



Article I - Identification

Section 1.1 - Name

The name of the Association shall be Sylvan Heights Neighborhood Association (hereinafter, the SHNA).

Section 1.2 - Purposes

The purpose of SHNA shall be:

- To unite all the residents of Sylvan Heights (defined as property depicted on the attached map) by bringing them in closer and more frequent contact with each other and encouraging them to plan and work together;
- To preserve and improve the residential quality of the neighborhood;
- To promote understanding among property owners, residents, government and business interests;
- To provide a means by which the citizens of the area may exercise greater control over the economic, governmental, environmental, and social forces that influence their ways of life.

Section 1.3 - Purpose

The activities of the Sylvan Heights Neighborhood Association, shall include but not be limited to:

- (a) To foster neighborhood identity and sense of community.
- (b) To promote understanding among property owners, residents, government, and business interests.
- (c) To preserve and promote the historic and residential quality of the neighborhood
- (d) To cooperate and affiliate in appropriate ways with other local, state, or national organizations having compatible goals.

Section 1.4 - Activities

The activities of the Sylvan Heights Neighborhood Association in pursuit of the foregoing purposes shall include but not be limited to:

- (a) Improving communication about neighborhood issues, including publishing a newsletter.
- (b) Identifying and articulating, as fully as possible, the consensus of the neighborhood with regard to the best methods of ensuring the purposes of the Association and making those positions known to those bodies and institutions whose decisions may affect the neighborhood.

- (c) Communicating with public officials and representing the Association at public meetings and hearings at the direction of the Steering Committee.
- (d) Encouraging the maintenance, regulation and enforcement of zoning ordinances and building codes.

Article II - Membership and Dues

Section 2.1 - Resident Membership

Resident Membership, ~~limited to one voting member per household~~ (*see addendum), shall be open to individuals who reside in Sylvan Heights (as depicted on the attached map), who are 18 years of age or older, who agree with the purposes of this Association, and who pay yearly dues. Resident Members who fulfill all these requirements shall be considered to be in good standing and shall be eligible to vote. Resident Members who move outside the neighborhood depicted on the attached map shall be converted to Non-Resident Members. There shall be no discrimination on either Resident or Non-Resident Members because of race, color, creed, marital status, country of origin, gender, age, financial status or position, degree of formal or informal education, sexual orientation, or anything that would give advantage or disadvantage to one over another.

Section 2.2 - Non-Resident Membership

Non-Resident Membership may be held by individuals who live outside the boundaries of Sylvan Heights depicted on the attached map, but who support the purposes of the Association and who pay annual dues. Non-Resident Members may not vote or hold office in the Association.

Section 2.3 - Resignation/Termination

Any member may resign from membership by filing a written resignation with the Treasurer. If a membership is terminated, dues shall not be refunded. Membership will be terminated if dues have not been paid within 60 days of notification by the Treasurer.

Section 2.4 - Dues

Yearly dues shall be established by the Steering Committee at its annual meeting, after which the Treasurer shall advise the Members and collect annual dues from each. Dues are to be used to seek the goals stated in Article II.

Section 2.5 - Membership Year

The Membership Year of the Association shall be February 1 through January 31 of each year.

Article III - Meetings of Members

Section 3.1 - Annual Meeting, where the election of Officers and Steering Committee Members are elected as provided in Article IV, shall be held in February of each year.

Section 3.2 - Notice of meetings

Written notice stating the place, day, and hour of whole membership meetings shall be

delivered to the membership not fewer than seven (7) days or more than thirty (30) days before the date of such meeting. All members and potential members are encouraged to attend these meetings.

Section 3.3 - Quorum

A quorum for membership meeting shall be at least 12 members.

Section 3.4 - Proxies

No member shall vote by proxy at any meeting.

Section 3.5 - Standing committees

Standing Committees shall be met by a call of the Chairperson of that committee.

These committees may be called upon to present short reports at the monthly meetings

Section 3.6 - Special Meetings

Special meetings of the members may be called by the President, or by action of the Steering Committee, or by action of ten percent of the membership of the members by written notice only.

Article IV - Officers

Section 4.1 Elected Officers

The elected officers of the SHNA shall be President, Vice President, Secretary, and Treasurer. The term of office shall be for one (1) year, and limited to three (3) consecutive terms.

Section 4.2 Vacancies

If an officer resigns or misses three consecutive meetings, said office will be declared vacant. Vacancies occurring during the year shall be filled by election of a new officer. The President will notify the membership of the vacancy at a regular monthly meeting. The election to fill the vacancy shall be at the next monthly membership meeting after notification.

Section 4.3 - Duties of Officers

President

- a. President shall preside over all meetings of membership and Steering Committee;
- b. shall prepare an agenda for meetings which shall be distributed or posted at each meeting;
- c. call special meetings when necessary; preside over elections except his/her own;
- d. appoint standing committee chairpersons;
- e. inform the membership of all relevant matters involving SHNA;
- f. act as the organization's spokesperson when necessary;
- g. review and approve all correspondence, articles and publications of the SHNA ;
- h. release to the successor to the office within thirty days after expiration of the term of office all books, records, and papers of SHNA;
- i. serve as an ex officio non-voting member of all committees (except the Nominating Committee) except in case of a tie.

Vice President

- a. preside at meeting of the Steering Committee and the Association in the absence of the President or as designated by the President;
- b. perform such other duties as may be assigned by the president or Steering Committee
- c. fill the unexpired term of the President whenever the office of President becomes vacant;
- d. Serve as membership committee chair collaborating with Treasurer and other committee members for the membership renewal drive in January of each year; and
- e. Release to the successor to the office within thirty days after expiration of the term of office all books, records, and papers of SHNA.

Secretary

- a. shall keep the minutes of the meetings of the members and the Steering Committee
- b. maintain a roll of attendance at all the meetings of the SHNA
- c. be a custodian of the corporate records
- d. Perform such other duties as from time to time may be assigned by the Chair or the Steering Committee.
- e. release to the successor to the office within thirty days after expiration of the term of office all books, records, and papers of SHNA;

Treasurer

- a. Have charge of all funds of the Association
- b. pay all verified bills (with bills of over \$100 first being approved by the Steering Committee);
- c. maintain dues records and a membership roster accordingly
- d. forward new membership rosters to Steering Committee monthly
- e. maintain an itemized record in a permanent file of all receipts and expenditures and provide a written report of the same at each meeting of the Steering Committee and the association
- f. file all forms, reports, etc., with governmental agencies when required; and
- g. release to the successor to the office within thirty days after expiration of the term of office all books, records, and papers of SHNA;

Article V - Steering Committee

Section 5.1 - Composition.

The Steering Committee shall consist of nine Resident members who are elected at the Annual Meeting of the Association. Four of the members shall be the elected officers as specified in article IV, one being the past-president, and four additional members in good standing from within the Resident Membership.

Section 5.2 - Purpose.

The Steering Committee shall be the governing body of the Association and shall conduct and manage the affairs of the Association. Action shall be taken on behalf of the Association only upon authorization of the Steering Committee. The Steering Committee members will commit to being present at monthly meetings and agree to take an active participator interest in SHNA. There must be a majority of Steering Committee members present at a regular membership meeting in order to have a quorum. No contracts or obligations shall be undertaken and no representation shall be mad eon behalf of the Association without the express consent of a majority vote of the Steering Committee. The Association shall not make directly or indirectly any loan of money or Association property or guarantee or secure any debt.

Section 5.3 - Elections.

Election to the Steering Committee shall take place at the Annual Meeting of the Association by a majority of Resident Members present and in good standing. Candidates for election to the Steering Committee shall be Resident Members in good sanding who, in the preceding twelve months, have attended at least one meeting of the Association. This requirement will be waived if the candidate has become a resident of the SHNA within the past six months. Candidates for the Steering Committee shall be selected from among those nominated by the Nominating Committee, which shall consist of three Resident Members appointed by the President, in addition to any Resident Members in good standing nominated by the SHNA Membership at the Annual Meeting. Only one steering committee member per household may be elected. Proxy votes will not be counted.

Section 5.4 - Term of Steering Committee Members

The non-officer (not including the past-president) steering committee members will serve one two-year term. The non-officer steering committee terms are to be non-consecutive.

Section 5.5 - Vacancies.

Vacancies occurring on the Steering Committee shall be filled by the existing Steering committee, whose members shall elect a new member to fill the unexpired remainder of the term. If a steering committee member resigns or misses three (3) consecutive meetings, the position may be declared vacant.

Section 5.6 - Meetings.

Meetings of the Steering Committee shall be held monthly preceding each membership

meeting. SHNA Members in good standing are welcome to attend and observe any steering committee meeting.

Section 5.7 - Quorum.

Five members of the Steering Committee must be present at any given meeting to constitute a quorum.

Article VI - Committees

Section 6.1 The standing SHNA committees shall be the following:

- a. **Membership.** This committee will be chaired by the Vice-President. The committee is charged with recruiting and maintaining members for the Association.
- b. **Nominating Committee.** This committee, appointed by the President will consist of three Resident Members who do not intend to run for elective office in the Association in the year of their service as a member for the Nominative Committee
- c. **Grievance Committee.** The steering committee will act as the grievance committee. Its task shall be to study any grievances directed in writing to the Association by any of its members or anyone who is adversely affected by Association decisions. Upon receipt of such complaint, the Committee shall proceed in the following manner:
 1. It shall first recommend that the parties seek to reconcile their differences through some sort of mediation
 2. If this fails a panel of three members of the committee shall be selected to study the grievance. The panel shall consist of one officer and two other steering committee members.
 3. This panel is authorized to conduct meetings, research, etc. as may be necessary to determine the facts of the matters in dispute.
 4. The panel is to report back to the entire Steering Committee a recommendation for the resolution of the grievance.
 5. Final resolution of any matters which remain in dispute shall be by a majority vote of the general membership at any regular meeting or at a special meeting called for that purpose by the steering committee.
- d. **Newsletter Committee.** Newsletter Committee will be chaired by a member of the SHNA in good standing. This committee is responsible for collecting, compiling, and distributing the newsletter to Sylvan Heights or SHNA, as deemed appropriate by SHNA finances.

Section 6.2 Other committees. The Steering Committee shall establish such others and employ and engage such personnel as in its judgment will best promote the purposes and objectives of this Association.

Article VII. Political Endorsements

Section 7.1 SHNA encourages all members to participate on an individual basis in the political process, but the SHNA shall not endorse political candidates for office. Any member of the Steering Committee who chooses to endorse or support candidates should be careful not to represent or imply the endorsement of the Association. Nothing in this section shall prohibit the Association from sponsoring political forums or allowing candidates to attend meetings for the purpose of answering questions or making brief statements.

Article VIII Rules of Order

Section 8.1

The conduct of all meetings shall be governed by *Robert's Rules Order - Newly Revised*.

Article IX Amendments

Section 9.1

These bylaws may be amended by majority vote at a meeting of the Steering Committee and subsequent approval of a 2/3 majority of the quorum present at a meeting of the Association. Written notice of the Association meeting at which any amendment is proposed shall be given to all Resident Members in good standing at least 14 days in advance of the meeting date and shall include a copy of the proposed amendments (S).

*Amendment 1

On [insert date], the membership voted to have more than one person from a household be a voting member.