

Hill & Harbour Neighborhood Association

BYLAWS

ARTICLE I. MEMBERSHIP

1. The membership of this association shall be comprised of residents and business owners within the Hill & Harbour and surrounding areas.
2. A Voting Member shall be a resident household, business owner or property owner within the boundaries of the neighborhood. Each household or property owner within the neighborhood shall be entitled to one vote.
3. Dues will be determined by the voting members and are discretionary; they will be used to help defray costs, i.e., mailing, printing, supplies, etc.
4. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE II. OFFICERS

1. The voting members of the neighborhood association shall nominate and elect the officers of the association. The officers of this association shall hold offices for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. Until greater established, the officers of the association shall have One (1) Chair or Two (2) Co-Chairs, a Vice Chair, a Secretary, and a Treasurer.
2. One of the Co-Chairs shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business, and shall act as official spokesperson for the association.
3. The Vice Chairperson shall, in the absence of the Chair, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
4. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same

and submit a copy of these minutes for communication purposes to all members.

5. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
6. The Membership Director will be responsible for managing membership and communication with members.
7. Any officer can be removed from office by a 2/3rds majority vote of the membership after a special meeting has been requested at least ten (10) working days in advance.

ARTICLE III. COMMITTEES

1. The Chairs (s) shall have the power to appoint committees as necessary to implement the purposes of the charter.
2. The Chairs (s) shall be an ex-officio member of all committees.

ARTICLE IV. MEETINGS

1. Meetings are held monthly or bi-monthly at the discretion of the board.
2. Voting Members shall have the privilege of petitioning officers for a special meeting at any time. Three out of five officers must approve the special meeting.
3. The Voting Members present at the approved special meeting shall constitute a quorum.
4. At least a ten day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.

ARTICLE V. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

1. Nominations of officers shall be made from the floor at the annual meeting, or a slate presented from a nominating committee would also be acceptable.
2. Election of officers shall be held on the same day as the nominations.
3. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within 30 days of the installation.
4. Any vacancies occurring during the year of any Officer shall be filled by appointment of the remaining officers until a special election can be held as soon as reasonably possible.
5. Any officer may be removed from office for cause by a majority vote of the Voting Members.

ARTICLE VI. FISCAL RESPONSIBILITY

1. Expenditure of funds of the association may not be made without the signatures of at least one (1) of the CO-Chairs and the Treasurer.
2. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) officers other than the Treasurer.

ARTICLE VII. AMENDMENT OF BYLAWS

1. These bylaws may be amended by a majority vote.
2. Proposed amendments shall be sent to all members at least ten working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

ARTICLE VIII. GENERAL

1. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
2. No officer, representative, spokesperson or member shall have any financial liability of the association and shall be indemnified from any actions of the Association.