

**BYLAWS OF THE UNIVERSITY HEIGHTS NEIGHBORHOOD ASSOCIATION, INC.**

**ARTICLE I**

The Name of this organization shall be University Heights Neighborhood Association, Inc. (“the Association”). It shall be a non-profit corporation under the laws of the State of Indiana.

**ARTICLE II**

The purposes of the Association shall be to promote the unity of the neighborhood; to maintain and enhance the quality of life in the neighborhood; to assist in and encourage the fair and effective application of all laws and ordinances concerning land use, housing, development, and all other matters relevant to maintaining and developing the quality and the stability of the neighborhood; and to provide a regular and organized means by which the members of the Association may express their concerns, offer their services, and provide for the common good of the neighborhood.

**ARTICLE III**

For purposes of membership, each address within University Heights or undeveloped plot within shall count as one membership. Annual membership in the Association is \$5 per member.

**ARTICLE IV**

The Officers of the Association shall be the following: President, Vice-President, Secretary, and Treasurer (“Officers”). In addition, there shall be five persons elected at large to serve with the officers forenamed; these five persons (“Directors”), with the officers, shall constitute the Board of Directors of the Association.

**Duties of the Officers:**

**President:** The President shall be the chief executive officer of the Association; shall preside at all meetings of the Board of Directors; shall appoint such committees and subcommittees as shall from time to time be deemed necessary; shall serve as ex-officio member of all appointed bodies within the

organization; shall be the principal agent representing the Association externally; shall sign all legal instruments necessary to the business of the Association; shall appoint persons to fill unexpired terms of Officers and Directors of the Association; and shall perform other acts and duties as shall from time to time be authorized by the Board of Directors.

**Vice President:** the Vice President shall perform any and all of those duties performed by the president when, in the judgment of a majority of the members of the Board of Directors, the President, by reason of absence or incapacity, cannot perform those duties. The Vice-President shall also perform other acts and duties as directed by the President.

**Secretary:** the Secretary shall keep the minutes of each meeting of the Board of Directors and the Association as a whole; shall disseminate the minutes of each meeting as directed by the Board of Directors; shall maintain the records of the Association; and shall deal with any and all correspondence as directed by the President.

**Treasurer:** the Treasurer shall be responsible for collecting membership dues, for maintaining the financial records of the Association, and paying all bills.

**Directors:** the Directors of the Association shall attend meetings of the Board of Directors, shall serve on such regular or ad hoc committees as it may please the President to designate, and shall represent the members of the Association.

Terms of Office: the Officers and Members of the Board of Directors shall serve terms of one year, the elections to be held May of each year. No person may occupy the same office for more than two consecutive terms. Unexpired terms shall be filled by persons appointed by the President.

Powers of the Board of Directors: the Board of Directors shall 1.) receive and take appropriate action upon any items of business receive from members of the Association; 2.) hold regular meetings at announced times and places to conduct the business of the Association; 3.) represent the Association in public forums, before government agencies, etc.

## ARTICLE V

PROCEDURES FOR ELECTIONS: Elections to the Board of Directors shall be carried out each year in May. A Nominating Committee of five persons appointed by the Board of Directors shall prepare a

slate of Officers, which slate shall be given in writing to all members of the Association at least one month in advance of the announced date of election. Election of officers shall be conducted at the May meeting of the Association. Nominations to any office may be made from the floor. The newly-elected Officers and Directors shall take office immediately upon verification of the election results.

#### **ARTICLE VI**

**MEETINGS OF THE BOARD:** the Board of Directors shall meet monthly at announced times and places to carry those duties of office as are specified in Article IV. No monthly meeting shall be held if, in the opinion of the five members of the Board of Directors, there is insufficient business for the Board to consider. All meetings are open to the membership. A General Meeting of all members of the Association shall be held yearly in May as specified in Article IV.

At all meetings of the Association, a quorum for the conduct of business shall be a simple majority of the members of the Board of Directors. The rules of conduct of all meetings shall be those contained in *The Scott Foresman Robert's Rules of Order, Newly Revised (1981)*, or its succeeding edition.

#### **ARTICLE VII**

**AMENDMENTS TO THE BYLAWS:** this document may be amended by the Association when 2/3 of the general membership voting approve of the amendment. Notice of the proposed amendment must be given at least one month before it is to be voted upon. Such voting shall normally take place at the annual General Meeting of the organization in May of each year.