

# **BYLAWS OF THE SUNSET HILLS NEIGHBORHOOD ASSOCIATION**

Approved March 29, 2012

## **ARTICLE I: Name**

The name of this organization is the Sunset Hills Neighborhood Association (SHNA).

## **ARTICLE II: Purpose**

- A. Provide a forum to share information of interest to the neighborhood.
- B. Encourage neighborhood residents to become acquainted with their neighbors.
- C. Promote a safe neighborhood.
- D. Act as a liaison between the residents, governmental units, and the institutions and businesses in and around the neighborhood.

## **ARTICLE III: Boundaries**

- A. Elam Avenue north from Walker Avenue to Friendly Avenue; Friendly Avenue (south side only) from Elam Avenue to Smyres Place; Smyres Place to West Market Street; West Market Street (both sides) to Mayflower Drive; Mayflower Drive (both sides) to Walker Avenue; Walker Avenue (north side only) from Mayflower Drive to Elam Avenue.
- B. Outlying areas include the 2700 block of West Market Street from North Elam Avenue to Wendover Avenue, the 2400 block of Madison Avenue (west of North Elam Avenue) and the homes on the south side of West Friendly Avenue from North Elam Avenue to the entry into Sunset Woods.

## **ARTICLE IV: Membership**

- A. Any owner or renter of property within the boundaries of the Sunset Hills Neighborhood is eligible for a household membership.
- B. A person who does not live in the neighborhood but has an interest in the neighborhood, e.g. child of an aged parent who lives in the neighborhood, may also be a member.
- C. Households are required to pay annual dues to be considered members with voting privileges and to post messages on the listserv.

## **ARTICLE V: Officers and Board of Directors**

The officers are the president, the vice president, the secretary, and the treasurer. The board of directors shall include the officers and the following standing committee chairs: transportation, environment, community watch, social, newsletter, garden club, website coordinator, listserv coordinator, and the historian. Residents within the boundaries of Sunset Hills as defined in Article III who have paid their dues may volunteer to serve on the board.

- A. Officers
  - 1. President:
    - a. Presides at all meetings or designates the appropriate presiding officer.
    - b. Develops the agenda for all meetings.

- c. Assigns areas of responsibility to board members after consultation with the individual officer or committee chair
- 2. Vice President:
  - a. Conducts association business in the absence of the president.
  - b. Acts as special assistant to the president.
- 3. Secretary:
  - a. Keeps minutes of the proceedings of all meetings.
  - b. Signs all contracts and legal documents.
- 4. Treasurer:
  - a. Has charge of all funds and their deposits in financial institutions in SHNA's name as approved by the board of directors.
  - b. Pays all bills and disburses funds as authorized by the board of directors.
  - c. Presents financial reports to the board of directors and at neighborhood meetings.
  - d. Keeps itemized and complete records of all receipts and expenditures.
  - e. Files annual U.S. 990E report.
  - f. Maintains a list of members.

B. The Committees are:

- 1. Transportation:

Communicates with the association about transportation problems in the neighborhood and serves as liaison with the appropriate city staff.
- 2. Environment:

Maintains awareness of environmental concerns within the neighborhood and serves as liaison with city personnel.
- 3. Community Watch:

Maintains awareness of community safety concerns and serves as liaison with city police.
- 4. Social:

Coordinates social activities for the neighborhood association.
- 5. Newsletter:

Collects information about the neighborhood and publishes a newsletter at least twice a year.

6. Garden Club:  
Works to maintain the appearance of public areas in the neighborhood.
7. Website:  
Maintains and updates neighborhood website.
8. Listserv:  
Maintains the neighborhood listserv and monitors messages for appropriateness prior to distribution.
9. Historian:  
Maintains historical files for the association and updates a history of the neighborhood periodically.
10. Ad hoc committees may be appointed as needed.

#### **ARTICLE VI: Meetings**

- A. There shall be at least four regular meetings of the board of directors annually. Additional meetings shall be held as deemed necessary by the board. The president may call special meetings of the board of directors and must call special meetings upon written or email request of three members of the board.
- B. There shall be at least two neighborhood meetings a year.

#### **ARTICLE VII: Financial Administration**

- A. Fiscal Year. The fiscal year shall begin on January 1<sup>st</sup>.
- B. Dues. The amount of annual membership dues shall be determined by the board and shall be payable at the beginning of each fiscal year.

#### **ARTICLE VIII: Parliamentary Authority**

The rules contained in *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

#### **ARTICLE IX: Amendment**

These bylaws may be amended by a vote of the membership at a neighborhood meeting. Proposed amendments must be distributed to the members via email and/or publication in a newsletter at least two weeks in advance of the neighborhood meeting.