

By-Laws of the Dellwood Neighborhood Association

PROPOSED

Article I. Name

This organization will be known as the Dellwood Neighborhood Association (the Association).

Article II. Boundaries

The boundaries of the Association will include that area bounded by Dellwood Drive and Alpine Way, including the streets Coventry Lane, Holmes Drive, Stephens Lane, and Wrenn Street within that area.

Article III. Purpose

The Association has as its purposes the following:

- a) To promote and strengthen a sense of community within the neighborhood.
- b) To represent the neighborhood and review and comment on neighborhood-related matters as appropriate.
- c) To provide effective communication and planning with the City of Greenville as it relates to items which impact the community.
- d) To provide connection and communication within the neighborhood through social events and newsletters and/or websites.
- e) To provide encouragement and assistance to fellow members as needed.
- f) To encourage property maintenance and improvement in the neighborhood.

Article IV. Membership

Membership in the Association will be open to all households/property owners for an annual Association membership fee of \$10, which will not increase unless approved as a change to the bylaws. Voting procedures are outlined in Article X of the bylaws. Only one (1) vote per address will be allowed. Owners of multiple residential properties are limited to one (1) vote. Renters are welcome to join as non-voting members.

A voting member is defined as a paid membership as described in the above paragraph. The general membership will elect officers, review committee reports, hold discussions on matters of Community interests, projects, or concerns, and consider and vote upon significant positions to be taken by the Association.

Members of City Council, officials of local government, government agencies, elected officials, or organizations supporting the Dellwood community may be given honorary non-voting membership, if approved by the elected officers.

Article V. Officers, Term of Office, Duties and Election of Officers

Officers will be elected by the members of the Association and will consist of a President, Vice President, Treasurer, and Secretary. All officers must reside within the geographical boundaries of the Association for the entire period they hold office. Elections will take place at the annual meeting in the fall of each year and serve a twelve-month term commencing the following January. All elected officers must be at least 18 years of age.

The President may serve for 2 consecutive terms.

The Vice President may serve for 2 consecutive terms. Should the position of President become vacant, the Vice President will assume the duties for the remainder of the unexpired term and then is eligible to serve for two additional terms as President if elected at the annual meeting.

Should the office of the Vice President become vacant it will be filled by an election during the next Association meeting after the vacancy occurs. This replacement Vice President will serve for the remainder of the unexpired term and is then eligible to serve for two additional terms as Vice President if elected at the annual meeting.

The Treasurer and Secretary may serve an indefinite number of consecutive terms as elected by the members. Should the office of the Treasurer or Secretary become vacant it will be filled by an election during the next Association meeting after the vacancy occurs.

Additional Officers and a Board of Directors may be elected by the Association at its meetings in accordance with any amendments to the By-Laws.

Duties

The President will be the principal executive officer of the Association; and, subject to the control of the Association, will guide the activities of the Association. The President will preside at all meetings of the members and will perform other duties as may be prescribed by the Association.

The Vice President will perform duties of the President in the absence of the President or in the event of inability to serve. The Vice President will perform other duties as may be outlined by the President.

The Treasurer will:

- a) Maintain a checking account and financial records for the Association.
- b) Deposit annual dues and other receipts.
- c) Make disbursements for authorized expenses.
- d) Provide financial statements and reports at Association meetings.

The Secretary will:

- a) Keep the minutes or accurate notes of the Association meetings, including a list of members and visitors present at the meetings.
- b) Act as custodian of the Association records.
- c) Maintain a list of the membership with all contact information including mailing and emailing addresses and telephone numbers.
- d) Receive and record dues payments and turn over all receipts to the Treasurer.

The elected officers will seek the advice and input of the general membership for meeting topics, guest speakers, events, and newsletter features.

Election of Officers

Association Officers will be elected by simple majority of a secret ballot vote of the membership. Voting will be allowed by mail-in ballot or in person at an Association meeting. Proxy voting will not be allowed.

An annual election will be held in the fall of each year to elect officers to serve for the following calendar year. Special elections may become necessary at other times during the year. The following procedure will be utilized for all elections.

The current Officers will appoint two or more Association members to serve on a Nominating Committee. The Committee will seek out prospective candidates for office. A call for nominations will be issued to the neighborhood approximately 60 days prior to the date of the election.

Approximately 30 days prior to the election, the Nominating Committee will provide the Officers and Committee Chairs a proposed slate of officers and any supporting information. The names and any supporting information will be placed on a ballot with a provision for

write-in candidates for each office. The ballot and an announcement of the annual meeting will be mailed to Association members approximately 15 days prior to the meeting/election. Members will be instructed to return the ballot to a designated address in a pre-addressed envelope, which will be provided. Voting procedures described in Article X will be followed.

Article VI. Meetings

Meetings will be announced by written notice not less than 5 days before the date of the meeting. The annual meeting will take place in the fall of each year on a date established by the Officers of the Association. Other meetings may be called by the Officers of the Association at times as determined appropriate.

In cases where voting is not required to be accomplished by written ballot, a quorum will be defined as not less than twenty voting members of the Association, and the quorum must be present in order to make binding decisions for the Association. However, a quorum is not necessary to conduct a meeting. A simple majority of the members present in any regular meeting of the Association will rule.

Meetings of Officers and Committee Chairs will be held a minimum of 6 times per year.

Article VII. Committees

Standing committees will be empanelled by the officers to assist in achieving the goals of the Association. All standing committee chairs will serve for a term of one year to coincide with the term of the officers. Committees and duties are as follows:

- a) Communications...to provide for communication and contact between the Association members and all residents and owners of the neighborhood, such as mailings by the city, a newsletter and a website.
- b) Social...to plan and conduct social events for the community to promote neighborly interaction and community involvement.
- c) Community Liaison...to serve as a go-between for the neighborhood to the city service departments and city administration to promote improvements in the safety and environs of the neighborhood.
- d) Welcoming and Sunshine...to welcome all new residents and provide information about the neighborhood and City services. To send supportive cards on behalf of the community in times of births, deaths, marriages and illness.
- e) Beautification and Barnraising...to encourage improvement in appearance of yards and structures within the neighborhood, including organizing volunteer assistance to elderly residents.

The Officers of the Association will determine any additional committees and they will be organized as needed. The committees can be put in place and dissolved by a vote of the Officers at any of its meetings or by consent of a majority of the Officers.

Article VIII. Dues and financial management.

Dues will be for a twelve-month period beginning in January of each year. Any expenditure of \$250 or more must be approved by the general membership. A financial statement will be published in the first newsletter of each year and will show receipts, expenditures, and closing balance of the previous year. The President will appoint a disinterested individual to perform an informal audit and verify the financial records in January of each year. This individual may be a member of the Association but cannot be a current elected officer, and must agree to accomplish this audit without charge.

Article IX. Amendments to By-Laws

Proposed changes for these bylaws may be suggested by the elected officers or from the general membership by petition. Anyone may submit a petition for a proposed change provided they obtain the signatures of at least 10 members supporting the change.

Article X. General Voting Procedures

Any item requiring the approval of the membership, including bylaw changes, major expenditures and elections, will utilize the following voting procedures. These procedures may also be used (not required) for voting on items where the officers desire to establish an Association position on an item or issue.

Notice of the item under consideration for a vote or approval will be described in detail and the location and date for a meeting will be provided in writing to each voter approximately 15 days prior to the date the vote is to be taken. A mail-in vote/ballot will be provided each eligible voter along with a preaddressed envelope to return the ballot to a designated address. Mail-in ballots will be opened at the meeting. Two members of the Association who are not elected officers will be designated by the President to open and count ballots in the presence of the Secretary and those in attendance on the date of the vote/election. The Secretary will ensure that only authorized ballots are allowed and that only one vote from each address is counted. The Secretary will notify the President of the results of the election and the results will be announced at the meeting and in the next newsletter.

Mailed ballots received after the election will not be counted. Proxy voting will not be allowed on any issue. Ballots from all elections and voting procedures will be retained for one year.

Article XI. Dissolution

In the event of dissolution of this organization, all assets will be distributed to the City of Greenville for use for a permanent addition or improvement in Holmes Park.