

# **PCC PROPERTY OWNERS ASSOCIATIONS, INC.**

## **BY LAWS**

### **AMENDMENT 10 TO BY LAWS**

The By Laws of the PCC Property Owners Association, Inc., dated September 7, 1976 are hereby amended by the following, to be effective as of the 19th day of March 2008.

#### **Section 1.0 ASSOCIATION NAME AND LOCATION**

The name of this association shall be "PCC PROPERTY OWNERS ASSOCIATION (POA), INC." with its principal office located at Prescott Country Club, Yavapai County, Arizona. The location of the principal office may be changed from time to time by vote of the Board of Directors.

#### **Section 2.0 MEMBERSHIP, VOTING RIGHTS AND DUES**

##### **2.1 Membership**

2.1.1 Any owner of real property in Prescott Country Club shall be eligible for membership in this Association.

2.1.2 The owner of multiple properties shall not be required to obtain or renew more than one membership during any membership year. The owner of multiple properties may, however, acquire separate memberships for up to the total number of properties owned by paying dues for each separate membership.

2.1.3 The following terms as used in these By Laws shall have the meaning stated: "owner" shall be the taxable property interest holder of record as evidenced by a grant deed or contract of sale, the term including both individual and multiple persons ownerships; "property" and "properties" shall pertain only to lots and condominium units; "lot" or "lots" shall include both improved and unimproved land; "Prescott Country Club" shall include:

2.1.3.1 The Yavapai County subdivisions recorded as "Prescott Country Club" and its numbered units excluding unit six.

2.1.3.2 The subdivision recorded as "Prescott Country Club Mobile Villas" and its numbered units.

2.1.3.3 Multiple person ownerships shall hold membership as though the persons comprising the ownerships were a single individual (1 vote).

2.1.3.4 Membership shall become effective on the date dues are received by the Association. Each membership expires on December 31 of the year for which dues are paid.

2.1.3.5 New memberships are defined as joining the Association for the first time.

2.1.3.6 Mandatory and Non-Mandatory Memberships are not in good standing (nonpayment of dues) until dues are current.

2.1.3.7 Non Mandatory Members may join or rejoin by bringing the current year dues up to date.

2.1.3.8 Any members who are not in good standing will not be entitled to any membership benefits.

## 2.2 VOTING RIGHTS

2.2.1 A membership (in good standing) shall have only one vote on each matter coming before the Association at a membership meeting. Only one person in a multiple person membership may cast the vote of that membership.

2.2.2 Owners of multiple properties who have obtained additional separate memberships shall have one (1) vote for each separate membership held at the time of the vote.

2.2.3 Each Director shall have only one vote on each matter coming before the Association at a Board of Directors meeting.

2.2.4 Each committee chairperson and committee member shall have one vote on each matter voted upon during a committee meeting. It shall be at the discretion of the chairperson whether a matter before the committee is to be decided by voting, unless otherwise specified.

2.2.5 Proxy voting shall not be permitted on any matter coming before the membership or Board of Directors of this Association.

## 2.3 DUES

2.3.1 Annual dues shall be as prescribed by the POA Board of Directors in compliance with restrictions contained in the Association CC&R's. Renewal of annual dues may be paid anytime up to and including February 1 of the year to which the dues apply. Payment of dues after February 1 is subject to a late fee of \$15.00 or an amount set by the Board of Directors not exceeding the maximum late fee amount provided in the current applicable state statute.

2.3.2 Membership dues shall be nonrefundable and nontransferable by the Association.

## **Section 3.0 OFFICERS, DIRECTORS AND OFFICE MANAGER**

### 3.1 MANAGEMENT OF THE ASSOCIATION

The business and affairs of the Association shall be managed by a Board of Directors comprised of nine members, four shall be Officers of the Association and five shall be Directors. No two Board members shall be members of the same household. Only members in good standing of the Association for the preceding 6 months shall be eligible for Officer or Director positions.

### 3.2 OFFICERS

The Officers of the Association shall be President, Vice President, Secretary, and Treasurer.

### 3.3 TERM OF OFFICE

3.3.1 Officers shall be elected for one-year terms at the regular membership meeting held in December of each year. The Directors not holding Officer positions shall be elected for two- year terms and vacancies shall be staggered. Vacancies shall be filled by election each year at the regular December meeting.

### 3.4 DUTIES AND RESPONSIBILITIES OF OFFICERS AND OFFICE MANAGER

3.4.1 The President shall be the chief executive officer of the Association and Chairperson of the Board of Directors. The President shall preside at all meetings of the membership and the Board of Directors. The President may be an ex-officio member of all committees except the Nominating and Election Committees. The President shall focus Association effort and resources on areas of concern expressed by the majority of the members, alert the membership to potential problems and develop an effective working organization.

3.4.2 The Vice-President shall understudy the President and be fully aware of all matters in process. In the absence or temporary disability of the President, the Vice-President shall perform the duties of the President. The Vice-President may be assigned to work directly on any program or activity and shall have such power and duties of the President, the Board of Directors or that these By Laws may prescribe.

3.4.3 The Secretary shall be responsible to record the proceedings of all regular and special meetings of the membership and the Board of Directors, keeping the minutes in proper sequence in a manner to assure their preservation. The Secretary shall be responsible to issue written notices to the membership, such as notices in the Newsletter regarding time, place and subject of membership meetings. The secretary shall perform such other duties as may be prescribed by the Board of Directors or these By Laws.

3.4.4 The Treasurer shall receive all funds of the Association. The Treasurer shall disperse Association funds as authorized by the President or the Board of Directors, except as otherwise provided in these By Laws. The Treasurer shall keep and preserve proper vouchers and books of account, which shall be open to inspection by the Board of Directors and subject to audit at any time. The Treasurer shall keep and retain Association funds in such banks or other financial institutions as the Board of Directors may prescribe. The current signature card for any Association account, or accounts, shall contain the signatures of the Treasurer and at least three Board members. The Treasurer shall direct preparation of an annual budget for consideration and approval by the Board of Directors at its March regular meeting. The Treasurer shall be the custodian of and shall maintain up-to-date records of all Association furniture, equipment and supplies, except such supplies as are consumed in use. Such records shall reflect the current location of each item. The Treasurer shall prepare a reasonably detailed summary of Association receipts and expenditures for the year for presentation to the membership during the first quarter of the following year.

3.4.5 The Office Manager shall be appointed by the Board of Directors to perform duties in the day-to-day operation of Association business office per the job description approved by the Board of Directors and shall perform such other duties as the Board of Directors may request under the authority of the By Laws. The Office Supervisor shall be a member of the Board, appointed by the President and approved by the Board. The Office Manager shall report to the Office Supervisor.

3.4.6 The board of directors must provide for an annual audit, review or compilation of the association's finances. The audit, review or compilation must be completed no later than 180 days after the end of the fiscal year. Once completed, the audit, review or compilation must be made available to the owners upon request within 30 days after its completion.

3.4.7 Any board member must declare a conflict of interest if a contract, decision or other action for compensation would benefit a member of the board, or a board member's family. The declaration of conflict of interest must be in an open board meeting and the declaration of conflict of interest must be made before the vote is taken on that issue. Once the conflict of interest is declared, the board member

with the conflict of interest can vote on the issue. If the Association is incorporated as a nonprofit corporation, the board member must follow A.R.S. § 10-3830 and A.R.S. §§ 10-3860 through 10-3864.

### 3.5 ASSUMING DUTIES OF OFFICE

3.5.1 The newly elected Officers and Directors shall take office on January 1st following their election. Within ten (10) business days, the new Officers and Directors, together with those Directors continuing in office from the previous year, shall hold a Board of Directors Organizational meeting. At this meeting, the President shall assign specific responsibilities for management of the Association, subject to approval of the Board.

### 3.6 DISBURSEMENTS

3.6.1 Disbursements of Association funds shall be by check signed by two (2) of the persons listed on bank account signature card. One of the signatures shall be that of the Treasurer, if available.

3.6.2 Expenditure approval requirements are as outlined below.

3.6.2.1 Total costs greater than \$500 but not greater than \$3,000 shall require prior Board approval.

3.6.2.2 Total costs of non-recurring, routine operating expenses greater than \$3,000 shall require prior approval of a majority of the membership voting by ballot.

3.6.2.3 Emergency exceptions to the over \$3,000 membership approval.

1. Replacement (purchase or lease) of POA office equipment, not to exceed \$4,500.  
(Example: Copy machine)
2. Replacement (purchase or lease) to POA building and building equipment, not to exceed \$4,500.  
(Example: Air conditioner or Roof)

**NOTE: "Total cost," means the complete cost of the goods or service involved or a project, not merely a single payment towards the goods or service.**

3.7.1 All financial and other records of the association must be reasonably available for examination by any member or person designated by the member in writing as the member's representative. Owners may have copies and the association may charge reasonable copying costs. Books and records that may be withheld from disclosure are:

1. Privileged communications between an attorney for the Board or the Association.
2. Documents related to pending or contemplated litigation.
3. Meeting minutes or other records of an executive session board meeting.
4. Personal, health and financial records of an individual member of the association, an individual employee of the association, or an individual employee of a contractor for the association.
5. Records related to the job performance of, compensation of, health records of, or specific complaints against, an individual employee of the association or an individual employee of a contractor of the association who works under the direct supervision of the association.

The association is not required to disclose financial and other records of the association if disclosure would violate any state or federal law.

## Section 4.0 COMMITTEES

### 4.1 ARCHITECTURAL CONTROL COMMITTEE

4.1.1 To carry out the legal responsibilities by the recorded Covenants, Conditions and Restrictions (CC&R's) pertaining to Prescott Country Club, a functioning Architectural Control Committee, composed of at least five (5) members, shall be in existence at all times. The Chairperson should be a member of the Board of Directors. However, if no one on the Board is willing to serve as Chairperson, the Board may approve a Chairperson from the General Membership.

4.1.2 It shall be the duty of the Architectural Control Committee to review all plans for proposed construction or modification of structures within Prescott Country Club. Approval or denial of applications shall be based upon reasonable guidelines approved by the Board of Directors. Where the guidelines and the applicable CC&R's conflict, the CC&R's shall be followed. The committee shall maintain written records of all official actions taken or decisions made, and the basis for such actions. The Committee shall vote on all applications.

4.1.3 The current CC&R's do not expressly confer waiver or variance authority. Therefore, it is not within the power of the Architectural Control Committee or the Board of Directors to grant waivers or variances to CC&R provisions.

4.1.4 As used in this section, the term "construction" includes installation of any non natural feature, device or building upon the land; the term "modification" includes any change, addition or removal visible to a neighbor or passerby which significantly alters the appearance of the structure.

### 4.2 NOMINATING COMMITTEE

4.2.1 A nominating committee shall be appointed not later than the July Board of Director meeting to develop a slate of Officer and Director candidates consisting of one or more nominees for each vacancy anticipated for nomination at the regular October membership meeting. The chairperson shall be a member of the Board of Directors who is in the first year of a two-year term. The chairperson shall select at least two (2) additional members from the general membership, neither of who is an Officer or Director or spouse or relative thereof, to serve on the Nominating Committee.

4.2.2 Any Board member consenting to be nominated for a position on the Board other than the one he or she presently holds, must resign from said presently held position effective on the date newly elected Board members will take office. Such resignations shall be taken into consideration when preparing the list of open positions to be placed on the ballot and made available for nomination of candidates.

### 4.3 OTHER COMMITTEES

4.3.1 Other committees necessary for day-to-day operation and business of the Association may include Membership, Health and Safety, Weed Control, Public Relations, Community Greeters, Directory and such other committees as the Board may prescribe.

### 4.4 COMMITTEE FORMATION AND DISSOLUTION

4.4.1 Committee chairpersons may be appointed from among the Officers and Directors of the Association or the General Membership. Chairperson appointments shall be made by the President, subject to approval of the Board of Directors, except as otherwise provided in these By Laws.

4.4.2 The President shall not serve as Chairperson of any committee.

4.4.3 Committee Chairpersons shall recruit their committee members. It shall be within the Chairperson's discretion as to how large the committee shall be and who its members are, except as otherwise provided in these By Laws. Committees larger than three (3) members shall have one (1) member designated as Vice-Chairperson. Only Association members in good standing shall be eligible to serve as Committee members or Committee Chairpersons.

4.4.4 The President may dissolve any Committee, or remove any Committee Chairperson at any time, except as otherwise provide in these By Laws, subject to the approval of the Board of Directors.

## **Section 5.0 ELECTION AND VOTING PROCEDURES**

### **5.1 NOMINATIONS**

Nominations for elections of Officers and Directors of the Association shall be made at the regular October membership meeting. Nominations shall include those made by the Nominating Committee. Any Member may nominate a slate of one or more candidates. The nominated candidates must be present or a signed letter must be presented stating their consent. No person shall be nominated who has not consented to serve if elected. Nominees shall be members in good standing and Association members for at least six (6) months.

### **5.2 ELECTION BALLOT**

The **Chairperson** of the Nominating Committee shall immediately prepare an election ballot for the Secretary. The ballot shall contain the names of all properly nominated candidates. Write-in candidates shall not be permitted.

5.2.1 All members will receive a ballot by mail. This ballot will serve as an absentee ballot.

### **5.3 VOTER REGISTRATION NUMBER**

The **Secretary** shall be responsible to provide a computer generated Voter Registration Number Master List using the General Membership address of record as of October 1. Random numbers are assigned to each member. Only the voter registration number will be used to validate the ballots.

### **5.4 ELECTION VOTING**

5.4.1 Within five (5) business days after the October membership meeting, the **Secretary** shall be responsible to provide and mail: (1) election ballot, (2) Ballot envelope (identified with Voter Registration Number), (3) instructions and (4) a candidate Bio Sheet to each membership by mail. The voting package shall be mailed to that membership's most recent address of record as of October 1 of that year. Completed absentee ballots shall be received by Noon on the day of the December's General Membership Meeting. Ballots presented in person will be accepted at the General Membership meeting during the first thirty minutes of the meeting. The polls will then be closed.

Membership Voting Instructions:

1. Mark ballot with your choices per printed instructions on the ballot.
2. The marked ballot shall be placed in the envelope marked "Ballot".
3. Seal Ballot envelope. (The Voter Registration Number is on the Ballot envelope).
4. Mail or hand deliver the sealed Ballot envelope to POA office.
5. Ballots will not be accepted without the sealed Ballot envelope.

Ballots must be in the POA office by Noon on the day of the December General Membership Meeting, to be valid. However, ballots presented in person during the first thirty minutes of the General Membership Meeting will be valid.

5.4.2 There shall be two locked receptacles (ballot boxes).

1. Ballot envelopes received, but not validated, shall be placed in a blue ballot box as received at the POA Office. The Secretary shall hold the key.
2. Validated ballot envelopes shall be placed in the locked red ballot box as they are validated. The Office Manager shall hold the key.

5.4.3 Five (5) business days prior to the December General Membership Meeting, the Nominating committee shall be automatically dissolved whereupon the Chairperson thereof shall become the **Chairperson of the Election Committee** and shall conduct the Election process of Officers and Directors of the Association to hold office during the upcoming term. The **Chairperson** of the Election Committee shall select four (4) or more committee members from the general membership, none of whom are candidates, related to candidates or present Board Members.

## 5.5 ELECTION PROCEDURE

5.5.1 The **Secretary** shall be responsible for the security of the ballot envelopes as they are received at the POA office. The ballot envelopes shall be stored in the blue ballot box prior to being validated.

5.5.2 The **Secretary** shall be responsible to validate the ballot envelopes by comparing the Voter Registration Number on the ballot envelope with the Voter Registration Validation List. Unsealed envelopes or envelopes with unreadable Voter Registration Numbers shall not be validated. If the Voter Registration Number on the ballot envelope is acceptable, the sealed ballot envelope shall be placed in the red ballot box. Validating of ballot envelopes may be done anytime prior to Noon on the December General Membership Meeting day.

5.5.3 The **Secretary** shall be responsible for the Replacement of Misplaced or Lost Voter Packages and shall verify the Voter Registration Number with the Voter Registration Number List and reissue a voter package. Only one ballot will be counted per Voter Registration Number. The Secretary shall be responsible to provide a total number of members casting valid election ballots.

5.5.4 The polls close at Noon on the day of the December General Membership Meeting.

5.5.5 The **Secretary** shall complete the validation process and place all validated ballots in the locked red ballot box. The locked red ballot box shall be given to the **Election Committee Chairperson** by 1 PM on the day of the December General Membership Meeting.

5.5.6 The key for the red ballot box, held by the **Office Manager**, shall be given to the **Election Committee Chairperson** at 1 PM on the day of the December General Membership Meeting.

5.5.7 The **Election Committee** shall begin tabulations after 1 PM on the day of the December General Membership Meeting. The **Election Committee** shall divide the unopened ballots into four (4) or more groups for tabulation. They shall open the ballot envelopes and tabulate the votes using tally sheets. The tally sheets and ballots of each group shall be placed in the locked red ballot box until the General Membership Meeting. The **Election Committee Chairperson** shall have the key. At the December

General Membership Meeting, ballots presented in person shall be accepted during the first 30 minutes, counted and added to the master tally sheets that shall be totaled and the results announced by the Election Committee. The General Membership may observe the tabulation process.

5.5.8 Ties: In event of a tie vote for one or more Officer or Director position, the Election Committee Chairperson shall announce the tie or ties. The Election Committee shall then distribute a blank ballot to each membership present. The membership present shall then vote on the tie candidates only. The Election Committee shall collect the completed ballots, retire and count them. The Election Committee Chairperson shall announce the results of the voting as soon as the ballots have been counted.

## **Section 6.0 VOTING PROCEDURES FOR OTHER THAN BOARD ELECTIONS**

6.1 Board Members: The voting on any question shall be by show of hands, Ayes and Nays, roll call or lot.

6.1a A.R.S. §§ 10-3821 allows action by the board of directors without a meeting if the action is taken by all of the directors. The action must be evidenced by one or more written consents describing the action taken, signed by each director and included in the minutes of the next board of directors meeting filed with the corporate records reflecting the action taken.

6.2 Membership: The voting on any question requiring membership approval shall be made by the election process defined in Section 5 except the dates may be changed to facilitate a timely election.

6.2.1 The Secretary shall be responsible to mail the Ballot package to the memberships at the most recent address of record at time of mailing. The President shall appoint a Committee Chairperson from the Board, to oversee the election process. The ballots shall be tabulated and posted or announced at the next Regular or Special General Membership Meeting.

## **Section 7.0 MEETINGS, QUORUMS AND NOTICE**

### **7.1 OPEN MEETINGS**

7.1.1 All meetings of the association and the board of directors are open to all members of the association or any person designated by a member in writing as the member's representative. Any portion of a board of directors meeting may be closed to everyone who is not a board member [or a person necessary to the closed portion of the meeting] if that closed portion relates to any one or more of the following:

1. Legal advice from an attorney for the board or the association.
2. Pending or contemplated litigation.
3. Personal, health and financial information about an individual member of the association, an individual employee of the association or an individual employee of a contractor of the association.
4. Matters relating to the job performance of, compensation of, health records of or specific complaints against an individual employee of the association or an individual employee of a contractor of the association who works under the direction of the association.

On final resolution of any matter for which the board received legal advice or that concerned pending or contemplated litigation, the board may, but is not required to, disclose information about that matter in an open meeting except for matters that are to remain confidential by the terms of a settlement agreement or judgment.



The board of directors may close a hearing regarding a fine imposed on an owner actually attended by the member/owner, because the matter is "personal" and often financial. It also allows the board to close discussions on sanctions for violations if the discussion involves "personal" or financial information of an owner. Members and their designated representatives may also speak at a board of directors meeting. The member or their designated representative can speak at an appropriate time during the deliberations and proceedings. The board must also permit the member or designated representative to speak before the board takes formal action on an item under discussion. The board may place reasonable time limitations on persons speaking during the meeting, but must allow a reasonable number of persons to speak on each side of an issue.

#### 7.2.1 General

Unless otherwise provided in these By Laws, the term "notice" shall mean by written\_\_\_communication. Any such communication may be in the form of the Association newsletter or any other reasonable format. If notice is for the purpose of considering a specific motion, proposal or language of a document, the exact language proposal shall be stated in the notice. Notice shall contain the date, time, place and purpose of meeting. Final agenda notice shall be posted two (2) business days prior to the meeting.

#### 7.2.2 Notice for General Membership meetings.

7.2.2.1 Regular General Membership Meetings: All Members shall be notified of the meeting at least 30 calendar days prior to the meeting. The notice of the meeting shall contain the date, time, place and purpose and shall be mailed, surface or electronic, to the latest address of record.

7.2.2.2 Special General Membership meetings: All Members shall be notified within 30 calendar days of the meeting. The notice of the meeting shall contain the date, time, place and purpose and shall be mailed, surface or electronic, to the latest address of record.

#### 7.2.2.3 Notice for Board of Director Meetings

1. Regular Board of Director meetings: A minimum of two (2) business days prior to the meeting. The notice shall contain the date, time, place and purpose of the meeting. Such notice shall be delivered in person or by prepaid U.S. Mail, newsletter, conspicuous posting or any other reasonable means as determined by the Board of Directors.

2. Special Board of Director Meetings: A minimum of two (2) business days prior to the meeting except that notice is not required if emergency circumstances require action by the Board before notice can be given.

3. Emergency Meeting: Meeting may be held with less than 24 hour notice and must be held because of an actual emergency where the Association would be substantially harmed by waiting. The minutes of the meeting shall so state and include a brief description of the circumstances.

4. Waiver of Notice: If a Director is present at any non-emergency Board of Directors Meeting without having received notice, the Director shall execute a written Waiver of Notice prior to the meeting being called to order. The waiver shall be filed with the minutes of the meeting.

5. Format of Waiver Notice: A Waiver of Notice shall contain the waiving Director's name, the date, time and place of the meeting; a statement that the Director waives right to notice of the meeting, that the waiver was executed prior to start of the meeting; and the waiving Director's signature.

### 7.3 BOARD OF DIRECTORS MEETING

7.3.1 The Board of Directors shall hold a regular meeting once each calendar month at the time and place determined by the Board.

7.3.2 Special Board of Directors Meetings may be called by the President or by any three (3) members of the Board, or by a written petition with ten (10) membership signatures (only one signature per membership), delivered to the President. The meeting shall be held within ten (10) business days and notice posted within two (2) business days prior to the meeting.

### 7.4 REGULAR MEMBERSHIP MEETINGS

7.4.1 Regular membership meetings shall be held at a time and place determined by the Board of Directors.

### 7.5 SPECIAL MEMBERSHIP MEETINGS

7.5.1 Special Membership Meetings may be initiated by: (1) the President; (2) a majority of the Board of Directors; or (3) by a petition of 5% of the membership signatures (only one signature per membership) and a written statement of purpose of the meeting, delivered to the President. Notice must be mailed to all members at the latest address of record, surface or electronic, within ten (10) calendar days upon receipt of the petition from the initiating party. The meeting shall not be held until 10 days after mailing of notice and shall be held within 30 days of initiating parties request.

### 7.6 QUORUMS

7.6.1 A quorum of Board members exists when the number of Board members present is equal to or greater than the next higher whole number greater than half the official full Board membership. (Example: For a 9 member Board, the quorum is 5)

7.6.2 Forty (40) memberships present shall constitute a quorum at any membership meeting; where at least one person of a multiple-person membership is present that membership shall be deemed present. For purposes of this item, "memberships present" shall be the sum of the members actually present.

### 7.7 AGENDA

7.7.1 The final agenda of all meetings of specific matters to be discussed, considered or decided at the meeting shall be posted and available at the POA office at least 24 hours prior to the meeting (except emergencies).

## **Section 8.0 OFFICER AND DIRECTOR VACANCIES AND REMOVAL**

### **8.1 RESIGNATION**

8.1.1 An Officer or Director shall be deemed to have irrevocably tendered a resignation upon its delivery in writing to the President or any other Officer or Director. The Board of Directors shall accept tendered resignations for the official record at the next regular Board meeting.

8.1.2 An Officer or Director shall be deemed to have resigned by unexcused failure to attend three (3) consecutive regular Board of Directors meetings. Upon adjournment of the third consecutive missed meeting, the Board shall reconvene immediately, declare the position vacant, and so notify the removed Officer or Director at the earliest reasonable date.

### **8.2 MASS RESIGNATIONS**

8.2.1 Should the situation occur that the number of Board members, after resignations, leaves only one (1) or two (2) remaining members that one (1) or those two (2) shall appoint sufficient members to have a total of three (3). The three (3) or more remaining or appointed Members shall appoint all others to fill the nine (9) Board of Directors, or at least a quorum, who then shall select, Officers, President, Vice President, Secretary and Treasurer. Should all Board members resign, the Office Manager shall obtain help from prior years Board Members to appoint the Board as described above. The remaining and appointed Members shall serve out the unexpired terms of their predecessors.

### **8.3 VACANCIES**

8.3.1 Vacancies of any Board position shall be filled automatically in accordance with the Order of Succession table below. In the event that the first priority person is unable or unwilling to fill the office vacated, then succession shall fall to the next priority designation in sequence until a willing replacement is found.

#### **ORDER OF SUCCESSION**

<u>Bd. Position</u>	<u>First Priority</u>	<u>Second Priority</u>	<u>Third Priority</u>
President	Vice President	Other Bd. Mbr	Gen'l Membership
Vice President	Other Bd. Mbr.	Gen'l Membership	
Secretary	Other Bd. Mbr.	Gen'l Membership	
Treasurer	Other Bd. Mbr.	Gen'l Membership	
Director	Other Bd. Mbr.	Gen'l Membership	

8.3.2 General Membership candidates shall be confirmed by a majority vote of the Directors still in office.

8.3.3 Each Officer, Director or Member so appointed shall serve the remainder of the term to which his or her predecessor was elected or appointed.

### **8.4 REMOVAL FROM OFFICE**

8.4.1 Any Officer or Director may be removed from office upon an affirmative 2/3rds vote of the Board of Directors.

8.4.2 A Special Membership Meeting must be called and held within thirty (30) days of the presentation to the Board of Directors of petitions calling for the removal of a Director, Directors or the entire Board of Directors signed by members entitled to cast 10% of the votes in the Association.

The number necessary to remove a Director, Directors, or the entire Board of Directors, with or without cause, is a simple majority of those voting, so long as a quorum is present. The quorum for the Membership Meeting called for the purposes of voting on the recall is 20% of the votes.

## **Section 9.0 LEGAL COUNSEL**

9.1 The hiring of any attorney or law firm, for any purpose shall require advance approval of the Board of Directors.

## **Section 10.0 PROHIBITED ACTIVITIES**

### **10.1 ENDORSEMENT OF POLITICAL CANDIDATES**

This Association shall not endorse or have the appearance of endorsing any candidate for any political office.

### **10.2 OTHER PROHIBITED ACTIVITIES**

This Association shall not undertake or perform any prohibited act pertaining to nonprofit corporations defined in section 501 of the Internal Revenue Code or any corresponding provisions of any future Federal or State laws or regulations as may now be in force or effect, or at any time hereafter be enacted or amended.

## **Section 11.0 PARLIAMENTARY AUTHORITY**

11.1 Robert's Rules of Order, latest revised edition, and shall govern for the proceedings of this Association in all cases not provided for in these By Laws or Articles of Incorporation.

## **Section 12.0 AMENDMENTS**

12.1 Upon written notice, as provided in the article hereof entitled “Meetings, Quorums and Notice”, these By Laws may be amended by a majority of the Association membership voting. The term “amended” shall include additions, deletions and changes in language. Voting on amendments may be by written poll of the membership in lieu of a regular or special membership meeting. Exception: Changes that are required to bring the By Laws into compliance with State Statutes may be made by the PCC POA Board, following the process listed below.

1. The PCC POA Board President shall appoint a committee to prepare draft language amending the By Laws to achieve compliance with State Statutes.
2. A copy of the draft shall be distributed to all Board members a week before the next regular Board meeting.
3. At the next Board meeting, Board members shall review the proposed wording and make any further revisions required to obtain approval by a vote of a majority of the Board members present.
4. In the first quarter of each calendar year. The Board shall consolidate all revisions resulting from State Statute changes plus any revisions resulting from the normal, membership-approved process. Issue an addendum containing all of these changes, and make a copy available at the PCC POA office and the Recorder’s Office.

Amended January 15, 1985 / Retyped February 1985  
Amended May 6, 1985 / Retyped June 1985  
Amended October 7, 1986 / Retyped October 1986  
Amended April 7, 1992 / Retyped April 1992  
Amended August 3, 1999 / Retyped August 1999  
Amended September, 06 2002 / Retyped September 2002  
Amended (Addendum #1) December, 22, 2004  
Amended (Addendum #2) August 04, 2005  
Amended (Incorporate Addendum #1& #2 in Bylaws) 04/14/2006  
Amended & Recorded March 19, 2008

Signed: \_\_\_\_\_

Larry Hamlin, President

Signed: \_\_\_\_\_

Brian Biggs, Secretary

STATE OF ARIZONA     )

COUNTY OF YAVAPAI )

On this \_\_\_\_ day of \_\_\_\_\_, 2008, before me personally appeared \_\_\_\_\_  
\_\_\_\_\_(name of signer), whom I know personally,  
and acknowledged that he/she executed the same.

(seal)

\_\_\_\_\_

Notary Public

STATE OF ARIZONA     )

COUNTY OF YAVAPAI )

On this \_\_\_\_ day of \_\_\_\_\_, 2008, before me personally appeared \_\_\_\_\_  
\_\_\_\_\_(name of signer), whom I know personally,  
and acknowledged that he/she executed the same.

(seal)

\_\_\_\_\_

Notary Public