified by a two-thirds (2/3) majority of the general membership votes.

Section 2. Notice. All amendments must be proposed at a general membership meeting preceding the meeting of the vote, or by two weeks written notice mailed to all members.

Article XIV Standing Decisions

The Following, having been duly voted upon, shall remain as guiding principles of the Association unless specifically voted upon to the contrary:

1. The Association will oppose any commercialization of residential property.
2. The Association will oppose any conversion of single-family properties into multi-family properties.
3. The Association will oppose the legalization of any nonconforming multi-family residential use.
4. The association will oppose any zoning variance requested for new construction that would permit multiple structures on a lot that previously held a single structure or residence.