

# BYLAWS

## for

# Harvard Acres Homeowners Association

### ARTICLE I

#### GENERAL PROVISIONS

**1.1 Name and Location.** The name of the association is Harvard Acres Homeowners Association (the "Association.") The principal office of the Association shall be located at 33 Peabody Drive but meetings of Members and Officers may be held within the state of Massachusetts, County of Middlesex, as may be designed by the Officers.

**1.2 Fiscal Year.** The fiscal year of the Association begins on the date of incorporation and each and every subsequent year shall begin on the 1st of January and end on the 31st of December.

### ARTICLE II

#### MEETING OF MEMBERS

**2.1 Annual Meetings.** The Association's annual meeting of the Officers and Members shall be held each year at such place and time as the Officers may designate. The purpose of the annual meeting shall be for updating the members of previous and future community plans, making decisions regarding the association, and for any other association affairs that may come up. Notices of meetings shall be posted to the Association's social media pages and Nextdoor.com at least fourteen (14) days before the meeting.

**2.2 Eligibility to Vote.** All Officers and Members are entitled to vote.

**2.3 Quorum.** The Officers and Members of the Association in attendance shall constitute a quorum.

## **ARTICLE III**

### **OFFICERS AND THEIR DUTIES**

**3.1 Officers.** The officers of the Association shall be the president, a treasurer and a clerk.

**3.2 Term of Office.** Officers have no term limits.

**3.3 Vacancy in Office.** A vacancy in any office may be appointed and filled by the existing Officers. Any Member may volunteer to fill a vacancy in office.

**3.4 Removal and Resignation.** Any officer elected/appointed to office may resign by submitting an official resignation to the remaining Officers.

**3.5 Duties.** Officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these Bylaws.

**A. President.** The president shall be the chief executive officer and shall preside at all meetings of the Members to ensure that all orders and resolutions are carried into effect.

**B. Treasurer.** During the absence or disability of the President, the Treasurer shall have all the powers and functions of the President and perform such duties as the board shall prescribe.

1. have the custody of the Association funds;
2. maintain complete and accurate accounts of receipts and disbursements in the Association books;
3. deposit all money and other valuables in the name and to the credit of the Association in such depositories as may be designated by the board;

4. disburse the funds of the Association as may be needed and preserve proper vouchers for such disbursements;
5. render to the President and Members at the yearly meeting, or whenever they require it, an account of all his transactions as Treasurer and of the financial condition of the Association;

C. **Clerk.** The Clerk shall:

1. record all votes and minutes of all proceedings in a book to be kept for that purpose;
2. give or cause to be given notice of all meetings of Members and of special meetings of the board;
3. maintain all the Association documents and records in a proper and safe manner as required by state law; and
4. perform such other duties as may be prescribed by the board.

**3.6 Elections.** If there is a vacancy, an Officer shall be elected/appointed at the annual meeting.

## **ARTICLE IV**

### **AMENDMENTS**

**4.1 Amendment.** These Bylaws may be amended, at a regular or special meeting of the Officers and Members, by a vote of a majority of a quorum of Officers and Members present in person.

**4.2 Effective Date.** Amendments to these Bylaws are effective upon their approval in the manner set forth above, unless a later effective date is specified therein.

**4.3 Termination.** The Association may be dissolved at any time by a majority vote of the Officers.