

Historic College Hill Neighborhood Association Bylaws

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 community spirit among the residents of our historic neighborhood, and
3. To encourage the preservation, protection and beautification of our historic neighborhood.

ARTICLE III - MEMBERSHIP

Membership shall be composed of the following categories:

Voting: Voting members are residents of the historic zone as defined by the City of Maryville as the historic overlay district (see Appendix A). A resident is defined as anyone with a state issued identification with an address in the district. These members shall pay their annual dues before being eligible to vote at the annual meeting.

Associate: Associate members are individuals and businesses outside the boundaries of the historic district who are concerned with the neighborhood's purpose. Associate members 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 calendar year. The amount of the annual dues shall be decided by majority vote of the Board of Directors.

ARTICLE IV - BOARD of DIRECTORS

Composition: The governing body of the Association shall be called the Board of Directors (the Board) and shall consist of the President, Immediate Past President to serve in a transitional period, Vice President, Secretary, Treasurer, Social Chair, Newsletter Chair, Membership Chair, Welcome Chair, and two Members-at-Large.

Terms of Office: Officers are elected to serve a two-year term with elections held at the annual meeting in April of odd-numbered years. The President can appoint board members in case of vacancies until next annual meeting.

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

ARTICLE V - DUTIES of the OFFICERS

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

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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 Board meetings and to conduct all obligations in a timely manner; to serve as 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 meetings of the Board of Directors and the Association; to conduct 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. 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.

Secretary: To take minutes of all Board 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; deposit and document all dues received; to be responsible for the checking account; will provide financial reports to the association.

Social Chair: Organizes those social events approved by the board.

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 sent to all residents of the Historic College Hill Historic District prior to the annual meeting in April.

Membership chair: To maintain membership records, send membership renewals each year, collect dues, forward dues to the Treasurer, provide members with receipts of payment, establish street captains, and work with the Welcome and Newsletter chairs regarding the membership.

Street captains assist with identifying new residents, identifying homes for sale, identifying homes sold, distribution of literature, host meetings at times, and help with luminaries and flags.

Welcome Chair: Distributes welcome packets to new residents and works with the Membership Chair to recruit street captains.

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 – PRO TEM COMMITTEES

Pro Tem Committee chairs are appointed by the President and approved by the Board.

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

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

ARTICLE VII - MEETINGS

Meetings of the Association: An annual meeting of the Association shall be held in **April**, the date of which is determined by the Board of Directors. At the annual meeting the membership shall elect officers and transact 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, flyer, or email. Special Meetings of the Association may be called during the year as deemed necessary by the Board.

Board Meetings: The Board 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. Associate members do not vote.

Quorum:

- i. Quorum at any meeting of the 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.
- ii. Quorum at any meeting of the Board shall be fifty percent of the board. In order for a motion to pass, there must be a two-thirds vote by the voting members present. In the event that a quorum is not present the chair of the meeting may propose to adjourn the meeting on a different day when more board members can be present.

ARTICLE VIII - AMENDMENTS

These bylaws shall only be amended at the annual meeting and with a two-thirds vote of the voting members present provided the proposed amended bylaws have been circulated to the members of the Association 40 days prior to the annual meeting.

ARTICLE IX - 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 X - OFFICIAL ADDRESS OF THE ASSOCIATION

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

ARTICLE XI - PARLIAMENTARY AUTHORITY

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

ARTICLE XII - 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

Social Chair

Newsletter Chair

Membership Chair

Welcome Chair

Member-at-Large

Member-at-Large

Appendix A
Address Ranges for College Hill Historic District

Belle Street	809 – 918	Both even & odd numbers
Bryan Lane	113 – 222	Both even & odd numbers
Cates Street	619 – 809	Both even & odd numbers
Clarion Avenue	208 – 232	Both even & odd numbers
Clark Street	703 – 769	Both even & odd numbers
(N.) Clark Street	503 – 514	Both even & odd numbers
(S.) Court Street	427 – 1107	Odd numbers only
Goddard Avenue	109 – 227	Both even & odd numbers
(E.) Goddard Avenue	108 – 127	Both even & odd numbers
Hunter Lane	915 – 918	Both even & odd numbers
Indiana Avenue	103 – 420	Both even & odd numbers
Miller Avenue	108 – 225	Both even & odd numbers
Montvale Road	800 – 820	Even numbers only
Stanley Avenue	103 – 310	Both even & odd numbers
Wilson Avenue	101 – 339	Both even & odd numbers