

**BYLAWS OF**  
**THE GREATER BURGESS COMMUNITY ASSOCIATION**  
**REVISED 12/1/2025**

**Article I-NAME**

The Name of the Organization will be “THE GREATER BURGESS COMMUNITY ASSOCIATION” herein referred to as the Association a non-profit 501(c)3 organization

**Article II-PURPOSE**

Identify and prioritize the concerns of residents, businesses, and organizations within the Burgess Community, related to traffic, storm water and growth and work with state and local agencies and other organizations to promote and improve the quality of life within the Community.

To act as a conduit of information and concerns between the Association and other agencies and organizations. To project future growth and to provide continuous and timely representation for the residents and business community within Burgess

**Article III- MEMBERSHIP**

Membership is open to area residents, businesses, organizations and associations located within the Burgess Community. Also eligible are registered property owners in the Burgess Community as shown on the map in appendix One of the Burgess Community Plan as approved by the Horry County Council on May 15<sup>th</sup> 2012

Family/Individual members rates will be determined each year and published on the Association website and shall have one vote per membership (can only have one vote per Family).

HOA/POA, Gold Business & Platinum business or other Organizations rates shall be determined each year and published on the website and each business or Organization shall have one vote.

**Each Membership is renewable each year at the date of signup.**

**Article IV-BOARD OF DIRECTORS AND OFFICERS**

The Board shall consist of Nine (9) members. To be eligible for a Board seat the person must be a member for at least one year and in good standing (Paid membership) The term of office for each Board member will be three (3) years, one third (1/3) of the Board members will stand for election every three (3) years. A member can serve as an Officer or Director for two 3-year terms at which time they must wait two years before they can run for a Board position again. If no one is available to fill their position the Board may vote to extend their term on a yearly basis until another candidate is found. They may remain a member of the Association regardless.

Elections will be held at the December Board meeting, and the term of the elected Board member shall begin immediately after such vote. At that time the newly elected Board members

shall elect a President, Vice President, Treasurer and Secretary to serve for 1 year. Nominations for each officer position shall be from Board members only. If only one person is nominated for an officer's position on the Board, the Secretary shall cast one vote and this will be counted as the majority. If more than one person is nominated a secret ballot will be conducted where a simple majority is required to win.

Each year at the December meeting Board Officers shall be voted on.

## **Section 1**

The four (4) Officers and the remainder of the Board of Directors will be responsible for the overall policies of the Association and for implementing its purpose. Each Board member shall have one vote regardless of their position.

**President** -will preside over all meetings, both regular and special and will have the overall general supervision over the affairs of the Association but shall not have an overriding vote on any matter. Additionally, the President shall appoint Committee chairpersons with the approval of a majority of Board of Directors.

**Vice President** will have the authority to perform any and all duties of the President in the event of their absence or disability of the President and shall perform such duties as may be assigned by the President.

**Secretary** will be responsible for recording the accurate and permanent minutes of all meetings, keeping attendance and maintaining appropriate corresponding files.

**Treasurer**- will have fiduciary responsibility for the custody of all funds and financial records, ensuring that the books are balanced and all financial obligations are paid.

In the event if any officer is unable to perform their duties due to inability or illness the Board member may notify the Board in writing that they may not be able to perform their duties for more than 90 days but plan on returning, at which time the Board shall elect an interim replacement. If a Board member can no longer perform their duties or resign, a Special election to fill the position for the unexpired term may be held at the next monthly meeting.

## **Section 2**

All Board members shall uphold respectful, collaborative communication in all formats, including in-person meetings, emails, and messaging. Disruptive, hostile, or undermining behavior may be grounds for disciplinary review by the Board.

Any Board member may be removed from office by majority vote of two thirds (2/3) the Board for 3 consecutive absences from board meetings without an excuse or for due cause. Including but not limited to unethical behavior, willful neglect of duties, obstruction of Board duties, or conduct that undermines the mission of the Association. Removal shall require a two thirds (2/3)

majority of the Board after a formal motion is introduced and the member in question has been given an opportunity to respond in person or a written response.

#### **Article V-QUORUM**

A quorum of five (5) members of the Board must be present at any meeting before any business may be conducted. A majority of the entire board, 1 more than half, will be required for passage of any motions entertained. Each member of the Board is entitled to one (1) vote including the President. A vote may be conducted Electronically including but not limited to email, messaging platforms or virtual online meetings provided that a quorum is reached as per Article V.

All Board members are given a minimum of 48 hours to respond to any motion unless a shorter period is required due to circumstances determined by the President. Each board members vote must be recorded by the Secretary as “yes”, “no” or” abstain” in the official records. Electronic votes shall carry the same authority as votes cast during an in-person meeting.

#### **Article VI-MEETINGS**

Monthly Board meetings shall be held the first Monday of each month with exceptions for Holidays and 5-week months. The meeting schedule shall be set by the President at the beginning of each year and distributed to all Board members. Board meetings are open to all members of the Association but only for observation by non-directors. The Board may go to closed session when needed.

Four (4) Full membership meetings shall be held once per Quarter and shall be the third Thursday of January, April, July & October. Special meetings may be called by the President when needed.

#### **Article VII- COMMITTEES**

Only the Board of Directors can form a committee to operate within the bounds of the purposes of the Association. The tenure of the Committee chairperson or volunteer shall be at the discretion of the Board of Directors. Each Committee chairperson shall provide a written or email report to the Board at least one (1) day in advance of the monthly meeting.

#### **Article VIII-CONFLICT OF INTEREST**

All Board members shall disclose any actual or potential conflicts of interest regarding any matters before the Board in writing or by email. Any member with such a conflict shall abstain from voting on or influencing any decisions where a personal or financial conflict exists. All conflicts and abstentions shall be recorded in the minutes.

#### **Article IX AMENDMENTS**

Changes or amendments to the Bylaws must be passed by two thirds of the Board of Directors