

THE COLONIAL VILLAGE NEIGHBORHOOD ASSOCIATION

BY-LAWS

Purpose

Our objective is to recruit and utilize all relevant available resources that will promote and provide Community Pride, Economic Development, Involved Citizenship, and Solutions to Community Issues.

Local, County, State government Bodies that are committed to working with citizens of The Association for the betterment of The Association and all Knoxvilleians as a whole are welcome. This Objective will be maximized by our partnership with Law Enforcement as well as Churches, Business, Neighborhood Organizations, and Civic Groups **and Schools**.

ByLaws

ARTICLE I – NAME

The name of the organization will be The Colonial Village Neighborhood Association (The Association) or C.V.N.A.

ARTICLE II – BASIC POLICIES

- A. The Association will be noncommercial, nonsectarian and nonpartisan.
- B. The name of The Association or the names of any members in their official capacities will not be used in any connection with a commercial concern or with any partisan interest for any purpose not appropriately related to promotion of the objects of The Association.
- C. The Association will not directly or indirectly participate in or intervene in anyway, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to any candidate for Public office.

ARTICLE III – OBJECTIVE

Our objective is to recruit and utilize all relevant available resources that will promote and provide Community Pride, Economic Development, Involved Citizenship and solutions to Community Issues through local, county or state government bodies that are committed to working with citizens of The Association. This objective will be met by our partnership with Law Enforcement as well as Churches, Business, Neighborhood Organizations and Civic Groups **and schools**.

ARTICLE IV – MEMBERSHIP

SECTION 1. ELIGIBILITY. The membership of The Association will consist of any persons living in a single family dwelling within the confines of the stated boundaries, **who** are at least 18 years of age.

SECTION 2. MEMBERSHIP DUES. The annual dues for membership will be set at \$10.00 per member per year and are due by September 1st. of each year.

SECTION 3. VOTING. There will be one vote per member whose dues are current. A simple majority (one half plus one person) of those members present will be required to carry any motion and vote.

SECTION 4. MEMBERSHIP LIST. The **Treasurer** of The Association will keep an accurate list of the names of the members, including current addresses, telephone numbers and e-mail addresses.

SECTION 5. MEMBERSHIP MEETINGS. Meetings will be scheduled on a monthly basis. Notice of the time and date will be given by one of the following methods; 1) written flyers, 2) verbal communication, 3) e-mail, 4) neighborhood postings.

The board may also organize specially called meetings but the membership must be given at least a week's notice of the meeting.

ARTICLE V – ELECTION AND TERMS OF OFFICERS.

Candidates for elected offices will be nominated **in April**, seconded and voted on by the members present at the **July** meeting. Elected officers will serve a term of two years or until a successor is elected. **Elected terms will begin September 1st of the current election year.**

SECTION 1. COMPOSITION OF EXECUTIVE BOARD.

Elected officers will be, President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer. **Additionally there will be at least six (6) six geographic districts representatives. District representatives will not be elected but will be recruited volunteers appointed by the Executive Board. A volunteer appointed by the Board, will serve as webmaster.** These elected officers and representatives will comprise the Association's Executive Board.

SECTION 2. RESIGNATION

Any officer may resign from office by filing a written resignation with the secretary or make a statement at a regular meeting. Any resigning officer will remain as a good standing member.

SECTION 3. TERMINATION

Any officer may be terminated by a majority vote of the members present at a regular or special meeting whenever it is judged to be in the best interest of The Association.

SECTION 4. VACANCIES

A vacancy in any office because of resignation, termination, disqualification, death or otherwise may be filled by the officers or general elections for the remainder of the term.

SECTION 5. OTHER COMMITTEES.

The President or Vice-President may designate one or more committees consisting of a team leader and describe the duties and authority of each committee. All committees will report their activities and recommendations to The Association at their monthly meeting or as requested.

ARTICLE VI – OFFICER DUTIES

SECTION 1. PRESIDENT

The President will preside at all meetings of The Association.

SECTION 2. VICE-PRESIDENT

The Vice-President will preside in the absence of the President and serve as program coordinator.

SECTION 3. SECRETARY

The Secretary will keep the minutes of all meetings.

SECTION 4. ASSISTANT SECRETARY

The Assist. Secretary will carry on correspondence including letters requesting grants or donations, thank you notes and reminders of meetings to speakers, etc.

SECTION 5. TREASURER AND ASSISTANT TREASURER

The Treasurer and Assistant Treasurer will establish a checking account in the name of The Association and will be responsible for maintaining and accounting of all the funds. The account will bear the signature of two, the Treasurer or Assistant Treasurer and The President or Vice-President. Withdrawals from the account of fifty (\$50) dollars or more will be made only after the Executive Board has passed motion. Regular annual expenses can be paid in agreement by the President and Treasurer without Board approval. The Treasurer and Assistant Treasurer will give an oral report of the funds at each meeting and provide a written quarterly report.

The Treasurer will keep an accurate roster of the names, telephone numbers and email addresses of each member and attendee.

SECTION 6. DISTRICT REPRESENTATIVES.

The Representatives will assist the President with notice of the monthly meetings. Notice will be given by; 1) written flyers, 2) verbal communication, 3) e-mail, 4) neighborhood postings..

SECTION 7. WEBMASTER

The Webmaster will be responsible for managing the CVNA list-serv and website. The list-serv requires weekly monitoring to assess e-mails that need authorization by the list moderator (Webmaster). The website requires monthly maintenance and updating. The Board President will maintain a complete job description of these duties and assist the Webmaster with these duties as needed.

SECTION 8. ALL OFFICERS

- A. Will perform the duties prescribed in these by-laws and those assigned from time to time.
- B. Will deliver to their successors all official material by September 1 of the election year.
- C. The books will be delivered, and a written report provided to the incoming Board by September 1 of the election year.

ARTICLE VII – BY-LAW AMMENDMENTS

Amendments to the by-laws may be made in the following manner:

- A. The President or Vice-President will adopt a resolution setting forth the proposed amendment and direct that it be submitted to a vote at a meeting of the members of The Association, which maybe a regular or special meeting.
- B. The by-laws may be amended at any monthly meeting by a majority vote of those members present, provided a notice of amendment has been given at a previous meeting.

Original writing August, 2002

Amended writing August, 2005

Amended writing January, 2010