

HomeOwners **Tellico Village Residents** Association of Tellico Village, Inc. Bylaws

Article I-Name

The name of this organization shall be the "~~HomeOwners Tellico Village Residents Association of Tellico Village, Inc.~~", hereinafter referred to as the "~~HOA~~" "~~TVRA~~".

Article II-Purpose

The purpose of the ~~HOA TVRA~~ is to represent the interests of Tellico Village ~~Homeowners~~ **residents** by:

1. Providing a means for reviewing conditions affecting Tellico Village and taking actions that are in the best interest of ~~HOA TVRA~~ members.
2. Being knowledgeable about and involved in the activities of the Tellico Village Property Owners Association, Inc. (POA) by doing the following:
 - Attending and encouraging participation in POA meetings, including committees established by the POA Board.
 - **Meeting regularly with POA leadership and reporting the results to TVRA Board members, and membership through TVRA Socials, newsletters and other communications as deemed appropriate by TVRA Board.**
 - Making constructive recommendations to the POA to improve the Tellico Village lifestyle, services, safety, and amenities.
 - Participating in the annual election

of POA Board members, including **sponsoring a "Meet the Candidates"** ~~an open~~ forum for all Tellico Village ~~property owners~~ **residents** to provide an opportunity for POA Board candidates to present their positions on issues deemed important by ~~HOA TVRA~~ members **and respond to audience questions**; when appropriate, publishing POA Board candidates stated positions on such issues.

- Being knowledgeable about state **and local** political issues: Educating and informing ~~HOA TVRA~~ members and, when appropriate, all Tellico Village ~~property owners~~ **residents**, on important state and local political issues.
- ~~Holding "Meet the Candidates" forums for individuals running for elective offices to present their platforms and respond to audience questions.~~

3. Organizing and conducting social activities to enhance friendship and fellowship among ~~HOA TVRA~~ members.

Article III - Membership

Section 1. Membership

To be eligible for ~~HOA TVRA~~ membership, a person shall either own a home, be building a home, or own a lot in Tellico Village, or be the spouse, or an immediate family member (of majority age) ~~of~~ **residing with** said person. **A**

person ~~shall be~~ renting a residence within Tellico Village **who has been granted POA amenity rights by a Tellico Village homeowner**, or ~~be~~ the spouse, or ~~an~~ immediate family member (of majority age) **residing with** of said person ~~will is~~ also eligible for **HOA TVRA** membership. **This includes tenants of Premier Residence at Tellico Village.**

Taken together, ~~these individuals~~ **property owners, homeowners, renters, and their immediate family members (as described above)** constitute a household for purposes of paying dues, voting, and participating in **HOA TVRA** activities.

Section 2. Dues

To become a member, an eligible household shall pay annual dues to the **HOA TVRA**. Dues shall be established by the **HOA TVRA** Board of Directors (hereinafter referred to as the "**HOA TVRA** Board") at a per household amount.

The group of households identified as the "Pioneers" shall be accorded full lifetime memberships without the payment of dues so long as they remain Tellico Village residents.

The membership year shall be the calendar year, but multi-year memberships may be made available as deemed appropriate by the **HOA TVRA** Board.

If an eligible household joins the **HOA TVRA** for the first time on or after October 1 of a calendar year, its dues shall cover the balance of that year and the following calendar year.

Section 3. Good Standing

A member in good standing is defined as an individual or household paying the current year's dues or having been granted a lifetime free membership by **HOA TVRA** Board action.

HOA TVRA activities are designed for **HOA TVRA** members. However, events may be made available for guests, **who are not**

Tellico Village residents, of members as well as non-members at the discretion of the Vice President of Event Planning. On-line event ~~signups~~ **registrations** utilizing TellicoLife are reserved for **HOA TVRA** members. ~~and their guests.~~ **Guests should be registered for events through the Event Coordinator.**

Section 4. Voting Rights

Each household in good standing and holding membership shall be entitled to cast one vote on all matters submitted to a vote of the membership.

A majority of households present and ~~for~~ voting shall rule on any issue or election presented to the membership. The **TVRA** President or their designate shall vote only to break a tie. **Voting by membership household will be held at Special Meetings (Article V, Section 3)**

Article IV - Officers and the Board

The **HOA TVRA** Board shall consist of the elected officers, standing committee chairs, and immediate past president. Specific duties of **HOA TVRA** Board members shall be spelled out in job descriptions, which shall be reviewed and revised **prior to TVRA Nomination Committee members' initiating activities to replace non-returning Board Members, and prior to the Special Meeting for electing TVRA Board members, or** as necessary.

The business and affairs of the **HOA-TVRA** shall be conducted by or under the direction of the **HOA TVRA** Board, which shall make binding decisions.

~~All members of the HOA Board must be HOA members in Good Standing.~~

All TVRA Board member candidates shall be a TVRA member in good standing for a minimum of one year prior to assuming office. At the discretion of the TVRA Board and in the absence of eligible candidates for the TVRA Board position, the

Nominating Committee may make an exception with the current Board's approval.

candidate may run for the position directly from the TVRA membership.

Section 1. Elected Officers

The elected officers shall be the President, Vice President of Programs, Vice President of Membership, Vice President of Social Planning, Vice President of Event Planning, Vice President of Communications and Marketing, Vice President of Technology, Vice President of Advocacy, Treasurer, and Secretary.

In the President's absence, the President shall appoint an acting president to serve as President prior to departing and notify all Board members in writing (email) of such appointment. If no Acting President is appointed, the Past President shall assume the duties of Acting President unless the **TVRA** Board of Directors appoints an alternate by majority vote.

Each elected office has one vote on TVRA Board motions. An elected office may be shared by two people **but may only cast one vote**. Both people must be elected.

The Vice President of Programs shall be responsible for all programs presented at ~~HOA~~ **TVRA** Open Village and Special Meetings.

Section 2. Term of Office

Officers and Standing Committee Chairs shall be elected for a one-year term. Terms of office shall run concurrently with the fiscal year. Officers and Standing Committee Chairs may serve for no more than two consecutive one-year terms in the same office but must be elected for each term. At the discretion of the ~~HOA~~ **TVRA** Board and in the absence of ~~viable~~ **qualified** candidates, officers may serve for more than two one-year terms but must be elected for each term.

The Vice President of Membership shall plan and oversee all aspects of membership. **Any/all Membership communications must be approved by the Vice President of Communications and Marketing.**

The Vice President of Social Planning shall manage monthly socials and related activities.

For serious dereliction of duties any Executive Council member may be removed from office by a supermajority vote of eight (8) Executive Council members.

The Vice President Event Planning shall coordinate and manage ~~HOA's~~ **TVRA's** social events.

The Vice President of Communications and Marketing shall, with the President, set the ~~HOA~~ **TVRA's** annual communications strategy and shall be responsible for communicating ~~HOA~~ **TVRA** information to its members, and when applicable, to other ~~property owners~~ **residents** and the local community.

Section 3. Officer Duties

The President shall serve as the chief executive officer and shall supervise, direct and control the business and officers of the ~~HOA~~ **TVRA**.

The President shall serve for one year on the TVRA Board prior to assuming the office of President. At the discretion of the TVRA Board, and in the absence of a qualified candidate for President, a

The Vice President of Technology, **with the TVRA and TellicoLife Board of Directors**, shall be responsible for the acquisition, operation, maintenance and systematic update of the hardware and software applications used to support the programs and service activities of the ~~HOA~~ **TVRA**. **The Webmaster shall support the Vice President of Technology and Vice President of Communications and Marketing, when appropriate.**

The Vice President of Advocacy shall

identify key issues within the Tellico Village community and **work with the President and Vice President of Communications and Marketing** to promote discussion of those issues with ~~Tellico Village HOA TVRA~~ members.

The Secretary shall take and maintain minutes of all Meetings where membership votes are held and ~~HOA TVRA~~ Board and Executive Council meetings.

The Treasurer shall receive and deposit all monies, pay bills, keep records, and report on finances to the ~~HOA TVRA~~ Board. In addition, the Treasurer shall prepare and submit an annual budget, file required state and Federal tax returns, ~~and~~ publish an annual financial report **and support all activities associated with the annual Financial Examination process.**

Section 4. Vacancy in Office

Should a vacancy occur in an elected office, the ~~HOA TVRA~~ Board shall appoint a ~~HOA TVRA~~ member to complete the remaining term of office.

Section 5. Executive Council

The Executive Council (hereinafter referred to as the "Council") shall consist of the elected officers and the immediate past president.

The Council shall conduct business that cannot be postponed until a regularly scheduled meeting of the ~~HOA TVRA~~ Board. The Council shall make binding decisions for the ~~HOA TVRA~~. All decisions made by the Council shall be reported to the ~~HOA TVRA~~ Board no later than the next scheduled ~~HOA TVRA~~ Board meeting.

The Executive Council is normally chaired by the ~~HOA TVRA~~ president. However, any council member can call and chair a meeting with the approval of a majority (six members) of the Executive Council

A majority of the Council members voting (at least six) shall be required to make a binding decision. The ~~HOA TVRA~~ officer

chairing shall vote only to break a tie.

Article V - Meetings

Section 1. Meetings of the Board.

The ~~HOA TVRA~~ Board shall meet monthly. At each ~~HOA TVRA~~ Board meeting, time shall be provided for ~~HOA TVRA~~ members and any other individuals to address the ~~HOA TVRA~~ Board. The President, ~~in~~ **at** his or her discretion, may convene the ~~HOA TVRA~~ Board in a meeting other than traditional face-to-face form to discuss and finalize matters that are not completed at a regular ~~HOA TVRA~~ Board meeting or that arise between meetings.

The incoming ~~HOA TVRA~~ Board may hold a transitional meeting during the month prior to the upcoming fiscal year. It shall not hold a vote until the next fiscal year begins.

Section 2. Open Village Meetings

The ~~HOA TVRA~~ shall hold Open Village Meetings ("OVM") as needed to support the mission of the ~~HOA TVRA~~. The ~~HOA TVRA~~ Board shall announce the time and place of all OVMs. The OVM agenda will contain subjects relevant to Tellico Village residents.

Section 3. Special Meetings

At least one ~~HOA TVRA~~ Special Meeting (open only to ~~HOA TVRA~~ members) will be held annually to elect ~~HOA TVRA~~ officers. Elections shall be held at the November ~~HOA TVRA~~ Special Meeting. **Additional TVRA matters, such as Bylaw amendments, may be considered and voted on at the November, or any, TVRA Special Meeting. Special meetings shall be run by the At-Large Committee Chair.**

The President, at the discretion of the ~~HOA TVRA~~ Board, may call additional Special Meetings. Any ~~HOA TVRA~~ member may also ask for a Special Meeting by submitting a written request to the ~~HOA TVRA~~ Board. Such requests shall be

presented to the Secretary or another officer not less than 10 calendar days prior to the next scheduled HOA TVRA Board meeting and shall clearly define the issue(s) to be considered. The HOA TVRA Board shall approve or reject any such request. The Secretary shall notify the petitioner of the HOA TVRA Board's decision as soon as possible.

Section 4. Teleconferencing / Electronic Meetings

If any Meeting (Board, Executive Council, Social, OVM or Special Meeting) cannot be held, in the opinion of the Executive Council, due to unusual circumstances (national or regional health concerns, POA advisories, etc.) and/or if an electronic method is deemed more effective, appropriate, or efficient, then an appropriate electronic format may be used.

Section 5. Voting

Votes can be taken at any HOA TVRA Meeting or via electronic voting on substantive matters at the discretion of the HOA TVRA Board including the election of HOA TVRA Board members and the approval of bylaws amendments. At least 20 calendar days prior to such meetings or votes, the HOA TVRA membership shall be notified of the meeting process, and important dates and, when appropriate, provided access to related materials. **Each member household in good standing may cast one (1) vote. A majority of those TVRA members in good standing casting a vote shall rule.**

Election of HOA TVRA officers shall normally be held at the November Special Meeting. **See Article VIII - Elections for more information.**

Section 6. Notifications.

Notice of any Meeting or upcoming vote shall be made in such manner as the HOA TVRA Board deems appropriate to provide the most comprehensive distribution.

Article VI – Committees and Liaisons

The HOA TVRA, as a representative of and voice for the ~~homeowners-~~ residents of Tellico Village, has a need to sponsor a number of Committees and to recognize a number of Liaisons, both from organizations across the Village as well as from the HOA TVRA to local governments and Tellico Village organizations. These organizations fall into three primary categories: standing committees, liaisons, and ad hoc committees. The responsibilities of these categories are defined below:

Section 1. Standing Committees

The Standing Committees are:

At-Large

A. Duties:

The At-Large Chair shall be responsible **for declaring there is a quorum at TVRA Board meetings**, ~~for~~ overseeing the maintenance of all HOA TVRA Bulletin Boards, managing all aspects of Membership voting at Open Village and Special Meetings, and other tasks as may be assigned by the HOA TVRA President.

B. Selection of Chairpersons:

Standing Committee Chairs will be nominated for their positions and elected at the November General Meeting along with HOA TVRA officers.

C. Voting Rights:

Standing Committee Chairs will have full voting rights in regularly scheduled meetings of the HOA TVRA Board.

Section 2 : Liaisons

HOA TVRA recognizes ~~two~~ **three** categories of Liaisons.

The first is a liaison from the HOA TVRA to local governments and utilities, called “Civic Affairs Liaisons”. There are at least two local government **Civis Affairs** liaisons, corresponding to the counties in which Tellico Village is located: Loudon and Monroe. **The President may designate additional liaisons if deemed necessary.** ~~A third liaison is designated to Loudon Utilities.~~

~~In addition,~~ **The TVRA HOA** recognizes that there are organizations within Tellico Village whose membership shares many common concerns with HOA TVRA. The purpose of ~~these~~ **the second group of liaisons** is to foster a greater sense of community across all ~~homeowners residents~~ in Tellico Village. Those organizations which currently have liaisons to HOA TVRA are New Villagers, Friends of the Tellico Village Library, **Tellico Working Together** and STAYinTV. These may change over time, subject to approval of the HOA TVRA Board.

The third group of liaisons is to each of the POA Advisory Committees. Their purpose is to keep the TVRA Board informed of the issues that the POA Advisory Committees are working on and the actions being taken.

The HOA TVRA President or designee is the HOA TVRA liaison to the Tellico Village Volunteer Fire Department. The HOA TVRA liaison to the Tellico Village Volunteer Fire Department is a voting member of that Board.

The TVRA President or designee is the TVRA liaison to TellicoLife. The TVRA liaison to TellicoLife is a voting member of that Board.

A. Duties

Working with the TVRA President and Vice President of Communications and Marketing, the Civic Affairs Local government liaisons shall be responsible for informing and educating the membership about county issues, candidates, and government functions.

Liaisons to Tellico Village organizations shall be responsible for ensuring that the

membership of their organizations is informed about the plans, projects, and procedures of the HOA TVRA, and that the HOA TVRA, through its Board, is aware of the concerns of their membership which may impact the activities of the HOA TVRA.

The liaisons to the POA Advisory Committees will report the actions of those committees to the TVRA Board in their monthly report. They will receive direction from the TVRA Board and, as needed, will relay the TVRA Board’s position to the Committee. They will write articles for the TVRA monthly newsletter, as directed by the Board.

B. Selection of Liaisons:

Local government liaisons shall be recruited for their positions by the TVRA President, **or Board**, of the HOA, and seated subject to the approval of the HOA TVRA Board.

Liaisons to and from Tellico Village organizations shall be selected **or approved** by those organizations and seated subject to the approval of the HOA TVRA Board.

C. Voting Rights

~~As of 11/8/2022, full voting rights on the HOA Board for all TVRA Liaisons was rescinded~~ **do not have voting rights on TVRA Board motions except as assigned by their positions.**

Section 3. Ad Hoc Committees

Ad Hoc Committees shall be convened by the HOA TVRA Board to investigate in depth major issues impacting Tellico Village ~~homeowners residents~~. These committees are intended to be staffed by persons from within Tellico Village that have substantial knowledge about and interest in a given subject matter.

The duties of Ad Hoc Committees shall be determined by the TVRA President of the HOA in consultation with the HOA TVRA Board. Establishment of an Ad Hoc Committee shall be by majority vote of the HOA TVRA Board. The Chairperson of

each Ad Hoc Committee shall be appointed by the President of the HOA **TVRA**.

The number and purpose of Ad Hoc Committees is expected to change over time. Unlike the standing committees and liaisons, these positions have specific technical interests focused on a single issue.

The HOA **TVRA** Board may, at its discretion, establish or terminate Ad Hoc Committees when the sense of the Board is that any of these committees has fulfilled the purpose for which ~~it was~~ **they were** established. Regardless, all Ad Hoc Committees shall be continued each year by a vote of the HOA **TVRA** Board.

The Board may determine that an Ad Hoc Committee should exist in perpetuity. In that event, the Ad Hoc Committee becomes a Standing Committee subject to a vote of the membership.

Chairpersons of Ad Hoc Committees will have no voting rights in regularly scheduled meetings of the HOA **TVRA** Board.

Article VII - Finances

Section 1-Fiscal Year

The fiscal year shall be the calendar year.

Section 2. Budget Preparation and Adoption

The Treasurer shall prepare an annual budget for approval by the HOA **TVRA** Board by December 1. The budget shall then be communicated to the **TVRA** membership before the end of the 1st quarter of the following year.

Section 3. Audit

An **audit examination** of the HOA **TVRA** financial records shall be conducted annually for the previous year. The HOA **TVRA** Board shall appoint ~~an auditor or an audit committee~~ **at least two persons** to

carry out such **audit examination**. **The examiners shall submit a signed, written report of their findings to the TVRA Board. The Treasurer shall support the examination committee and sign the document.**

Article VIII - Elections

Section 1- Nominating Committee

The HOA **TVRA** Board shall appoint a Nominating Committee no later than July 15. The Nominating Committee shall consist of two HOA **TVRA** Board officers, one of whom shall serve as chair, and a maximum of three representatives from the membership at large.

Section 2- Nominating Committee Duties and Responsibilities

The Nominating Committee shall identify at least one candidate for each elected office and standing committee position and shall ensure that the nominee is willing to serve if elected. The committee shall solicit names of candidates from HOA **TVRA** Board members as well as from the HOA **TVRA** membership. In the interest of continuity, the Committee's nominee for President should be chosen from the Executive Council. Only members in good standing may be nominated for an office.

At the October Board meeting, the Committee shall present for approval the slate to be voted on at the November Special Meeting or electronically. The slate shall be published promptly to the Membership in accordance with Article V, Section 5 above. Every person on the slate shall be a current member of the HOA **TVRA**.

Following such publication, but not less than ten days before the November Special meeting or election voting begins, any member in good standing may nominate another member for any elective office and notify the Committee Chair of the nomination. The Committee shall determine such nominee's eligibility

and willingness to serve.

Section 3. Time and Method of Election

The election shall take place at the November Special Meeting or through electronic voting **as deemed appropriate by the TVRA Board.** ~~should large meetings be unable to be held~~ A majority **of those TVRA members in good standing casting ballots** shall elect **the candidate to the position.** If more than two candidates are nominated for an office, ~~a plurality~~ **the one with the most votes** shall **be** elected. Any ties will be broken by a ballot vote of the current HOA **TVRA** Executive Council.

Article IX - Quorum

~~A quorum for any Meeting shall be two percent (2%) of the household memberships.~~ **A There is no quorum required for Open Village or Special Meetings. A quorum** of the HOA **TVRA** Board shall consist of eight (8) Board members. A quorum of the Executive Committee shall consist of six (6) members.

Article X - Parliamentary Authority

The current edition of the Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or its charter, bylaws, or adopted procedures.

Article XI - Amendments

Any HOA **TVRA** member may propose amendments to these bylaws. Amendments must first be submitted in writing to the Secretary, who shall provide the HOA **TVRA** Board with copies. The HOA **TVRA** Board must approve a proposed amendment by a majority vote before the notice of the amendment is provided to the membership.

The proposed Bylaw amendment(s) will be

voted on by the TVRA membership at a Special Meeting in accordance with Article V, Sections 3 and 4.

Notice of the proposed amendment shall be made in accordance with Article V, **Sections 5 and Section 6.**

~~The bylaws may be amended by a majority vote of the membership at any HOA Meeting or electronic membership vote. Each member household in good standing may cast one (1) vote for the proposed amendment(s).~~

Article XII - Liability

The HOA **TVRA** Board is responsible for maintaining appropriate insurance covering the HOA **TVRA**.