

CONSTITUTION

ARTICLE I

NAME

This Organization shall be known as TOWN HALL EAST, INC.

Approved
3/14/1977

CONSTITUTION

ARTICLE II

PURPOSES

- A. To promote and protect the community through the cooperative action of its citizens.
- B. To maintain the integrity of the community so that its citizens may live a “good life” by actively working for, and supporting the best schools, better roads, recreation facilities, all through sound community planning.
- C. To, within the desires of the community, maintain a sound racial balance with equal opportunity and freedom of choice.
- D. To guard diligently the ecology of the area.
- E. To provide a forum where the voice of one individual or many may be heard with understanding, and to provide a means of acting when these voices bring problems to the attention of the community that require action. This is TOWN HALL EAST, INC.

Approved
3/14/1977

CONSTITUTION

ARTICLE III

MEMBERSHIP

- A. **Resident Members:** Those people having their place of residence within the boundaries of the 13th, 30th, 31st or 75th Wards of the City of Knoxville or areas adjacent to Ward 75 outside City limits and bounded by the Holston River.
- B. **Active Members:** Resident members who are current in the payment of their dues.
- C. **Honorary Members:** Persons of such outstanding accomplishments and contributions to the community as are deemed worthy of this honor.
- D. **Associate Members:** Persons residing outside the boundaries of Town Hall East and who are current in payment of dues.
- E. **Business Members:** Non-resident owners or managers of businesses within the boundaries of Town Hall East and who are current in payment of dues.

Amended
1/13/2003

Approved
3/14/1977

CONSTITUTION

ARTICLE IV

FEES

- A. Membership dues are established by the Board of Directors and payable annually.
- B. There shall be no dues for Honorary Members.

Approved
3/14/1977

CONSTITUTION

ARTICLE V

OFFICERS AND DIRECTORS

- A. The Officers shall comprise the Executive Committee which shall consist of: President, Vice President, Secretary, and Treasurer.
- B. The Board of Directors shall consist of: the Officers, the immediate past President, and the nine (9) elected Directors.
- C. The term of office shall be: one (1) year for Officers, three (3) years for Directors.

Approved
3/14/1977

CONSTITUTION

ARTICLE VI

STANDING COMMITTEES

- A. Chairpersons of Standing Committees shall be active members.
- B. Standing Committees shall be:
 - 1. House
 - 2. Membership
 - 3. Public Relations
 - 4. Public Services
 - 5. Real Estate
 - 6. Schools
 - 7. Ecology
 - 8. Recreational Facilities

Approved
3/14/1977

CONSTITUTION

ARTICLE VII

MEETINGS

- A. Regular meetings of the membership shall be held the second (2nd) Monday of September, November, January, March, and May at time and places designated by the Board of Directors.
- B. Special meetings of the membership shall be held at such times and places as the Board of Directors shall designate. Special meetings may be called by the Board of Directors and must be called upon receipt by the President or the Secretary of a petition calling for a special meeting and signed by fifteen (15) active members. Prior notice of all meetings (regular or special) shall be furnished, in writing, to all active members.
- C. The annual meeting for the election and installation of Officers and Directors shall be the regular May meeting.
- D. A **quorum** for the transaction of business at **membership meetings** shall be one tenth (1/10) of the active members.
- E. The President shall appoint at least two (2) inspectors-of-election, who shall receive and count the ballots for the election of Officers and Directors, for the adoption or rejection of constitutional amendments or for any other question to be voted on by the membership by ballot.
- F. Active, resident, honorary, associate, and business members have the right to the floor of Town Hall East membership meetings, but only active members have the right to vote provided, however, that the right to vote shall be defined as follows: Eligible to vote immediately, upon payment of dues prior to and until the opening of the first meeting of each membership year normally the second Monday of September.

Thereafter, no person shall be eligible to vote on any matter coming before the membership unless their dues have been paid by the date of the last regular meeting prior to the meeting at which such vote will be taken.

- G. Meetings of the Board of Directors may be called by the President at such times and places they deem necessary, and must be called upon receipt by the President or the Secretary of a written request for a meeting signed by two (2) Directors.
- H. A quorum for the transaction of business at meetings of the Board of Directors shall be not less than six (6) members of the Board.

- I. The vote of the majority of the Directors present at any Board of Directors meeting shall be the vote of the Board.

Amended
3/14/2005

Amended
1/13/2003

Amended
11/9/1992

Amended
5/9/1988

Approved
3/14/1977

CONSTITUTION

ARTICLE VIII

AMENDMENTS

This constitution may be amended by a two-thirds (2/3) vote of the active members, who are present at any regular business meeting, as long as the qualifications for a quorum are met. No amendment shall be voted upon without two weeks prior notice, in writing, to the active members.

Approved
3/14/1977

BY LAWS

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Approved
3/14/1977

BY LAWS

ARTICLE I

DUTIES OF OFFICERS AND DIRECTORS

- A. **President:** The President shall preside at all meetings of Town Hall East, Inc.; shall be an ex-officio member of all committees; shall preside at all meetings of the Board of Directors; with the approval of the Board shall appoint an individual to conduct an annual audit of the organization's books; and shall perform such duties as are incidental to the office of President and are properly required of them.
- B. **Vice President:** In the absence of the President, the Vice President shall exercise all the functions of the President and shall succeed to that office, if it becomes vacant.
- C. **Secretary:** The Secretary shall have charge of all papers, keep such records, make such reports, and perform all duties as are incidental to that office and properly required by the organization.
- D. **Treasurer:** The Treasurer shall have charge of the funds of the organization and shall conduct its banking business. Checks drawn shall be signed by the President or the Treasurer and shall be countersigned by an additional Officer.
- E. **Chairpersons:** The President shall appoint Chairpersons of Standing Committees who shall collaborate with the President in selecting members of those committees.
- F. **Parliamentarian:** The President may appoint a Parliamentarian and such special committees as they deem needed at any time, or on the majority vote of the members at any membership meeting, shall appoint such committees as they direct.

Approved
3/14/1977

BY LAWS

ARTICLE II

COMMITTEES

- A. The **House Committee** shall have supervision of all matters relating to the physical machinery of the organization's meetings, such as service – type of food, facilities of the meeting place and arrangements for greeting and entertaining members and guests, and shall have charge of such social functions as may be held from time to time at Board discretion. It shall also be responsible for informing members of meetings.
- B. The **Membership Committee** shall direct the work of securing members and shall ascertain eligibility as to membership, subject to appeal to the Board. The Treasurer shall be an ex-officio of this committee.
- C. The **Public Relations Committee** shall have charge of all matters (aside from programs) pertaining to informing the members and dissemination of literature and beneficial information to the members and to the public. It shall publish a Town Hall East Newsletter which shall inform members of community activities.
- D. The **Public Services Committee** shall be responsible for working with traffic control, law enforcement, fire protection, lighting agencies of the City, etc.
- E. The **Real Estate Committee** shall have responsibility for promoting real estate values in the community and shall work with the real estate profession and lending institutions to these ends. This committee shall also be responsible for studying and making recommendations concerning zoning and related land use control issues and shall work with the Metropolitan Planning Commission and other such similar agencies in planning and implementing such controls.
- F. The **Schools Committee** shall be responsible for working with the PTAs of the schools attended by children who reside in the Town Hall East resident membership area, and with other organizations, to insure that all children who attend these schools are getting the best possible education. This committee shall also work with the Knox County Board of Education, the Superintendent of Schools, and the staff in the interest of children who attend these schools.
- G. The **Ecology Committee** shall be responsible for safe guarding the general ecology of the community and insuring that sanitation and pollution control laws are enforced. This committee shall formulate and maintain up to date information on how violations should be corrected.

- H. The **Recreational Facilities Committee** shall be responsible for working with the City of Knoxville Recreation Bureau and the Recreation Commissions of each community facility to insure that all adults and children have the needed facilities and programs. This committee shall determine the need for new or changed facilities and recommend action to Town Hall East. Unless the membership decides otherwise, this committee, working with the Real Estate Commission as appropriate, shall be responsible for following through on all approved projects.

Any committee member absent from three consecutive committee meetings, without good cause, may no longer be considered a member of that committee and may be replaced by the Chair. The vote of the majority of any committee shall be the vote of the committee. Officers and Directors may serve as members of committees as well as chairpersons of committees.

Amended
11/9/1992

Approved
3/14/1977

BY LAWS

ARTICLE III

ELECTION OF OFFICERS AND DIRECTORS

- A. No Officer may be elected to more than two (2) consecutive terms in the same office.
- B. At a Board of Directors meeting to be held not later than the fifteenth day of April of each year, the President shall appoint a Nominating Committee consisting of seven (7) members, three (3) of whom shall be members of the Board of Directors, and shall designate the first meeting date. At the first meeting, the Nominating Committee shall elect its permanent chairperson. The Nominating Committee shall proceed to nominate at least one (1) candidate for each office and for each Directorship to be filled; and these names, together with the names hereinafter provided for, shall be presented to the organization's membership through the official Town Hall East newsletter immediately preceding the annual election meeting. Names of other candidates may be placed in nomination by petition only, naming any eligible candidate or candidates, provided that said petition is signed by not less than fifteen (15) active members. **All** petitions must be filed with the Chairperson of the Nominating Committee for publication no later than the first day of May, after which no further nominations can be made.
- C. Voting shall take place at the annual meeting and shall be by **secret ballot** when more than one candidate is nominated for a particular Office or Directorship. Voice vote will suffice when there is a single candidate for any office. Candidates receiving the greatest number of votes shall be installed at the same meeting.
- D. Upon retiring, the President automatically becomes a member of the Board of Directors for one year.
- E. Only active members are eligible to hold an Office or Directorship.
- F. In case of a vacancy in any office except that of President, the Board shall elect a member to fill the unexpired term (Article I, Section B – The Vice President succeeds to President, if the presidency becomes vacant).
- G. In case of a vacancy in a Directorship, the President shall appoint a Director to fill the unexpired term.
- H. A vacancy shall exist when any member of the Board of Directors becomes an inactive member or non-resident member of Town Hall East.

- I. There shall be only one (1) **official ballot** for the **election** of Officers and Directors which shall contain all the names of those candidates duly nominated according to these By Laws. The ballot shall be prepared by the Nominating Committee for use at the annual election meeting in May.

Approved
3/14/1977

BY LAWS

ARTICLE IV

PARLIAMENTARY PROCEDURE

Roberts Rules of Order (latest edition) shall govern all matters not covered by this Constitution and By Laws.

Approved
3/14/1977

BY LAWS

ARTICLE V

LIABILITY OF MEMBERS

- A. No Officer or member shall be personally liable for any bills or obligation of the organization, past or present, except for the payment of dues.
- B. No Officer, member, or employee of the organization shall disburse any funds or monies belonging to the organization without authorization of the Board of Directors, which is to be confirmed in writing by the President and Treasurer of the organization.
- C. No person shall use the name, mailing list or official insignia of the organization for other than strictly organizational purposes without authorization of the Board. Written confirmation will be given by the President or Secretary of Town Hall East.

Approved
3/14/1977

BY LAWS

ARTICLE VI

AMENDMENTS

These By Laws may be amended by two-thirds (2/3) vote of the active members present (quorum) at a regular business meeting. Amendments require two (2) weeks prior written notice to active members.

Approved
3/14/1977