

Ironwood Country Club Homeowners' Association of Normal, Inc.  
By-Laws

**Article 7 - Officers**

**Section 7.1 – Officers:** The officers of the Association shall be a president, a vice-president, a secretary, and a treasurer.

**Section 7.2 - Election and Term of Office:** Association officers shall be elected by the Board of Directors at its first meeting after the annual meeting and shall serve until their successors have been elected. Vacancies shall be filled by election by existing Board members.

**Section 7.3 - Removal:** Any officer may be removed from office by a majority vote of the Board of Directors, exclusive of said officer, whenever, in the judgment of the Board, the best interest of the Association will be served.- Such action shall be without prejudice of the person removed.

**Section 7.4 - President:** The president shall:

- a) Be the principal executive officer of the corporation and subject to the direction and control of the Board of Directors;
- b) Preside over the business of the corporation;
- c) See to it that the resolution and directions of the Board of Directors are carried into effect except in those instances in which that responsibility is specifically assigned to some other person by the Board of Directors;
- d) Discharge all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors.

**Section 7.5 – Vice-President:** If the president is absent, or cannot or refuses to act, the vice-president shall:

- a) Perform the duties as president with all the powers and restrictions of the office;
- b) In general, perform the duties of said office as prescribed by the Board of Directors;
- c) Shall become the acting president in case of the incapacity or resignation of the president.

**Section 7.6 - Secretary:** The secretary shall:

- a) Keep minutes of all meetings of the membership and the Board of Directors and file such minutes in an appropriate book provided for that purpose and ensure that the minutes are posted on ihoa.org;
- b) See that all notices are duly given in accordance with the provisions of these by-laws or as required by Illinois law;
- c) In general, perform the duties of said office as prescribed by the Board of Directors.

**Section 7.7 - Treasurer:** The treasurer shall:

- a) Be in charge of all funds and securities of the Association and maintain complete documentation of all transactions;
- b) Receive monies due and payable in the name of the Association from any source whatsoever, and deposit, in a timely manner, said funds in banks or other depositories as designated by the Board of Directors;
- c) Pay all properly documented expenses on behalf of the Association;
- d) Ensure that necessary state and federal tax forms are prepared and properly filed in a timely manner;
- e) Give bond for the faithful discharge of his or her duties in such a sum with surety as the Board shall determine. The expense of such bond will be paid by the Association;
- f) Keep a register of the names and addresses of all Members of the Association;
- g) Provide a report at each Board meeting that documents and reconciles all income and expenses with bank balances since the last report;
- h) Provide dues paid letters for realtors and financial institutions;
- i) File the Annual Report as required by the General Not For Profit Corporation Act with the State of Illinois;
- j) Prepare an annual budget for the Association as directed by the Board;
- k) In general, perform the duties of said office as prescribed by the Board of Directors.

These bylaws were approved at the 2022 Annual Membership meeting of the Ironwood Homeowners' Association by a vote of 201 in favor, 50 opposed with 263 members present either in person or by proxy.