

**BYLAWS**

**OF THE**

**Grandmont Community  
Association**

**(A Michigan Non - Profit Corporation)**

**As Adopted January 28, 1981**

**Amendments**

**Amended April 11, 2015**

**Amended April 29, 2023**

**Amended April 13, 2024**

**Amended October 5, 2024**

**“DETROIT’S HOME OF GOOD NEIGHBORS”**



# BYLAWS OF THE GRANDMONT COMMUNITY ASSOCIATION

## MISSION STATEMENT

**(From the Articles of Incorporation of the Grandmont Community Association)**

The purposes for which the corporation is organized are:

“Preservation of the physical appearance of the neighborhood, enhancement of the quality of life and security of the residents, promotion of quality schools, civic education of the residents and promotion of cooperation and understanding between all of the residents, the community businesses and all governmental entities.

## ARTICLE I – MEMBERSHIP

**SECTION 1:** A member of the Grandmont Community Association (GCA) is an individual eighteen (18) years of age or older who owns or rents residential real estate or resides in **GRANDMONT** and has paid the annual dues required by the Association. Boundaries of GCA are Grand River to the North, Southfield Road to the West, Schoolcraft to the South and Asbury Park to the East. “Owners” for this purpose shall include sole owners, joint tenants, tenants in common, land contract purchasers, lessees, mortgagors, and tenants at will.

**SECTION 2:** Any eligible person may apply to the Grandmont Community Association for admission to membership. Each member, upon acceptance of the application, agrees to support and abide by the Articles of Incorporation and the Bylaws of this Association as they may be now, or be hereafter, adopted or amended.

Membership becomes effective when an application and dues payment has been accepted by the Treasurer of the Association. Membership runs from the first day of January and expires on the final day of December of the same year. A membership card will be issued. Membership in the Association shall automatically terminate when a member ceases to be an “Owner” of property in the Grandmont Community or when annual membership dues have not been paid. Such delinquency forfeits the member’s right to vote and other rights and privileges of the Association. Reinstatement thereafter shall be possible by payment of the unpaid dues to the membership secretary.

**SECTION 3:** Anyone elected or charged by the **GCA** with records, resources, funds, or responsibilities-must be a member of the **GCA**.

**SECTION 4:** Voting rights are extended only to adult Association members 18 years of age or older.

**SECTION 5:** Honorary memberships, without voting rights, may be extended to individual businesses who pay the required annual membership dues and support the Association.

## ARTICLE II – MEETINGS

**SECTION 1:** The Annual Meeting of the members of the Association is held in the month of April of each year at such time and place as determined by the Board. A notice of the date, time, place and purpose of the Annual Meeting will be provided to Association members, in written, printed, or digital format, at least thirty (30) days prior to the date of the meeting.

### **National Emergency Amendment Adopted at April 2023 Annual Meeting**

In the event of a national emergency or a severe shutdown of normal functioning that affects the Grandmont Community Association, the GCA board will determine the best actions and procedures for the continuing functioning of the GCA. Such board direction will ensure the safety and security responsibilities to the Grandmont residents and the Grandmont Association.

**Time Limits.** This action will remain in effect until such time as the national emergency or severe shutdown is resolved, or no longer than 120 days from the start of the situation. After 120 days this action may be renewed, by board action, for another 120 days if these conditions still exist.

**Board Action.** The current board members will act by resolution within 15 days after the national, state, or local emergency begins per local, state, or federal government/agency order, and immediately concern itself with the following actions.

Set up a board meeting structure if it is different from its normal operating procedures. If the annual meeting needs to be held or postponed and what timeframes and conditions exist.

Communications must be maintained with all residents of the process and timeframe to carry out any functions. Communications should be maintained as well as possible with face-to-face, electronic or written communications, such as the GRANDMONITOR newsletter.

Board member election of new or replacement members or allow for an extension of board members' terms of office to allow for a smooth transition. During this emergency, this extension will only apply within the 120-day time limit in each instance if the 120-day time limit is extended.

The results of these board actions will be communicated to all residents within a 30-day time limit after the 15-day board action time expires.

This GCA Bylaws amendment is promulgated for the benefit of and the safety and security of all Grandmont residents. It is further informed by the extraordinary Pandemic of Covid-19 and the resulting effects on all elements of the United States of America.

### **SECTION 2:** Special Meetings by the Membership:

- A. Special Meetings of the Association may be called any time by the President or by a majority of the Board.
- B. Special Meetings must be called by the President or Board upon written request signed by not less than twenty-five (25) members of the Association.

- C. The Association shall give at least ten (10) days written, printed, or electronic notice of the time, place, and purpose of any Special Meeting.

**SECTION 3:** Each member as defined in Article I shall be entitled to one vote which shall be cast in person at the Annual or other Special Meeting.

**SECTION 4:** If delivered within the specified time requirements as listed in Section 2C, written, printed or digital notices of meeting dates, places, purposes and any agendas or recommended Bylaw changes will constitute official notification of such proceedings.

**SECTION 5:** All meetings of the Association and the Board shall be conducted under the rules and regulations set forth in Robert's Rules of Order, newly revised, and will be open to all members of the Association and invited community guests.

### **ARTICLE III – BOARD OF DIRECTORS**

**SECTION 1:** The Board of Directors, hereafter called the Board, shall consist of ten (10) members of the Association. Five (5) are to be elected each year at the Annual Meeting of the Association for a term of two (2) years until their successors are elected or appointed. One additional member may be appointed annually for a term of one (1) year by the elected incoming Board in recognition of his/her contributions to the Grandmont Community

**SECTION 2:** The Board shall establish procedures for elections to fill vacancies on the Board, whether occasioned by death, resignation, removal from office or otherwise within one month from the date the vacancy occurs.

**SECTION 3:** Meetings:

- A. The newly constituted Board shall meet as soon as possible following the Annual Meeting to elect officers, set a meeting schedule and establish committees, prior to the next scheduled monthly meeting.
- B. The Board shall meet monthly at a time and place agreed upon by the Board.
- C. Special Board meetings shall be held whenever called by the President or four (4) members of the Board.
- D. The Secretary shall give at least three (3) days' notice to each member of the Board of such meetings.
- E. A majority of the Board shall constitute a quorum and all matters may be decided by a majority of those present.

**SECTION 4:** The Board shall have the power to appoint or discharge the Officers and Directors of the Association for such cause as the Board may consider sufficient by a two-thirds (2/3) vote of the Board. Actions that are determined to be improper, immoral, illegal or a violation of civil law shall be considered sufficient to justify the discharge of Officers or Directors.

### **ARTICLE IV – OFFICERS**

**SECTION 1:** The Board shall elect annually at its first meeting following the Annual Meeting, from among their own number, a President, Vice-President, Secretary and Treasurer.

**SECTION 2:** The officers shall perform such duties that are incidental to such officers or as may be required by the Board and these By Laws.

**SECTION 3:** No contracts, either written or verbal, shall be entered into by any Officer, Board Member or Committee Chair without the authority of the Board of Directors.

## **ARTICLE V – ELECTION**

**SECTION 1:** Election of the Board is by secret printed or electronic ballot. The five (5) candidate(s) receiving the greatest number of votes for the two-year terms to be filled shall be declared elected. In the event of a tie, the winner will be determined by use of a random draw either manually or electronically.

The election information for candidates and voters will be posted: (1) by publication in *The Grandmonitor* issue prior to the community meeting in February; (2) by publication on the GCA website and social media; and (3) by oral report to the members in attendance at the community meeting in February.

It is the duty of the Election Committee and a non-running Board member to see that a proper polling place is provided to assure the election process is valid. Responsibilities include, but are not limited to the following:

- 1) Distributing/Receiving the ballot.
- 2) Verifying with the membership chairperson or designee the eligibility of each member prior to the member being allowed to vote.
- 3) Instructing member on submission of completed ballot which shall be carefully folded to conceal vote and placed by the voting member into the sealed ballot box.
- 4) Closing the polls promptly one (1) hour prior to the meeting ending.
- 5) Confirming that an eligible member has not voted using multiple election options.
- 6) Certifying all election ballots received are valid and tallied by members of the Election Committee, a volunteer from the general membership and one non-running board member.
- 7) Announce the new board members.

**SECTION 2:** Running for Office:

A. Candidates must meet the following criteria:

- 1) Must be a resident of Grandmont
- 2) Must be 18 years of age or older
- 3) Dues must be paid for three consecutive years (past or future)
- 4) Must demonstrate community engagement by:
  - a. Attending a minimum of one (1) community meeting, or
  - b. Volunteering on a committee or at a community event
- 5) Submit a bio using the candidate template by the deadline date
- 6) Introduce self at the Annual Meeting
- 7) Refrain from campaigning near the election table
- 8) Complete an information form if elected
- 9) Participate in GCA Leadership training

**SECTION 3:** Voting: The Election Committee shall prepare the election ballot. Eligible members may vote by one of the three (3) methods available:

- 1) In-person on the day of the election
- 2) Early/Absentee ballot submission
- 3) Online Voting

Eligible members placing votes using more than one voting option (In-Person, Early/Absentee, or Online) will result in all votes cast by that member not being counted.

**1) In-Person Voting**

In-person voting shall take place at the Annual Meeting location until one (1) hour prior to the meeting ending. Members may come to the Annual Meeting and have their name and address checked against the membership roll. They may pay their 20XX dues at that time and then vote.

**2) Early/Absentee Voting**

An eligible member may choose to vote absentee. Such member may obtain **an absentee ballot** from the Election or Membership Chair in advance of the election. Absentee ballots must be **requested by** the stated deadline set by the Election Committee. The ballot must either be delivered according to the instructions set forth by the Election Committee three (3) days prior to the Annual Meeting or returned to the Election Chair. Ballots are sent by request only and may not be duplicated.

At the start of the Annual Meeting where the election takes place, the absentee votes will be examined to confirm that the proper early/absentee voting guidelines were followed. Ballots presented that did not follow the absentee voting instructions will not be counted and will be destroyed post-election.

**3) Online Voting**

An eligible member may choose to vote via a secure online process. The availability of online voting for any election shall be established by the Election Committee and Membership Chair. If online voting is offered, eligible members must opt-in and fill out the online voting request located on the community website and must be completed one (1) week before the Annual Meeting.

An eligible member choosing the online voting option will have their name and address checked against the membership roll and, once confirmed they are in good standing, will receive a unique link to vote via email and/or text on the Wednesday prior to the Annual Meeting.

Online ballots must be cast one (1) hour prior to the meeting ending. If more than one person will vote in the household, **each person** must sign up to receive a unique link to vote.

## **ARTICLE VI – COMMITTEES**

**SECTION 1:** The Standing Committees of the Association shall be as follows: Street and Block Captains Committee; Membership Committee; Environmental and Code/Violations Services Committee; Safety and Security Committee; Social Planning Committee; Beautification and Garden Committee, Youth and Education Committee; Finance Committee; Grandmonitor Committee; and GCA Scholarship Committee.

**SECTION 2:** Special Committees shall be appointed when necessary to carry out the special needs of the community. These may include: Art Fair Committee, Home and Garden Tour Committee, Flower Sale Committee, Nominations and Election Committee etc.

**SECTION 3:** The President, with the advice of the Board, may accept volunteers and/or appoint members and Chairs of Standing and Special Committees. Members of such committees shall be drawn from the general membership, and it is not required that there be a member of the Board on any Standing or Special Committee.

**SECTION 4:** Committees will be required to submit reports on a monthly basis to the Board.

**SECTION 5:** Association members serving on partner committees may submit reports monthly to the Board. These may include: Rippling Hope, Vacant Property Taskforce (VPTF), Grandmont Rosedale Development Corporation (GRDC), Neighborhood Safety Committee, and Grandmont #4 Radio Patrol

**SECTION 6:** Committee chairpersons must obtain the Board's approval for any expenditure over \$50.00 in any one month or to exceed the approved budget for the year.

**SECTION 7:** At the conclusion of any GCA event that requires the collection of funds, those funds shall be counted, verified, and documented by at least two (2) members of the Association. If a committee hosts an event, receipts should be submitted at the next monthly meeting following the scheduled event.

## **ARTICLE VII – MEMBERSHIP DUES**

**SECTION 1:** The Annual Dues shall be an amount recommended from year to year by the Board and approved by a majority of the members present at an Annual or Special Meeting of the Association. Dues will become payable on the dates fixed by the Board. Membership runs from the first day of January and expires on the final day of December of the same year. Dues can be paid in-person, electronically via the GCA website or via mail.

**SECTION 2:** No dues money will be paid to any member, officer or committee person for time volunteered unless hired by a vote of the Board to fulfill professional services needed to carry out GCA activities.

**SECTION 3:** No GCA member, officer, or committee member shall vote on any expenditure which may be considered a conflict of interest between personal and community goals.

## **ARTICLE VIII – RECORDS**

**SECTION 1:** The Secretary of the GCA shall record the minutes of the Board/Community Meetings, including approved motions.

**SECTION 2:** The Treasurer shall submit a report to the Board at its monthly meetings, to the membership at the regular quarterly and Annual Meetings, and the Treasurer's records will be audited annually. The scope of the audit shall be determined by the Board.



**SECTION 3:** All Officers, members of the Board, and Committee Chairs shall turn over all official records, notebooks, documents and other **GCA** materials to their successors upon leaving office.

## **ARTICLE IX – AMENDMENT OF BYLAWS**

**SECTION 1:** These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds (2/3) vote of the members present at any Annual or Special Meeting of the Association.

**SECTION 2:** Recommended Bylaw changes shall accompany written, electronic, or printed notices of such meetings.

## **ARTICLE X – FAIR AND ETHICAL PRACTICES**

**SECTION 1:** There will be no discrimination on the basis of race, creed, national origin, sex, age, sexual preference, marital status, height, weight, or physical handicap in any membership, hiring, activity or event run or sponsored by the **GCA**.

**SECTION 2:** Officers and Board Members shall abstain from voting on any matters which will promote or enrich themselves or family members or otherwise be deemed a conflict of interest.

**SECTION 3:** The Association may not endorse or promote any candidate for political office, although it may hold “Candidates’ Forums” to allow office seekers to express their views on issues and their candidacies.

**As witnessed by the Officers of the Board of Directors on the 11<sup>th</sup> day of April, 2015:**

President: Cora Duncan-Foster

Vice-President: Lorenzo Blount:

Secretary: Charlotte Wright

Treasurer: Robert Patterson

**As witnessed by the Officers of the Board of Directors on the 29<sup>th</sup> day of April, 2023:**

President: Samantha Bonaparte

Vice-President: Jenise Collins

Secretary: Susan Hood

Treasurer: Robert Patterson

**As witnessed by the Officers of the Board of Directors on the 13<sup>th</sup> day of April, 2024:**

President: Samantha Bonaparte

Vice-President: Jenise Collins

Secretary: Susan Hood

Treasurer: Robert Patterson

**As witnessed by the Officers of the Board of Directors on the 5<sup>th</sup> day of October, 2024:**

President: Samantha Bonaparte

Vice-President: Jenise Collins

Secretary: Susan Hood

Treasurer: Robert Patterson

**Bylaws of the Grandmont Community Association**  
**“DETROIT’S HOME OF GOOD NEIGHBORS”**