

RIDGLEA HILLS ADDITION NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE 1. NAME

The name of this organization shall be the Ridglea Hills Addition Neighborhood Association. (RHANA)

ARTICLE II. BOUNDARIES

The boundaries of the association are West Vickery on the South, Southwest Blvd. on the East and the railroad on the North and West.

ARTICLE III. PURPOSE

The purpose of RHANA is to provide an organized framework to promote, preserve and enhance the quality of life and value in the Ridglea Hills Addition.

ARTICLE IV. POLICES

Section 1. RHANA shall be a non-partisan organization and shall not support candidates for public office; however, this Association may take positions on issues. All action appropriate to sustain an approved RHANA position must be authorized by the Executive Committee before the President or the President Representative may so act.

Section 2. The Association shall never be operated for the primary purpose of profit and no part of its net earnings or membership fees shall be used to the benefit of private individuals.

ARTICLE V. MEMBERSHIP

Section 1. There shall be three categories of membership in the association: Household, Business, and Honorary.

Section 2. A Household Member of RHANA shall be any person, over the age of 18, residing and / or owning property within the association boundaries. Exception to this section: Members belonging to the Association at the time the new boundaries were adopted. Each Household Member shall constitute one vote as long as that member belongs to a household with paid, current membership fees. Annual membership fees are \$20 per household.

Section 3. A Business Member of RHANA shall be any person, firm, or corporation operating a place of business within the Association's boundaries, provided that each such business shall be entitled to one membership only in the Association. Each Business Member shall constitute one vote, with a maximum of two votes per business, as long as that member

belongs to a Business with paid, current membership fees. Annual membership fees are \$25 per business.

Section 4. RHANA's annual year shall be January 1 through December 31. Membership fees are not refundable; however, fees received from new members after July 1 of the annual year shall be one-half of the regular annual fees outlined in Section 2 and 3.

Section 5. A Honorary membership(s) may be granted by vote of the Executive Committee. The Committee may also vote to extend to the Honorary member(s) the privileges of voting and presenting motions. Honorary members are not eligible to run for officer positions.

ARTICLE VI. MEETINGS

Section 1. The regular meetings of RHANA shall be held once per quarter, or 4 times per year, at the time and place determined by the Executive Committee. Special meetings may be called by the President or any five (5) members. Written notification of meetings shall be provided to all members at least five (5) days in advance.

Section 2. The members present at a meeting which has been properly called shall constitute a quorum .

Section 3. The Executive Committee shall meet as necessary. These meetings shall be open to interested members of the Association.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The elected officers and the immediate Past President shall constitute the Executive Committee of the Association. Should the immediate Past President become unavailable to serve on the Executive Committee, the President shall appoint an active household or business member to serve until the next scheduled meeting, at which time, elections will be held to fill the position through the remainder of the previous, immediate Past President's term.

Section 2. The Executive Committee shall supervise the affairs of the Association in accordance with the stated purpose and policies, set the agendas and dates for the regular meetings, transact any business between meetings of the Association and report thereon at the next meeting and make recommendations to the general membership on matters before the Association.

ARTICLE VIII. OFFICERS

Section 1. The officers of RHANA shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. Officers shall assume their duties in January and shall serve for two (2) years and shall be eligible for reelection.

Section 3. Any Household or Business member of RHANA is eligible for election to office.

Section 4. At the meeting performed during the third quarter of the odd numbered year, the President shall appoint a nominating committee of at least three (3) members. The slate of officers shall be published in the Association's Newsletter the month prior to the scheduled 4th quarter regular meeting. Election of officers shall be conducted at the 4th quarter regular meeting at which time additional nominations will be accepted from the floor, providing the nominees agree to serve if elected. Officers shall be elected by a simple majority vote of Household and Business members in attendance and will assume their duties on January 1 of the coming year.

Section 5. Vacancies in office shall be handled as follows:

A. In the event the President is unable to complete his or her term, the Vice-President shall become the President until the next scheduled meeting, at which time nominations and an election will be held to fill the President seat. The new President shall take office immediately following the election and serve through the remainder of the unexpired term of the previous President.

B. For vacancies in office other than the President, the Executive Board shall appoint a member to fill the unexpired term with a simple majority vote.

ARTICLE IX. DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of the Association and shall:

A. Preside at all meetings of the Association.

B. Be the sole spokesperson for RHANA, except that the Executive Committee may designate another member to serve in this capacity as necessary.

C. Appoint all committee members to serve at the will of the President. A Committee Chairperson may be appointed by the President or the majority of the committee.

D. Sign with the Secretary or any other proper officer of RHANA authorized by the Executive Committee all contracts and other legal documents.

Section 2. The Vice-President shall:

A. Act as special assistant to the President and represent the President whenever so designated.

B. Be empowered to sign any documents as authorized by the Executive Committee.

C. Perform all such duties as requested by the President or the Executive Committee.

Section 3. The Secretary shall:

A. Keep the minutes of the proceedings of all meetings of the Association.

B. Preserve and file all records of value to the Association.

- C. Conduct the correspondence of the Association.
- D. Perform such other duties as requested by the President or the Executive Committee.

Section 4. The Treasurer shall:

- A. Have charge of all funds of RHANA and their deposits in a financial institution in the name of RHANA as approved by the Executive Committee.
- B. Pay all bills and disburse funds. Funds can be disbursed by the President, Vice President or Treasurer as needed. These officers may be signers on the bank account and must receive approval from the Executive Committee for disbursement of all monies over \$200.
- C. Present financial status reports at each meeting. If an audit is requested, auditor(s) shall be appointed by the Executive Committee, and the Treasurer shall be the main contact for the audit.
- D. Keep itemized and complete records of all receipts and expenditures in a permanent file for up to 7 years at which time items which are no longer necessary will be shredded.
- E. Perform such other duties as requested by the President or Executive Committee.

ARTICLE X. PARLIAMENTARY AUTHORITY

Except as specifically provided in these Bylaws all matters of procedure shall be governed by Robert's Rules of Order Newly Revised.

ARTICLE XI. AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) affirmative vote of the Household and Business members present and voting at a regular meeting, provided that notice of such an amendments(s) has been given to the membership at a previous regular meeting or a full text of such an amendment(s) shall be mailed or hand-carried to all members in good standing at least (30) days prior to the date the amendment will be considered.

ADOPTED by a majority vote of the general membership at the regular scheduled meeting held on the 2nd day of May, 2016.

Amended the 6th day of May, 2003, at general membership meeting.
Amended the 10th day of July, 2006, at general membership meeting.
Amended the 13th day of July, 2015, at general membership meeting.
Amended the 2nd day of May, 2016, at general membership meeting.
Amended the 8th day of April, 2018, at general membership meeting.
Amended the 7th day of December, 2018, at general membership meeting.