

KINGS HIGHWAY CONSERVATION DISTRICT NEIGHBORHOOD ASSOCIATION BYLAWS

Article I – Purpose

The purpose of the Kings Highway Conservation District Neighborhood Association (the “Association”) is to:

1. Provide a forum and representative voice for the residents and property owners of the Kings Highway Conservation District (the “District”),
2. Maintain the historical architectural integrity of the neighborhood through conservation, preservation, zoning, and building code compliance,
3. Ensure the stability and safety of the neighborhood through crime prevention efforts,
4. Protect and enhance the neighborhood’s significant cultural attributes through beautification projects and maintenance of the residential infrastructure, and
5. Sustain and support the cultural diversity of the neighborhood.

Article II – Membership

All property owners and residents of the Kings Highway Conservation District, as defined in the current Kings Highway Conservation Ordinance, shall be included in the General Membership of the Association. The Kings Highway Conservation District is generally bounded by Stewart Drive to the north, Tyler Street to the east, Davis Street to the south, and Mary Cliff Road to the west, as depicted in *Exhibit A*.

Article III – Officers

The officers of the organization shall be a President, a Vice President, a Secretary, and a Treasurer.

Officers shall be elected to one-year terms by an annual vote of the General Membership. Officer elections shall take place between September 30 and December 31, and each elected Officer shall serve for the following calendar year. No Officer shall serve in the same office for more than two consecutive years. An individual may not hold more than one Officer position at a time.

Vacancies in Officer positions other than the Presidency shall be filled by a vote of the Board of Directors. A vacancy in the Presidency shall be filled by a vote of the General Membership at the next general meeting.

A. President – The President shall preside over all general meetings and over meetings of the Board of Directors. He or she may call any necessary special meetings and shall be an ex-official member of all standing committees. The President shall represent the Association at any umbrella group meetings and on all public occasions or appoint a member delegate. The President shall assume the role of parliamentarian, in that he or she shall become familiar with “Robert’s Rules of Order Revised.” The President shall, in addition, perform all other duties which normally pertain to the office and keep all officers apprised of neighborhood issues.

B. Vice President – The Vice President shall assume the responsibilities of the office of the Presidency in the absence or disability of the President. He or she shall be the President’s liaison officer with all the Committees, keeping the President up to date on all their activities. The Vice President will act as coordinator of Standing Committees, assuring a prompt and cohesive communication of neighborhood objectives to the General Membership and ensure the free exchange of ideas. The Vice President shall coordinate a network of Block Captains to support the various Standing Committees as needed. The Vice President shall also be responsible for meeting programs.

C. Secretary – The Secretary shall keep the minutes of the meetings of the Association and of the Board of Directors, and shall handle correspondence for the Board of Directors and the Association as necessary. He or she shall keep a list of all Committee Chairmen and all Standing and Other Committees. The Secretary shall maintain copies of each Board Members signed statement acknowledging these Bylaws (as described in Article V) and shall compile an Annual Report for presentation to the General Membership (as described in Article VI).

D. Treasurer – The Treasurer shall be responsible for the maintenance of budgets and records of funds received and disbursed by the Association. The Treasurer shall be responsible for maintaining compliance with governmental agencies and regulations, including the preparation of tax forms and other business filings as necessary. The treasurer shall oversee financial aspects of all fund raising activities for the benefit of the Association. The Treasurer shall present a statement of financial affairs at each meeting of the Board of Directors and each meeting of the General Membership.

Article IV – Standing Committees

The President shall appoint a Chairperson for each Standing Committee in January of each year. Each Standing Committee Chair shall serve for a term of one year, and an individual may be appointed to the same Standing Committee Chair position for consecutive terms without limit. An Officer may hold no more than one Standing Committee Chair position; a non-officer may hold no more than two Standing Committee Chair positions. If the President cannot immediately identify a qualified appointee to fill a vacant Standing Committee Chair position, the vacancy shall be publicized to the neighborhood at least quarterly using communication methods the President deems reasonable.

A. Communications – This committee shall be responsible for disseminating information pertinent to the Kings Highway Conservation District. The committee shall coordinate the use of mail, email, website, and other methods to efficiently and effectively deliver messages to Members and the public.

B. Planning and Development – This committee shall be responsible for organizing physical improvements within the neighborhood. The committee shall also act as liaison between the Association and any outside organization planning a project effecting the District.

C. Crime Prevention / Code Monitoring and Assistance – This committee shall be responsible for attending all crime watch chair person meetings held by the police department, obtaining monthly crime statistics and informing the members of the Association of the impact and prevention of crimes against persons and property. This committee shall also be responsible for supporting the city’s enforcement of code compliance. It shall also educate the neighborhood on applicable codes, point out violations to property owners, and inform the appropriate governmental agencies, if necessary.

D. **Membership Involvement** – This committee shall be responsible for preparing and maintaining an up-to-date membership list, recruiting neighbors, and welcoming new residents to the neighborhood.

E. **Fundraising** – This committee shall be responsible for gathering ideas and recruiting volunteers to coordinate, promote, and implement revenue-generating activities.

F. **Social Events** – This committee shall be responsible for gathering ideas and recruiting volunteers to coordinate, promote, and host social activities.

G. **Outreach** – This committee shall be responsible for coordinating joint charitable efforts with existing community institutions and programs, benefiting our mutual missions.

In addition to the Standing Committees established by these Bylaws, the President may create Provisional Committees and appoint a Chairperson to each Provisional Committee as necessary; each Provisional Committee Chairperson shall become a non-voting member of the Board of Directors.

Article V – Board of Directors

There shall be a Board of Directors, which shall consist of the Officers of the Association, the Chairmen of the Standing Committees, and the immediate past President of the Association as an ex-office (non-voting) member. Each individual Board Member is allowed only one vote. Each Board Member must sign an annual statement (*Exhibit B*) acknowledging that (s)he has read and will uphold the bylaws. The Secretary shall be responsible for maintaining copies of these signed statements. The Board, with a majority vote, may adopt and/or amend Standing Rules to govern the Board's activities; if there are any conflicts between such Standing Rules and these Bylaws, the Bylaws shall govern.

Article VI – Expenditures

All expenditures of neighborhood funds must be properly authorized. A single expense or series of related expenses totaling \$100 or less may be authorized by the Treasurer. A single expense or series of related expenses totaling \$5,000 or less may be authorized by a majority vote of the Board of Directors. Any expense or series of related expenses over \$5,000 may be authorized by a majority vote at a meeting of the General Membership.

Article VII – Annual Report

One week prior to the fourth quarterly General Meeting, every Officer and each Standing Committee Chair shall submit to the Secretary a written report (*Exhibit C*) summarizing their activities for the past year. The Secretary will compile the reports for distribution at the fourth quarterly meeting of the General Membership.

Article VIII – Quorums

The Quorum for the meeting of the General Membership shall be twenty (20) members and for a meeting of the Board of Directors shall be one half (1/2) of the Board.

Article IX – Meetings

Meetings of the General Membership shall be held at least once per calendar quarter. A meeting of the General Membership may also be called by the President or by a majority of the Board of Directors. The Board of Directors shall meet at least bi-monthly.

Article X – Amendments to the Bylaws

The Bylaws may be amended by a motion introduced at a meeting of the General Membership if a majority of the members present assent. Notice of any proposed amendments must be well publicized at least 30 days in advance of the general meeting. The exhibits following these Bylaws may be amended by a majority vote of the Board of Directors.

Article XI – Removal of Officers and Standing Committee Chairpersons

If the removal of an Officer or Standing Committee Chairperson becomes necessary, it shall be accomplished by a two-thirds (2/3) vote of the Board of Directors or a majority vote at a meeting of the General Membership.

These Bylaws have been approved by a majority vote at a meeting of the General Membership, effective April 24, 2008.

Edward Meier, President

Amy Ward-Meier, Vice President

Lynn Hall, Secretary

Dan Guenther, Treasurer

EXHIBIT B

BOARD MEMBER'S AFFIRMATION OF BYLAWS

I, _____, acknowledge that I have accepted the position of
(print name)
_____ for the Kings Highway Conservation District Neighborhood
(title)
Association for the calendar year _____. I further acknowledge that I have read and understand
(year)
the Association's Bylaws in effect at this time, and I pledge to abide by and uphold these Bylaws.

(signature)

(date)

EXHIBIT C

BOARD MEMBER'S ANNUAL REPORT

TITLE / POSITION: _____

YEAR: _____

NAME: _____

SIGNIFICANT ACCOMPLISHMENTS / ACTIVITIES:
