

BY-LAWS
of
COACH HOUSE VILLAGE ASSOCIATION

Proposed October 1969

Retyped 11.2.1992 (Unknown author), Retyped 11.26.2023 (Blake W. Buchan)

ARTICLE I

Name

Sec 1. The name of the organization shall be Coach House Village Association, hereinafter referred to as “the Association”, comprising the area known as Coach House Village Subdivision, Brookfield, Wisconsin.

ARTICLE II

Objects

Sec 1. The objects of the Association shall be to cooperate with all legislative and administrative bodies and to undertake such associated action, social and educational intercourse, as shall assist in promoting the general welfare of Coach House Village Subdivision, Brookfield, Wisconsin and to hold discussions concerning, and to take action about such other matters hereafter to arise as may be of common interests.

Sec. 2. The objects more specifically, and to promote the best community interest of residents of Coach House Village Subdivision:

- a. For better living conditions
- b. For improvement and retention of neighborhood appearance
- c. To sponsor or oppose city, county, state, or national actions to satisfy best community interests
- d. To cooperate with adjacent community organizations having similar or common interests

- e. At the discretion of the Board of Directors to affiliate with or to sever from membership and/or support of any Subdivision alliance to the extent necessary to support the objects of the Association
- f. To act in liaison with, the existing building committee as described in Section 9 of the deed restrictions, or in the event such a committee is not functioning, appoint a committee to review and approve, all plans for any new building construction within the subdivision

Sec. 3. To carry on education programs for the residents of the Association for better understanding of community problems, city ordinances, county and state laws, and restrictions in the subdivision

Sec. 4. To promote occasional social affairs on a subdivision wide basis to develop a closer acquaintance, understanding, and cooperation among the residents of the subdivision

Sec. 5. The Association shall be non-political and non-partisan in nature. Political or partisan efforts will be avoided except insofar as it is necessary to support the objects of the organization.

ARTICLE III

Membership

Sec.1. All lot owners of the subdivision shall be eligible to be members of this Association. Only those members, however, who have paid their dues shall be active members and entitled to vote at any meeting of the members, or be eligible to become a member of the Board of Directors or an officer of the Association.

Sec.2. Persons who are residents in the subdivision but who are not lot owners, shall be eligible to membership upon payment of dues.

Sec. 3. There shall be only one vote per lot, provided however, if a lot owner is an active member but is not a resident of the subdivision, and the person residing in the residence located on the said lot is not an owner but is an active member, then in such event the resident only shall be entitled to one vote.

Sec. 4. Any member may resign by written notice to the Secretary. No claim to assets may be made with this resignation.

Sec. 5. Right of membership is transferrable with title.

ARTICLE IV

Dues

Sec. 1. Active members shall pay \$10.00 to enter the organization. Entering members will pay no further dues for the remainder of the fiscal year in which admitted.

Sec. 2. Yearly dues of \$120.00 shall be paid by each active member. The Board of Directors may reduce the dues to a lesser amount, but not less than \$1.00, if in their opinion the condition of the treasury permits.

Sec. 3. No refund will be made to members separating from the organization.

Sec. 4. The Board of Directors shall not incur indebtedness in excess of the actual funds in the treasury at any time **unless approved by 3/4 of the active members**. Notice of the proposed expenditure with an explanation shall be mailed to each active member at least 10 days prior to such vote.

Sec. 5. Dues are to be paid on or before the annual general meeting as defined in Article VIII, Section 1 and if unpaid, the member will be in default.

Sec. 6. Any member joining the Association within three (3) months prior to the annual meeting will not be required to pay annual dues for the first year following the annual meeting in addition to the \$10.00 entrance fee.

ARTICLE V

Board of Directors

Sec. 1. The business, property, and affairs of this Association shall be managed by a Board of Directors composed of a maximum of nine (9) persons who shall be active members of this Association. Each director shall hold office for the **term of two years** or until his successor is elected and qualified and will serve without compensation.

Sec. 2. Term of office for a director will be **two years** except that in the first year of operation one director from each zone will be elected for a term of one year.

Sec. 3. Election. The members of the Board of Directors shall be elected by majority vote of all the members voting at the annual meeting of the Association.

Sec. 4. Directors shall be elected based on a zone as defined in Section 5. Each zone will have two directors. The immediate past President is to serve as the 9th director.

Sec. 5. The Association will be established in four (4) zones. The zones will be based on the following street addresses

Zone 1: Whippletree Lane and Whippletree Court

Zone 2: Coach House Drive and Carriage Court

Zone 3. Lamplighter Lane, Coach Housh Court and Lamplighter Court

Zone 4. Tilton Lane, Tilton Court, Anita Drive, and Engle Drive

Sec. 6. To maintain continuity and efficiency of the functions designated to the Board, four (4) directors shall be elected at each annual meeting. The newly elected board members shall assume their duties commencing with the adjournment of the annual meeting.

Sec. 7. In order to facilitate nominations and acceptance by the proposed candidate, a Nominating Committee will be appointed by the Board. The names of individuals recommended by such Committee shall be presented by the Chairman as the first order of new business. Additional nominations will be received from the floor provided the nominee is present. Upon acceptance of those individuals nominated, they shall appear as candidates.

Sec. 8. Any vacancy occurring in the Board of Directors for any reason will be filled by appointment by the Board of Directors until the next scheduled election.

Sec. 9. The Board of Directors shall have no power to levy any special assessment upon members for any purpose.

Sec. 10. A quorum for actin of the Board of Directors shall be five (5) members.

Sec. 11. For one year the retiring President shall remain a member of the Board of Directors even though his term as director has expired.

ARTICLE VI

Officers

Sec. 1. The Officers of this Association will consist of a President, Vice-President, Secretary, and a Treasurer. The officers will be elected for the term of one (1) year by the Board of Directors from the membership of the Board and will serve until the next annual meeting and will serve without compensation.

Sec. 2. If for any reason a vacancy occurs among the officers, this vacancy will be filled by election within the Board, except if the office of President is vacated, the Vice-President will immediately assume those duties and a new Vice-President will be elected for the remaining term.

Sec. 3. The President will preside all meetings, will appoint Committee Chairmen with approval of the Board of Directors, will sign contracts and disbursements of the Association, will be an ex officio member of all committees, and will perform any other duties that may be prescribed from time to time by the Board.

Sec. 4. The Vice-President, in the absence of the President, will have the powers and will perform the duties of the President, and such other duties as may be prescribed by the Board. He will be the permanent chairman of the Membership and Welcoming Committee.

Sec. 5. The Secretary will keep and read a true and correct record of the proceedings of all meetings, will safely and systematically keep all records and documents belonging to the Association or pertaining to the business hereof, will see that all notices are duly given in accordance with he provisions of these By-Laws, will keep a list of the name and address of each member, will co-sign with the President or Vice-President contracts or obligations other than disbursements, and in general will perform all duties as may be assigned by the President of the Board of Directors.

Sec. 6. The Treasurer will keep an account of all money and property of the Association, will keep an accurate account of all money distributed and render such accounts, statements and inventories as may be required by the Board, will co-sign with the President or Vice-President, any disbursement of the Association and perform any additional duties that may be assigned to him by the President or the Board.

Sec. 7. The Treasurer shall keep a record of all receipts and disbursements and such other records as prescribed by the Board of Directors.

Sec. 8. The Treasurer will establish a bank account for safe keeping and checking of funds. Each check will be signed by the Treasurer and counter-signed by the President or Vice-President.

Sec. 9. In the event more funds are available than needed for working capital, the Treasurer will invest the excess in suitable safe securities bearing interest as directed by the Board of Directors.

Sec. 10. All disbursements of money shall be reviewed and approved by the Board of Directors.

Sec. 11. The President and in his absence the Vice-President will preside at both general and board meetings. In their absence any Director may preside. At a general meeting, in the absence of all Directors, any active member of the Association may preside.

ARTICLE VII

Committees

Sec. 1. The standing committees of the Association shall be Welcoming and Membership Committee, Social Committee, and Civic Committee

Sec. 2. The President will appoint a board member as a chairman of each standing committee except as provided in Article VI, Section 4.

Sec. 3. Special committees may be approved, if the need may arise, by the President with the approval of the Board.

Sec. 4. An audit committee consisting of two active members shall be appointed by the President to audit the books of the Association immediately prior to, and for presentation of their report at the November meeting of the membership.

Sec. 5. Duties and responsibilities of each standing committee:

- a. Welcoming and Membership Committee – This committee is to welcome all new members and maintain the Associations directory
- b. Social Committee – This committee is to direct all social activities and provide periodic newsletters
- c. Civic Committee – This committee is to act as the liaison with the building committee and serve in place of the building committee when it is disbanded. It is also to serve as the liaison group on matters concerning municipal, county, state, and national actions.

ARTICLE VIII

Meetings, Elections, and Notices

Sec. 1. General meetings will be held at the call of the Board of Directors. One general meeting is to be held on the second Thursday of November as the annual meeting.

Sec. 2. The Board of Directors will have a meeting after the general meeting not later than December 15th. At least two meetings of the Board of Directors will be held each year.

Sec. 3. At least seven days notice by mail will be given for general meetings

Sec. 4. At least seven days notice will be given each Director for board meetings

Sec. 5. A quorum for action at a general meeting shall be 15% of the active members.

Sec. 6. A proxy may be used providing it is in writing and submitted to the Secretary at the beginning of the meeting.

Sec. 7. Each active member will vote by secret ballot for as many directors as for vacancies to be filled.

Sec. 8. The order of business at the annual meeting of the members shall be as follows:

- a. Roll call
- b. Reading notice and proof of mailing
- c. Reading of minutes of last preceding meeting

- d. Report of President
- e. Report of Secretary
- f. Report of Treasurer
- g. Election of Directors
- h. Transaction of old business
- i. Transaction of new business
- j. Adjournment

Sec. 9. On all questions of procedures not covered by these by-laws, Robert's Rules of Order shall be followed

ARTICLE IX

Miscellaneous

Sec. 1. The fiscal year of the organization shall end October 31st.

Sec. 2. In the event of dissolution of the Association all assets remaining after liquidation and discharge of all claims and obligations of the Association shall be refunded to members in good standing on the date of dissolution. The share allowed to each member shall be in proportion to the total dues and assessment (including original \$10.00 entry fee) paid by the member.

Sec. 3. The Association is intended to be a non-profit organization.

ARTICLE X

Amendments

Sec. 1. Amendments, additions, and repeals of any sections (of the By-Laws) may be changed **by in-person or electronic vote** at the annual meeting **or as needed throughout the year**. A written copy of said amendment, addition, or repeal shall be delivered to the Secretary 30 days prior to the annual meeting. Notification of vote will be mailed **and/or sent via email or other secure electronic communication** to the active membership 20 days prior to the date of vote.

A vote of **3/4 of the members present** shall be required for passage of the amendment, addition, or repeal.

APPENDIX A

Amendments

1. 11/3/1993: Yearly dues raised to \$45.00
2. 6/15/2019: Yearly dues raised to \$65.00
3. 11/21/2024: Updates made to By-laws Article X, Sec 1. To enable votes to modify By-laws throughout the year as needed rather than just at the annual meeting, as well as enabling voting by mail or email rather than restricting to in-person. Changes to text in bold below.

Article X, Sec. 1: *"Amendments, additions, and repeals of any sections (of the By-Laws) may be changed **by in-person or electronic vote** at the annual meeting **or as needed**."*

Approved unanimously at annual CHV meeting

4. 11/21/2024: Updates made to By-laws Article X, Sec 1. To enable notification of vote by email rather than restricting to paper mail. Changes to text in bold below.

Article X, Sec. 1: *"Said change will be mailed **or sent via email or other secure electronic communication** to the active membership 20 days prior to the annual meeting".*

Approved unanimously at annual CHV meeting

5. 11/4/2025: Yearly dues raised to \$120.00. Passed on total of 35 votes with 34 (97%) yes, 1 no.