

**WESTERN HILLS NEIGHBORHOOD ASSOCIATION
BYLAWS
March 10, 2008
Revised January 10, 2012**

ARTICLE I – ORGANIZATION

- Section 1: The name of the organization shall be the Western Hills Neighborhood Association referred to herein as WHNA.
- Section 2: The principal office of the WHNA shall be located within the established boundaries of the Association.
- Section 3: The fiscal year of the WHNA shall begin on January 1st and end on December 31st.
- Section 4: The WHNA is non-partisan in nature and achieves its goals with members who may belong to any legally recognized political party. The WHNA shall not endorse any political candidates; although any member may do so as long as they do not imply support by the WHNA.
- Section 5: Membership may consist of both individuals and businesses. The WHNA welcomes all qualifying members and encourages diversity.

ARTICLE II – OBJECTIVES

- Section 1: To unite neighbors and improve the quality of life in the Western Hills neighborhood through communications, monthly meetings and neighborhood social activities.
- Section 2: To encourage community service activities, neighborhood support and civic involvement.
- Section 3: To offer assistance to neighbors and our greater community in times of need.
- Section 4: To create a non-partisan civic voice to address concerns and requests via voting membership to the local and state governments.

ARTICLE III – EXECUTIVE BOARD

- Section 1: Executive Board membership shall include:
- A. Elected officers including the President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary and Membership Secretary.
 - B. Chairpersons of appointed committees

ARTICLE IV – MEMBERSHIP

Section 1: A member is defined as any dues paying individual, business or other entity residing, owning real estate or located within the WHNA boundaries that attends meetings and actively supports the objectives of the WHNA as stated in Article II.

Section 2: The boundaries of the Western Hills Neighborhood are defined as follows:

Western City Border from I-84 to the northwest corner of the Western Hills Golf Course

The north border of the Western Hills Golf Course to the northeast corner

The northeast golf course corner to Devonwood Drive

Devonwood Drive to Delaware Avenue

Delaware Avenue to Grandview Avenue

Grandview Avenue to West Main Street

West Main Street to Watertown Avenue

Watertown Avenue to I-84 West On-ramp

I-84 West On-ramp to I-84

I-84 to Western City Border

Western Hills Neighborhood includes all the connecting streets and roads which lie within the above boundaries.

Section 3: Membership in good standing is established through paying dues, a minimum attendance of at least four regularly monthly meetings per year, supporting the objectives of the WHNA and by providing current contact information for all correspondence including an e-mail address if the member has one. Attendance at meetings for voting rights shall be determined by members signing in on a sign in sheet.

Section 4: Member voting rights shall be as follows:

- A. Members in good standing shall have voting rights with

regard to all WHNA business. Voting members must be at least eighteen (18) years of age.

B. Individuals and businesses not residing, owning real estate or located within the boundaries of WHNA may pay dues and participate in events but shall be considered Auxiliary Members and shall not have voting rights.

C. Businesses or other entities owning or leasing real estate within the WHNA boundaries are entitled to the same voting rights as individual members. Businesses or other entities shall provide the names of a primary and an alternate voting representative to the WHNA. The alternate representative shall be entitled to vote only if the primary representative is absent.

Section 5: Any member whose conduct is deemed by the Executive Board to be detrimental to the best interests of the WHNA may be disciplined by being suspended or expelled for an appropriate period to be defined by the Executive Board. Notice of the Board's intent to discipline a member shall be provided to the member by registered mail at least 30 days prior to the meeting where the final disciplinary vote is to be taken. The member shall have the right to appear before the Executive Board and show cause why he/she should not be disciplined. If such an appeal is denied or if the notification is ignored, the discipline shall be enforced per the vote of the Board.

Section 6: The WHNA Executive Board may establish an Advisory Board which shall consist of past elected officers of the WHNA provided they are still WHNA members.

ARTICLE V – ELECTION OF OFFICERS

Section 1: The President shall appoint a nominating committee at the September meeting or at other times as required for a special election.

Section 2: The offices of President, Recording Secretary and Membership Secretary shall be elected during the odd years. The offices of Vice President, Treasurer and Corresponding Secretary shall be elected during the even years.

Section 3: Nomination of Officers shall take place at the October meeting and election of officers will take place at the

November meeting.

- Section 4: Members in good standing shall have voting rights with regard to all WHNA business including election of officers.
- Section 5: Officers shall hold office for a two-year term. The term shall commence the first day of January following their election or the first day of the month following any duly authorized special election.
- Section 6: All members in good standing are eligible to run for office.
- Section 7: Officers may run for office every two years during the regular election. Elected officers shall complete current elected term before running for any other elected office. Individuals may run for one office per election.
- Section 8: In the event a vacancy of an elected office occurs, the Executive Board shall call a special election to fill the vacancy.
- Section 9: A publicly elected official shall not be eligible to run for or hold office within the Association.

ARTICLE VI – MEETINGS

- Section 1: Meetings will be held on the second Tuesday of every month between September and June.
- Section 2: Five (5) voting members including at least one officer shall constitute a quorum for voting at any membership meeting. No vote may be conducted without a quorum except for a vote to adjourn the meeting.
- Section 3: Any member may request a special meeting of the WHNA through the Executive Board. The Executive Board will officially call a special meeting if deemed necessary.
- Section 4: Meetings of a Special Committee may be called by its Chairperson at any time.
- Section 5: Attendance:
A. All members are expected to make every effort to attend monthly meetings as the success of the WHNA depends upon an active, involved membership.

- B. Executive Board members must attend at least (but are not limited to) six meetings per year. Excessive absences of an Executive Board member may result in removal from office.
- C. Executive Board members are required to notify at least one other officer in advance of a meeting if unable to attend.
- D. Attendance shall be registered by a sign-in sheet which shall be maintained by the Membership Secretary.

Section 6: All meetings shall be governed under Robert's Rules of Order unless otherwise specified in these bylaws.

ARTICLE VII – DUTIES AND POWERS OF THE EXECUTIVE BOARD

- Section 1: The President shall:
- A. Preside at monthly meetings of the WHNA and at all meetings of the Executive Board.
 - B. Appoint such committees, including Special Committees and Standing Committees, as may be required to carry on the work of the Association. The President may also be a member of committees.
 - C. Authorize the approval of disbursements pertaining to the Association that are less than or equal to the amount of \$100.00.
 - D. Authorize the approval of disbursements pertaining to the Association that are greater than \$100.00 but less than \$500.00 upon approval of the Executive Board.
 - E. Disbursements greater than \$500.00 must be approved at the next regular meeting or at a special meeting called for such purpose by the majority of those present and voting.
- Section 2: The Vice-President shall:
- A. Perform such duties as may be assigned by the President.
 - B. Perform the duties of the President in the absence of the President.
- Section 3: The Treasurer shall:
- A. Perform such duties as may be assigned by the President.
 - B. Have charge of all funds and securities of the WHNA.
 - C. Establish and/or maintain a checking account and other accounts as required for the WHNA, including assuring that signature authorizations are current per Article VII, Section 8.
 - D. Deposit funds received and disburse funds as directed

per Article VII, Section 1.

E. Keep an accurate account of all receipts and disbursements.

F. Provide a detailed financial report at each regular meeting of the WHNA.

G. Perform the duties of the President, in the absence of the President and Vice-President.

H. Annually submit records for audit by an auditing committee appointed by the Executive Board.

Section 4: The Recording Secretary shall:

A. Perform such duties as may be assigned by the President.

B. Keep an accurate record of the proceedings at all regular and special WHNA meetings and at all meetings of the Executive Board.

C. Have custody of all records, contracts, documents, books and correspondence of the WHNA, except those records entrusted to the Treasurer and the Membership Secretary.

Section 5: The Corresponding Secretary shall:

A. Perform such duties as may be assigned by the President.

B. Be responsible for providing notice to all members for special information or activities as directed by the Executive Board. The notice may be by e-mail, phone or mail as appropriate. A "phone tree" shall be established to provide rapid notice to those members who do not have e-mail.

C. Establish and maintain a WHNA website if facilities and skilled resources are available.

D. Send welcome letters to new neighbors.

Section 6: The Membership Secretary shall:

A. Perform such duties as may be assigned by the President.

B. Maintain an accurate list of all current members with all available contact information.

C. Maintain and have present at each meeting an accurate list of all members who are eligible to vote.

D. Maintain records of the sign in sheets to determine voting eligibility.

Section 7: The Executive Board as defined in Article III shall:

A. Oversee and uphold the policies of the WHNA.

B. Monitor and make necessary decisions regarding the membership rights as stated in Article IV, Sections 1

through 5

C. Take notice of and act upon infractions of the bylaws.

Section 8: Signature Authority:

A. Authorization for fund disbursements must have the approval of the President, Executive Board and/or voting membership as stated in Article VII, Sections 1C through 1E.

B. The Treasurer, President or Vice President shall be able to sign checks for disbursements or withdrawals from any WHNA account.

Section 9: No compensation shall be received by any officer or member for their duties related to WHNA.

ARTICLE VIII – COMMITTEES

Section 1: The President shall appoint committees, including Special Committees and Standing Committees, when needed per Article VII, Section 1B.

ARTICLE IX – DUES AND OTHER FUNDING

Section 1: Dues shall be \$10 per year per individual or business or other entity and shall be payable during January. Dues may be reduced or waived for hardship if approved by the Executive Board.

Section 2: Other fundraising shall be conducted only as required for special projects and must be approved by a majority of the WHNA voting membership.

ARTICLE X – AMENDMENTS TO THE BYLAWS

Section 1: These bylaws may be amended by a two-thirds vote of the voting membership present at any legal meeting of the WHNA. Written notice of the changes, stating the substance of the proposed amendments, must be mailed or emailed to all eligible voting members at least thirty (30) days prior to the meeting at which the vote will be taken.

ARTICLE XI - DISSOLUTION

Section 1: Dissolution of the WHNA shall be accomplished at a regular monthly or special meeting by a two-thirds vote of those members in attendance. Notice of the intent of dissolution must be mailed or e-mailed to all eligible voting members at least thirty (30) days before the meeting at which the vote will be taken.

Section 2: Upon dissolution of the WHNA, all funds of the Treasury shall be donated to the Waterbury Neighborhood Council or other civic or charitable entity in accordance with the majority vote of voting members in attendance at the dissolution meeting. All physical equipment and records shall be disposed of in accordance with the majority vote of voting members in attendance at the dissolution meeting.

Revisions

11/09/2010

Article V, Section 7 - Deleted "Elected Officers may serve consecutive terms but shall be limited to two consecutive terms."

12/14/20010

Article IV, Section 2 – Added "West Main Street to Watertown Avenue", "Watertown Avenue to I-84 West On-ramp" and "I-84 West On-ramp to I-84"
Deleted "West Main Street to I-84"

1/10/2012

Article IX, Section 1 – Changed "Dues shall be \$5 per year per individual---" to "Dues shall be \$10 per year per individual---"