

**FOREST HILL NEIBORHOOD ASSOCIATION  
BY-LAWS**

**ARTICLE ONE**

**NAME, PURPOSE, and BOUNDARIES OF THE ASSOCIATION**

1. **NAME:** The name of the organization shall be the Forest Hill Neighborhood Association, hereinafter referred to as the Association.
2. **PURPOSE:** The purpose of the organization shall be to promote the best interests and welfare of the Forest Hill Community.
3. **TERRITORY:** For the purpose of this Association, the Forest Hill Community shall be considered to have these boundaries:

*The eastern side of Cedar Lane going North from Forest Hill Avenue to New Kent Avenue and then going west to the eastern side of Southcliff. From Southcliff north to Riverside Drive going east to Reedy Creek (to Forest Hill Park). Follow Reedy Creek (through the park) south to the northern side of Forest Hill Avenue going west to the eastern side of 41<sup>st</sup> Street going south toward Reedy Creek. Follow Reedy Creek west and then go north to the western side of 46<sup>th</sup> Street to Forest Hill Avenue going east to Cedar Lane.*

This description is to be liberally construed, the intention being to include rather than exclude any questionable areas.

## **ARTICLE TWO**

### **MEMBERSHIP AND VOTING**

1. Every adult resident of the Forest Hill Community as defined herein shall be eligible for voting membership in the Association.
2. Any adult, 18 or older, may become a voting member of the Association by attending a meeting of the Association, signing the official roll of the Association, and remitting the annual dues and any special assessments.
3. Non-voting membership (i.e. an adult not residing within the boundaries of the association) shall be available to any individual, business, or other entity interested in the activities of the Association by remitting the membership fee.
4. The membership fee of the Association shall be not less than \$5.00 per household per year. The membership fee may be changed, revised, or discontinued by a two-thirds (2/3) majority vote of those present at any regular meeting of the association. A special assessment may also be levied by the same two thirds (2/3) majority vote.
5. At any general meeting, a simple majority of members present are empowered to transact the Association's business, except as defined elsewhere in these by-laws.
6. Proposed amendments to the by-laws shall be presented to the Executive Board, and will only be presented to the membership after approval by a three-fourths (3/4) majority vote of the Executive Board. After such approval, the proposed amendments will be submitted to the general membership at the next general meeting, or at a special meeting called to consider the proposed amendment.

The by-laws may be amended by the affirmative vote of two-thirds of the members voting at any general meeting of the Association, or a special meeting called specifically for the purpose of considering a proposed amendment, provided written notice of such proposed amendment and a copy of the proposed amendments shall have been made available to the members of the Association, at least fourteen (14) days prior to the date of the meeting.

## **ARTICLE THREE**

### **FISCAL YEAR**

The fiscal year shall be from January 1 to December 31.

## **ARTICLE FOUR OFFICERS**

The elected officers of the association shall be President, Vice President, Secretary, Treasurer, and a seven (7) member Board of Directors.

## **ARTICLE FIVE DUTIES OF OFFICERS AND DIRECTORS**

1. The President shall preside at all meetings of the Association and shall be ex-officio member of all committees, except any nomination committee. The President shall have the right to call for special or emergency meetings of the Executive Board as may be necessary. The President is responsible, under the direction of the Executive Board, for carrying out the day-to-day activities of the association, and for insuring the Association's policies and procedures are properly administered.
2. The Vice President shall fulfill the duties of the President in his/her absence, or in case of any inability to serve, and shall perform other duties as assigned by the President.
3. The Secretary shall record and maintain records of the meeting of the Association at all regularly scheduled, special or emergency meetings, and shall act as Secretary of the Executive Board. The Secretary, acting in conjunction and with the assistance of the Treasurer and appropriate committees, shall maintain a current list of the correct names and addresses of all Association members.
4. The Treasurer shall be responsible for collection of all funds due the Association, including dues and assessments; pay all bills as authorized by the Board of Directors, and maintain accurate records of all receipts and transactions. The Treasurer will present a financial report at all meetings of the Association, including regular meetings, special meetings, and meetings of the executive board. All funds shall be deposited in a checking or savings account in the name of the Association. All checks for the disbursement of funds shall be signed jointly by the President and Treasurer of the Association. The records and accounts of the Association shall be audited by the Financial Committee a minimum of once per fiscal year, and at other times as may be designated by the Board of Directors. The Board of Directors shall be responsible for name members to the Financial Committee prior to the audit of the records.

*The Board of Directors shall be responsible for naming members to the Nomination Committee a minimum of three (3) months prior to the Expiration of the terms of office. Additional persons may be named to the Nomination Committee by a majority vote of the general membership present at a meeting of the Association.*

**ARTICLE SIX**  
**EXECUTIVE BOARD**

1. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and the seven (7) members of the Board of Directors.
2. The Executive Board shall formulate policies for the Association and submit recommended policies to the general membership for approval. Once approved, the Executive Board will oversee the carrying out of these policies. The Executive Board will review all recommendations of the Association's committees prior to submission to the general membership for voting, but shall not have power to veto any recommendations which the committee has approved by unanimous vote.
3. The Executive Board shall have the authority to appoint a replacement for any vacancy on the Executive Board which occurs as the result of a resignation or death of an Executive Board member, until such time as the general membership may meet and vote on a replacement. This provision is subject to Article Seven, Terms of Office, of the by-laws of the association.

## **ARTICLE SEVEN TERMS OF OFFICE**

1. The President, Vice President, Secretary, and Treasurer shall serve for a term of one year.
2. Members of the Board of Directors shall serve for a term of two (2) years.
3. In the event of the resignation, death, or incapacity of the President, the Vice President shall assume the office of the President. In the event of the resignation, death, or incapacity of any other officer or member of the Board of Directors, the Executive Board shall invite individuals to serve who ran for the corresponding position during the election (but did not win). Priority will be determined based on number of votes when more than one person opposed the resignee. If these individuals are not able to take office, the Executive Board members have the authority to appoint a replacement until such time as the general membership meets and votes on a replacement. Persons so appointed may stand for election to the position when the vote is given to the general membership.
4. Any officer of the Association may be impeached and removed from office for just cause, upon the unanimous recommendation of the other members of the Executive Board, and a vote of three-fourths (3/4) of the general membership present in a meeting called for this purpose.

*“Just cause” in this context shall mean gross or willful neglect of the duties of the office held, dishonesty, larceny, or any other commonly held forms of malfeasance. Any position vacant because of impeachment of an officer may be filled by the process of appointment by the Executive Board, in accordance with the procedure stated in Article Seven, Section 3.*

5. Any elected officer, member of the Board of Directors, Committee Chairperson, or Committee member, may voluntarily resign his/her position at any time and for any reason by submitting such resignation in writing to the Executive Board.
6. Terms of office shall begin in January for the persons elected by the membership in November of the preceding year.

## **ARTICLE EIGHT STANDING COMMITTEES**

The following shall be the Association's standing committees:

- Financial
- Nomination
- Communication
- Safety
- Parks
- Membership
- Social
- Beautification
- Land Use and Development Committee

The Executive Board shall have the authority to form additional or special committees at such time as may be necessary to carry out the activities of the association. Any standing committees may be formed or disbanded as appropriate by two-thirds (2/3) vote of the Executive Board.

The Executive Board shall have the authority to appoint and dismiss committee chairman at their discretion.

## **ARTICLE NINE MEETINGS**

1. General membership meetings shall be held once per quarter. Members will be notified by flyer (or most effective means) at least two (2) weeks in advance of these meetings.
2. Executive Board meetings shall be held at least bi-monthly. Additional meetings of the Executive Board may be called by the president or by a majority of the Executive Board.
3. Active Standing Committees shall meet a minimum of twice per year.

## **ARTICLE TEN PROCEDURE**

1. Parliamentary procedure for all formal meetings of the Executive Board and General Membership will be followed, according to Robert's Rules of Order.
2. No statement representing the Association's policies or official positions may be made by any member or officer of the Association without prior approval of the Executive Board or by a majority vote of the membership. The Executive Board is empowered by the association to speak on behalf of the membership when an issue requires immediate action and the general membership cannot be consulted.
3. The by-laws as set forth above shall be submitted to the general membership at the meeting in September, 1997. If adopted by the general membership, the by-laws become effective immediately.
4. The Association prohibits the endorsement of political candidates.
5. Information about the Association of its membership is for the personal use of members only. It is not to be used for solicitation or commercial purposes.

*Amended on June 18, 2013 to change the name of the Association from Forest Hill Civic Association to Forest Hill Neighborhood Association.*