

University Heights Neighborhood Association

Bylaws

2020

Updated 09/24/2020

Section 1

Description

1. **Name.** The name of the organization is the University Heights Neighborhood Association, hereinafter referred to as ‘Association.’
2. **Location.** The membership area of the Association is defined by Bennett Street and Brookside on the north, Sunshine Street on the south, National Avenue on the east and Campbell Street on the west.
3. **Fiscal Year.** The fiscal year shall begin on July 1 and end on June 30; this time frame may be amended by the board of directors.

Section 2

Membership

2.1 **Qualifications.** Association members must live or own a business within the boundaries defined in article 1.2, above, and be current on annual payment of dues.

2.2 **Dues.** Annual membership in the Association is voluntary; dues are \$10 per residence and \$25 per business in the membership area. (Long-term and short-term rental property owners are considered a business.) The dues payment schedule will be determined by the Treasurer.

2.3 Voting. Members must be 18 years of age (legal voting age) and current on membership dues to vote. A residential household receives one (1) vote; a business receives one (1) vote.

2.4 Membership Data. Data supplied on the membership form will only be used for the Association's direct operations and will not be supplied to third-party organizations.

2.5 Communication. Members are solely responsible for keeping their contact information up to date in order to receive information from the Association.

Section 3

Governance

3.1 Board of Directors

3.1A Number. The Board of Directors, hereinafter referred to as the Board, must maintain a minimum of five (5) directors whose dues are paid in full for the current year. The number of directors may be amended by the board of directors or general membership at the appropriate meeting (section "3.2 Meetings.")

3.1B Positions. The Board shall include four (4) officers (President, Vice President, Treasurer, Secretary) and at least one Director-at-Large.

3.1Ba President. Serves as the Chief Executive Officer of the Association; supervises affairs of the Association; presides at all meetings.

3.1Bb Vice President. Is considered the successor to the President, thus serves in a training position; assumes all duties of the President in the President's absence.

3.1Bc Treasurer. Is the Chief Financial Officer and Chief Accounting Officer of the Association; keeps full and accurate records of all financial affairs; presents a financial report at every Board meeting.

3.1Bd. **Secretary.** Records and maintains records of all Association meetings and makes those records available to any member upon request; maintains copies of all legal papers, including bylaws, articles of incorporation; maintains up-to-date membership records.

3.1C **Powers.** The Board is empowered to manage the routine business affairs of the Association and create and change policies that benefit the Association.

3.1D **Elections.** Directors will be elected annually at the annual meeting.

3.1E **Terms.** A Director term is one year; Directors may serve an unlimited number of consecutive or non-consecutive terms.

3.1F **Suspension or Removal.** A Director may only be removed with cause by a vote of two-thirds (2/3) of the Board. The Director may only be removed after being given two months' notice and the opportunity to state his/her objection before the Board.

3.1G **Special Elections.** In the event of a vacancy on the Board (a Director moves outside Association boundaries, resigns for personal reasons, passes away or is removed by the board) the Board may call a special election to fill the vacancy.

3.2 Meetings

3.2A **Board Meetings.** Such meetings will be held at a time and place determined by the Board. The meetings are open to residents and business owners within Association boundaries.

3.2B **Annual Meeting.** An annual meeting will be held once a year within the date range of Sept. 1-Dec. 31. The date will be determined by the Board.

3.3 Voting

3.3A **Board Meetings.** While Board meetings are open to all Association members, only currently-elected Board members may vote at Board Meetings; a majority of the directors in attendance will constitute a quorum.

3.3B Annual Meetings. All paid Association members may vote; a majority of paid members in attendance will constitute a quorum.

3.3C Voting by Writing. Only under special circumstances, and with the approval of a quorum of the full Board, can an election include written and/or email votes.

3.4 Committees

3.4A Purpose. Committees may be formed to research issues, make recommendations for Association action and to implement actions approved by the Board. A committee must have a defined purpose with expected outcomes.

3.4B Committee Chair. A Committee must be led by a Chair who will provide a report at every Board meeting. The Chair must be a paid member of the Association. The Committee Chair will recruit members to the committee.

3.4C Committee Size. The Committee Chair may determine the size of a committee.

3.4D Committee Membership. Committee members must be paid members of the Association.

3.4E Committee Meetings. Committee meetings will be called by the Chair and held at a time, place and frequency determined by the Chair.

Section 4

Bylaw Amendments

These bylaws may be amended in whole or part by a vote of a quorum of the paid Association membership; amendment(s) must have been presented in writing to the Association membership at least two months prior to the vote. Votes may be cast in writing by the announced deadline.

Section 5

Personal Liability

No member, director or officer of the Association can be held personally liable for any debt, liability or obligation of the Association. Persons, corporations or other entities extending credit to, contracting with or having any claim against the Association may only look to the funds and property of the Association for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Association.

Section 6

Execution of Papers

Unless voted otherwise by a quorum of the Board, deeds, leases, transfers, contracts, bonds, notes, checks or other obligations made or endorsed by the Association may be signed by the President or Vice President. Checks may also be signed by the Treasurer.