

# Historic College Hill Neighborhood Association Byalws

## ARTICLE I - NAME

This organization shall be known as the Historic College Hill Neighborhood Association (the Association).

## ARTICLE II - PURPOSE

The purpose of this organization is:

1. To provide a forum and voice for our Historic Neighborhood in matters of mutual concern
2. To encourage the preservation, protection and beautification of our historic neighborhood
3. To encourage community spirit among the residents of our historic neighborhood

## ARTICLE III - MEMBERSHIP

Membership shall be composed of the following categories:

**Voting:** Voting members are landowners and residents of the historic zone as defined by the City of Maryville as the historic overlay district as well as residents in the periferal areas of the historic district. These members shall pay their annual dues before being eligible to vote. (Revised 13 March 2001)

**Associate:** Associate members are individuals who live outside the boundaries of the historic district and do not have voting privileges.

**Honorary:** Honorary memberships are extended to those individuals and organizations that provide services to our historic neighborhood.

**Annual dues** for voting and associate members are for the membership/fiscal year October 1 to September 30. The amount of annual dues shall be decided by majority vote of the Board.

## ARTICLE IV - BOARD of DIRECTORS

**Composition:** The governing body of the Association shall be called the Board of Directors and shall consist of the President, Immediate Past President, Vice President, Secretary, Treasurer, two Members-at-Large and the chairs of all Standing and Pro Tem Committees.

**Terms of Office:** Officers are elected to serve a two-year term with elections held at the annual meeting in September of even-numbered years. One Member-at-Large will be elected for a two-year term at the annual meeting in September of odd-numbered years.

**Election of Officers:** Elections will take place at the annual meeting of the Association in September.

## ARTICLE V - DUTIES of the OFFICERS

Duties of the officers include, but are not limited to, the following:

**President:** To demonstrate effective leadership in all association matters; to establish and oversee budget; to chair monthly meetings of the Board; to chair meetings of the Association; to set the agenda for monthly Board meetings and send it in writing to board members prior to scheduled meetings; to set the agenda for meetings of the Association; to coordinate with the newsletter chair to issue newsletters/announcements prior to meetings announcing date, place and time; to attend all Board meetings and to conduct all obligations in a timely manner; to serve as an ex officio member of all committees; to oversee the defined duties for each board member and committee responsibilities for the membership; to represent the Association, or delegate a representative, in matters concerning the City of Maryville, Historic Zoning Commission, other area historic associations, Maryville College, and any other groups where issues arise.

**Immediate Past President:** The Immediate Past President will serve as advisor on the Board of Directors, and may, as well, serve in other offices, as a committee chair or as a member of committees.

**Vice President:** To attend all meetings of the Board of Directors and the Association; to conduct all meetings in the absence of the President; to chair the annual Nominating Committee; and to work closely with the President in the effective operation of the Board of Directors and the Association.

**Secretary:** To take minutes of all Board of Director meetings and Association meetings; to keep the official record of the Association; to promptly send copies of the minutes to all board members following all meetings; to handle correspondence and clerical duties required by the Association and the board; to maintain the board record of terms of office, and to establish the roster of offices needed for nomination and election.

**Treasurer:** To oversee all financial matters of the Association; to maintain membership records; to collect, deposit and document all dues received; to be responsible for the checking account; will provide financial reports to the association; to investigate and maintain 501c-3 status if the Association qualifies.

**Members-at-Large:** To attend Board and Association meetings in order to stay informed of current actions. Members-at-Large may fill, at the discretion of the President, any position that becomes vacant during a given term and may be asked to assist with various projects and events.

### **ARTICLE VI - COMMITTEES and COMMITTEE CHAIRS** **Standing Committees and Pro tem Committees**

Committee chairs are appointed by the President and approved by the Board of Directors.

All committee work will be brought to the Board of Directors for approval.

Pro tem Committees will be established as need arises. When the duties of a pro tem committees is completed, that committee will be dissolved.

The following standing committee chairs serve on the Board of Directors with full voting privileges: Newsletter, Social, Fund-Raising, Historian, Community Advocate Welcoming/Street Captains.

### **ARTICLE VII - DUTIES of the COMMITTEE CHAIRS**

**Newsletter Chair:** To publish quarterly newsletters of information received from members of the Board of Directors, committees, and members of the Association. Items and news will be included at the discretion of the Board of Directors. An issue of the newsletter is to be mailed to all residents of the Historic College Hill Historic District prior to the annual meeting in September. Three successive issues will be mailed only to members of the Association.

**Social Chair:** To plan and host social events for the Association.

**Fund-raising:** To plan all fund-raising events.

**Welcoming/Street Captains:** To organize notification of members of upcoming events; to assure that newcomers are welcomed to the neighborhood and notified of the Association.

**Historian:** To help community advocate research history if needed; to assist residents of the Historic College Hill district with historical background; to aid in the addition of homes to the National Register designation; to keep members informed of heretofore unknown historical data; to maintain the archival record of the Association.

**Community Advocate:** To stay informed of government and development issues that affect the College Hill District; to work with the Board of Directors in community action as required; to serve as the contact person if historic district rules are being violated.

### **ARTICLE VIII- MEETINGS**

**Meetings of the Association:** An annual meeting of the Association shall be held in September, the date of which is determined by the Board of Directors. At the annual meeting the membership shall elect officers and transact of other business that may come before the Association. Should each office/position on the Board of Directors be uncontested, the slate shall be presented to the out-going secretary for a vote of acceptance by acclamation. A second meeting of the Association, if necessary, shall be scheduled by the Board of Directors with notification of the membership by mail or flyer. **Special Meetings** of the Association may be called during the year as deemed necessary by the Board.

**Board Meetings:** The Board of Directors will meet monthly on dates determined by the Board. Board meetings are open to the membership of the Association.

**Voting Members:** Each member is entitled to one vote.

**Quorum:** A quorum at any meeting of <sup>the</sup> Association shall be ten percent of the voting members but in no event may constitute fewer than ten members. In order for a motion to pass, there must be a two-thirds vote by the voting members present.

### **ARTICLE IX - AMENDMENTS**

These bylaws may be amended by majority vote of the Board of Directors.

### **ARTICLE X - FISCAL AUTHORITY**

No committee or member shall have the authority to make any contract or incur any indebtedness, obligations or liability in the name of, or on behalf of, this Association without the authority and approval of the Board of Directors.

**ARTICLE XI - OFFICIAL ADDRESS OF THE ASSOCIATION**

Unless otherwise noted, the official address of the Association will be that of the President.

**ARTICLE XII - PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order Newly Revised* shall be the parliamentary authority at the meetings of the Association.

**ARTICLE XIII- DISSOLUTION**

In the case that this Association shall be dissolved, the Board of Directors will decide by majority vote as to distribution of any funds and assets currently on hand.

Adopted on \_\_\_\_\_

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Member-at-Large \_\_\_\_\_

Member-at-Large \_\_\_\_\_

**Welcome/Membership Committee:** to establish Street Captions for each street in the Historic District; to provide packets for Street Captions containing Association information and welcoming literature to give new residents; shall act as liaison between Street Captions and Association. Shall also assist with projects such as Christmas luminaries where Street Captions are used to organize each street; to keep Board of Directors informed of necessary activities such as death, birth, help needed, etc. Membership shall consist of sending out membership renewals each year, receiving payments and forwarding member information to Newsletter Chair and money to Treasurer; to send receipts to residents upon payment of dues. An updated list of members shall be prepared for the Board of Directors periodically.