

North Hills Area Association By-Laws

Constitution

ARTICLE 1. – NAME

This organization shall be known as the **North Hills Area Association**.
(Chartered January 2001.)

ARTICLE 11. Community Boundaries

The neighborhood has defined its boundaries as Cecil Ave. to the south, Whittle Springs Road to the west, Washington Pike to the North, and Prosser Road to the east.

ARTICLE 111. - PURPOSE AND GOALS

Section 1. Purpose.

The purpose of this association is to promote safety, beautification and education, as well as, to offer representation of neighborhood concerns to our city and county government.

Section 2. Goals.

The goals of the Association shall be:

1. To be the spokesperson of the North Hills Neighborhood and to speak as one voice for it.
2. To develop an effective relationship with governmental decision makers.
3. To promote safety through education.

4. To instill in residents a sense of community pride and belonging.
5. To impact positive changes for residents in the area neighborhoods.
- 6- To educate residents on the benefits of maintaining or improving the current quality of life and helping one another pursue that goal.

ARTICLE IV. – Membership

Section 3. Inclusions.

Membership in the North Hills Area Association will be made up of all regular: clubs, associates, businesses and residents.

Section 4. Obligations.

Members of the association shall be subject to:

1. Payment of dues. (No dues at this time)
2. Allegiance to the goals and purposes of the association
3. To attend most meetings set by the association

ARTICLE V. – OFFICERS

Section 1. Elected Officers.

The elected officers of the association shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer

Section 2. **Terms of Office.**

Initial elected officers shall serve until the regular election in October. The elected officers will serve 12 months. Officers may serve consecutive terms. Officers may stay in their positions if there is no opposition at election time and is kept at the approval of members in attendance for the October vote.

Article VI. - Board of Directors

The Board of Directors shall give direction, allegiance, and support to the President between sessions of the General Membership. In matters of large financial decisions, excluding normal operating costs, it will decide the feasibility of committing NHAA funding for a large project. It shall consist of three or more members. The membership of the executive board will consist of the elected officers and the Board of Directors membership.

ARTICLE VII. - GENERAL MEETINGS

The President shall call meetings of the general membership four times a year (February, May, August, and October) to carry on such business as may be legally brought before it. Special general meetings can also be called as needed throughout the year as deemed necessary to discuss special issues.

ARTICLE VIII. – AMENDMENTS

The constitution may be amended by a majority vote of the membership present at any regular or special meeting of the general membership held after at least two weeks prior notice to the membership that an amendment is to be considered.

BY – LAWS **(Adopted January 2001)**

BY-LAWS ARTICLE 1. – NAME

In these by-laws, **The North Hills Area Association** may also be referred to as **NHAA**.

BY-LAWS ARTICLE 11. – MEMBERSHIP

Section 1. Rights and Privileges.

Membership shall have rights and privileges as prescribed by the bylaws of the NHA for each membership category.

Section 2. Dues.

At this time NHAA does not require any formal dues of residents within the boundaries of the North Hills Area. Residents are encouraged to make monetary donations to the association of whatever they feel they can give. If dues are initiated in the future an amendment to the By-laws will be added.

BY-LAWS ARTICLE 111. - DUTIES OF THE OFFICERS

Section 1. President.

The President shall:

- a) Serve as the Chief Executive officer and direct policy for the NHAA.
- b) Preside at the meetings of the general membership of the association and the Executive Board.
- c) Serve as an ex-officio member of all the committees of the Association, excluding the nominating committee.
- d) Perform those duties assigned to the President by the Constitution and bylaws.
- e) Perform other such duties as customarily belonging to the office. (Attend community conferences and workshops)
- f) Represent the Association in dealing with city/county government, with the press, and other community agencies and organizations.
- g) Will appoint a new board member upon the resignation of a current board member.

Section 2. Vice - President.

The Vice-President shall:

- a) Preside in the absence of the President.
- b) Assume the duties of the President in the event the President is unable to perform such duties or vacates the office.
- c) Perform those duties assigned the Vice-President by the Constitution and bylaws.
- d) Makes sure all rules of order are followed during a general meeting. Supports order, keeps time of all questions limited to two minutes, makes sure agenda is followed during meetings.

Section 3. **Secretary.**

The Secretary shall:

- a) Be responsible for the records and minutes of the association.
- b) Help prepare the reports of the Board of Directors to the membership.
- c) Will be responsible for any other written reports of meetings or correspondence as deemed necessary by the President.

Section 4. **Treasurer.**

The Treasurer shall:

- a) Be responsible for all the financial records.
- b) Shall work with all committees and the Board of Directors.
- c) Will prepare written reports for the membership and the Board of Directors.
- d) Oversees the flow of association funds

COMMITTEES

Committees provide the association with the means to accomplish specific tasks, and involve the membership in their areas of interest. Committees are charged by the president and report to him or her. Committees may have members by volunteer process or by request of the governing body.

Committees are classified as either **standing** or **ad hoc**. Standing committees are active committees to complete a non-recurring task. When the charge of an ad hoc committee is completed, the committee is dissolved.

Some standing committees and their duties include:

CONSTITUTION AND BY-LAWS

The Constitution and Bylaws Committee should:

1. Write the Constitution and Bylaws for the association.
2. Propose constitution or bylaws changes for the association.
3. Develop amendments to keep the Association constitution and bylaws in accord with the state constitution and the wishes of the membership.
4. If this committee is not active the responsibilities will fall to the association president who will be accountable for proposing and writing amendments to the by-laws in accordance to the majority of the members' wishes.

MEMBERSHIP

It is the duty of the **Membership Coordinator** to recruit and retain members within their assigned geographical and/or general membership. Duties will include:

1. Soliciting new neighbors as soon they move in the neighborhood.
2. Making an all-out effort to re-enlist Association dropouts.
3. Develop a tracking system of members
4. Create a committee to help the coordinator as needed

PROGRAM

The Program Committee is responsible for planning and organizing a well-diversified series of meetings throughout the year. **Activities of the committee should be coordinated with the Association president.** Good programs during the year may include:

1. Government Leaders

2. Community day dinner
3. Legislative Speakers
4. Civic Leader Speakers
6. Educational information
7. Door Prizes and Raffles
8. Fund Raising Projects

Resolution and Grievance

The Resolution Committee should canvass the Association membership to learn what they want at the next meeting and convert these wishes into resolutions for the meeting. Those working grievance issues are responsible for helping association members solve their problem(s). Committee members will investigate concerns and try to find a solution that is acceptable to all parties involved.

PUBLICITY

Members of the Publicity Committee are responsible for generating interest in the Association. Duties will include the following:

1. Informing the public of activities through: newspapers, radio, magazines and television stations.
2. Providing information to the neighborhood news letter.
3. Producing flyers and posters on upcoming events as requested by the President
4. Maintaining an association scrapbook history