



The Archdale Civic Association - PO Box 41543, Charleston, SC 29418-1543

CONSTITUTION AND BY-LAWS

(Amended September 6, 2012)

ARTICLE I - NAME AND PURPOSES

Section 1. The name of the organization shall be the Archdale Civic Association, Incorporated.

It is comprised of the following subdivisions and Property Owner's Associations: Archdale I (Orange & Green), Archdale Landing, Archdale Manor, Archdale Patio Homes, Ashley Point, Oaks of Archdale, Baker's Landing (I & II), Brookshire, Stirling Forest and the Condominium Complex known as The Commons at Archdale. In accordance with Chapter 33 of the South Carolina Code of Laws it is registered with the South Carolina Secretary of State as an IRC 501(c)(3) Non-Profit Corporation (09/04/1980) and these By-Laws are filed and advertised with and by that legal entity at, <http://www.scsos.com> and on our own Website at, <http://www.myarchdale.com>.

Section 2. The purpose of the Association shall be to promote the safety, advance the interest of and foster the excellence of the Archdale Subdivision located within Dorchester County, South Carolina as a place of residence; to represent Member Property Owners of the various subdivisions in negotiations in matters affecting all or a significant group of Property Owners; and to represent Member Property Owners in negotiations with County, State or Local Governments pertaining to the overall welfare and best interests of the Subdivisions named herein.



Handwritten signature or initials in blue ink.

ARTICLE II - MEMBERSHIP

Section 1. A Property Owner becomes an Association Member upon payment of the Annual Assessment, subject to recording of the Member's Name as Owner of a property within any Archdale Subdivisions named herein, with the Dorchester County, *Registrar of Deeds*.

Section 2. All rights, benefits, privileges, duties and responsibilities of Membership are determined by the Members and made effective by a majority vote adoption by those Members present at a General or Special Meeting.

Section 3. Each Member shall be entitled to cast one (1) vote at any call for such at General and Special Meetings of the Association at which present with a maximum of one vote cast per eligible property.

ARTICLE III - OFFICERS

Section 1. Officers of the Association shall be:

- President
- Vice President
- Secretary
- Treasurer

ARTICLE IV – DUTIES OF OFFICERS

a. The President shall preside at all meetings of the Board of Directors and General Meetings and shall have duties and powers which usually pertain to the office of President in addition to those specified in these By-Laws. The President shall be an ex-officio member of all committees. The President shall schedule and call a general meeting of all Association Members at least quarterly or Special Meetings if requested or otherwise deemed necessary.

b. The Vice President shall assume the powers and exercise duties in the President's absence.

c. The Secretary shall attend and keep complete records of all Association meetings in addition to all other records of the Association such as the Board of Directors may require.



Handwritten signature or initials in blue ink.

The Secretary shall be responsible for all correspondence of the Association and shall notify new members of approval and send new members copies of the Constitution and By-Laws and membership lists.

d. The Treasurer shall have the duties of establishing and controlling checking and savings accounts, collecting all revenues of the Association from every source and deposit the same. The Treasurer shall pay all monies for which appropriation has been made, keeping receipts for the same. A set of approved books shall be maintained and shall be open for audit. The Treasurer shall render a report at every meeting. The Treasurer may, but is not required to be bonded.

Section 2. Officers shall be elected annually at the 4th Quarter General Meeting and assume their duties on January 1st of the next calendar year.

ARTICLE V – BOARD OF DIRECTORS

Section 1. The Board of Directors will consist of nine (9) Association Members; the President, Vice President, Secretary, Treasurer and five (5) at-large Association Members.

Section 2. The five (5) at-large Board Members shall be elected annually at the 4th Quarter General Meeting and assume their duties on January 1st of the next calendar year.

ARTICLE VI - DUTIES OF BOARD OF DIRECTORS

Section 1. This Board shall be the Governing Body of the Association.

a. The Board of Directors shall have the authority as the Governing Body of the Association to overrule any decision or action of committees or subcommittees. In turn, the General Membership has authority to overrule any decision of the Board by a two-thirds vote of Association Members present at a General or Special meeting of the same.

b. Board vacancies shall be filled for the unexpired term by vote of the General Membership at its next regularly meeting following the creation of such vacancy.

c. At the 3rd Quarter Board Meeting, the President shall appoint a Nominating Committee consisting of the Vice President and 2 Board Members for the purpose of creating and presenting to the General Membership at the 4th Quarter General Meeting a recommended slate Officers and Board Members to serve during the next calendar year.



ARTICLE VII - ELECTIONS

a. The Nominating Committee's recommendation shall be presented to the Membership at the 4th Quarter General Meeting for consideration and adoption by majority vote of Members present. Nominations may also be made from the floor. A Member serving on the Nominating Committee does not forfeit the right to be a candidate for office.

ARTICLE VIII - ASSESSMENTS

Section 1. REGULAR ASSESSMENT The Board will provide written notice to each Property Owner of the Annual Assessment fixed against his or her property for the next Annual Assessment Period no later than February 1st and are due and payable by March 1st of the same year. Additional statements will be sent quarterly to all Past Due or Delinquent property owners.

Section 2. SPECIAL ASSESSMENT In addition to the Annual Assessment, the Board of Directors may levy in any calendar year "Special Assessments" for the purpose of supplementing the Annual Assessment if the same are inadequate to pay the Common Expenses and of defraying in whole or in part, the cost of any reconstruction, repair, or replacement of the Common Areas or Property.

Section 3. Creation of Lien and Personal Obligation for Assessments

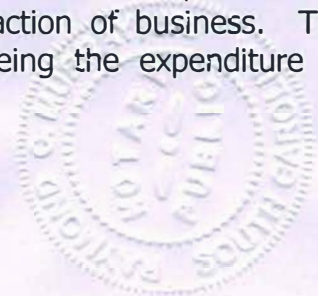
a. Payment of Annual Assessments is considered Past Due on June 30th of the year in which levied and Delinquent on June 30th the following calendar year.

b. Each Delinquent Property is and will be subject to a lien and permanent charge in favor of the Association for Assessments arrearages.

c. Each Lien amount together with Filing Fees, interest thereon and administrative costs will be filed with the Dorchester County Registrar of Deeds.

ARTICLE IX – MEETINGS

Section 1. The Board of Directors shall meet at least once each quarter at the direction of the President plus such additional meetings in response to a written request by five (5) Association Members, should such occur. The presence of Five Members will constitute a Quorum for the transaction of business. The Board shall exercise fiduciary responsibility of overseeing the expenditure of Association funds.



Section 2. Board meetings are to be held within the geographic limits of the Archdale Subdivision or at the Ashley River Fire District Headquarters. They are open to the entire membership with Minutes published for public view.

Section 3. Quarterly General Meeting shall be held on the dates designated by the President. They are to be held within the geographic limits of the Archdale Subdivision or at the Ashley River Fire District Headquarters

Section 4. Special Meetings may be called by the President upon written request of five (5) Association Members or when deemed necessary. Members will be provided written notice that a Special Meeting has been called and the stated purpose of that meeting at least 10 days in advance. Only the purpose for which the Special Meeting was called will be discussed.

Section 5. The total of 10 Association Members present at any General Meeting or Special Meeting shall constitute a Quorum.

ARTICLE X - ORDER OF BUSINESS

Section 1. All meetings shall be conducted in accordance with Parliamentary Law, Robert's Rules or Order (Revised). At all meetings of the Association, the order of business so far as the character and nature of the meeting will admit shall be as follows:

- Call Meeting to Order
- Reading of the Minutes of the last meeting and of special meetings held subsequent thereto.
- Introduction statements, questions and answers of special speakers and guests.
- Report of Treasurer.
- Report of Board of Directors through Secretary
- Report of Committees, standing and special.
- Unfinished Business.
- Amendments to By-Laws and Constitution, if any.
- New Business.
- Election (if fall quarterly meeting).
- Establish date for next General Meeting and adjournment.

ARTICLE XI- AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds (2/3) majority vote of the Members in Good Standing present at a Regular or Special meeting called for the purpose. However, proposed amendments must be embodied in the call for a Special Meeting and mailed at least two weeks prior to the date of said meeting.



A handwritten signature in blue ink is located in the bottom right corner of the page, overlapping the faint seal. The signature is stylized and appears to be "MCA".

ARTICLE XII - DISSOLUTION

The Association may be dissolved at any time with the written consent of not less than two-thirds of its members. After all obligations have been fully discharged its property and assets shall be contributed to a charitable organization to be selected by the Board of Directors at the time of dissolution.

Dorman D. McFarland
President

October 22, 2012

R. K. [Signature]



MY COMMISSION EXPIRES 1/7/19