

Elm Heights Neighborhood Association (EHNA)
Revised By-Laws

Approved June 9, 2019

Article I – Name

The name of the organization shall be the Elm Heights Neighborhood Association [hereafter called the “Association” in this document].

Article II- Purpose

The purpose of the Association is to improve the quality of life of the residents of Elm Heights.

Article III – Objectives

The objectives of the Association shall be:

- A. To provide a voice for the members of the Association.
- B. To maintain and improve the sense of community, integrity, and dignity of Elm Heights.
- C. To preserve the residential quality of Elm Heights.
- D. To encourage homeowners and owners of rental properties and businesses to maintain and improve Elm Heights.
- E. To promote orderly and compatible land use in Elm Heights.
- F. To promote long-range planning for the benefit of Elm Heights and the larger community.
- G. To work together on problems and issues of common concern.
- H. To help assure there be no discrimination in housing on the basis of race, gender, religion, national origin, age, or sexual orientation.

Article IV – Policy

The Association shall be a nonprofit, noncommercial and nonpartisan organization. All funds shall be used for the maintenance of the Association and for the benefit of the membership and neighborhood.

Article V – Geographic Boundaries

The boundaries of the Elm Heights Neighborhood are described as:

- A. *Northern Border:* The south side of Third Street from Washington Street to Swain Avenue.
- B. *Eastern Border:* From Third Street extending south on both sides of Swain Avenue, Sheridan Drive and Jordan Avenue to Davis Street.
- C. *Southern Border:* Both sides of Davis Street and all properties north of Weatherstone Lane. From Weatherstone Lane north to Southdowns, then diagonally west through Bryan Park to its northwestern corner at Henderson Street.

North on Henderson Street to First Street, then west on First Street to Washington Street.

- D. *Western Border*: The east side of Washington Street from First Street to Third Street.
- E. Those who live in a directly adjacent neighborhood, including the residents on the west side of Henderson Street from Dodds to First Street and the south side of First Street from Henderson Street to Washington Street may choose which neighborhood association (Elm Heights or Bryan Park) that they wish to join.

Article VI – Membership and Voting

A. Membership:

Membership in the Association shall be restricted to adults (18 years or older) currently residing in Elm Heights Neighborhood in Bloomington, Indiana.

- 1. Annual membership shall be from September 1 to August 31 of the following year.
- 2. Eligible residents may join the Association during periods of open membership at the Spring and Fall meetings, typically to be held in April and September. However, all memberships shall expire on August 31.
- 3. Voting privileges to new members shall begin at the first Association meeting after joining the Association.
- 4. New members shall receive an information packet about the Association.

B. Dues:

The Association shall assess dues for the support of the Association. Dues are \$10.00 per year per member and shall not be pro-rated. Voluntary supplemental contributions shall be welcomed and accepted.

C. Voting:

Each qualified, dues-paid, member may have no more than one vote. A maximum of three votes (one vote per person) will be accorded per household. "Household" shall mean each single-family house, each distinct apartment, each free-standing rental unit, and each fraternity/sorority house within the neighborhood boundaries. There shall be no absentee or proxy voting.

Article VII – Officers and Executive Board

- A. The officers of the Association shall be the president, vice-president, secretary, and treasurer, and shall be qualified members in good standing.
- B. The officers of the Association, together with up to five elected at-large Board members, shall constitute the Executive Board.

Article VIII – Election of Board Members

- A. Board members shall be elected by a majority vote of members present at the regular Spring meeting and shall take office immediately upon conclusion of the meeting. An officer shall serve for a term of two (2) years and may serve for an unlimited number of terms.
- B. The Executive Board may annually appoint a nominating committee of three people to produce a slate of candidates: officers for the Executive Board or five at-large candidates in alternating years. Nominations may also be made from the floor and are encouraged.

- C. In the event of a vacancy, the Executive Board may appoint a pro-tem person to fill the position until the next general meeting, when the appointment must be confirmed by a majority vote.
- D. The terms of the Executive Board members shall be staggered so that the biennial election of officers alternates with the biennial election of at-large Board members.

Article IX – Duties of Officers and Executive Board

A. The President:

- 1. Shall preside at all meetings of the Association and the Executive Board.
- 2. Shall be chief executive officer and have general management of and responsibility for the affairs of the Association.
- 3. Shall appoint committee chairs in collaboration with other members of the Executive Board.
- 4. May appoint a neighborhood historian, who will be responsible for investigating and maintaining neighborhood archives in collaboration with other members of the Executive Board.
- 5. Shall perform other duties as agreed by the Board.

B. The Vice-President:

- 1. Shall, in the absence of the President, perform the duties and exercise the powers of the President.
- 2. Shall assist the President in his/her duties.
- 3. Shall oversee the dissemination of media communications, web content, announcements, notices, and publicity related to the Association.
- 4. Web content shall consist of, at a minimum:
 - a. A list of current members of the Executive Board;
 - b. A list of scheduled meetings and events;
 - c. Committee reports
 - d. Current by-laws, and
 - e. An annual report from the treasurer.
- 5. Shall perform other duties as agreed by the Board.

C. The Secretary:

- 1. Shall attend all meetings of the Association.
- 2. Shall record all votes, attendance, and minutes of all proceedings from Executive Board and general membership meetings and make the approved minutes accessible in electronic form to the Board.
- 3. Shall ensure that all Association documents remain the property of the Association.
- 4. Shall perform other duties as agreed by the Board.

D. The Treasurer:

- 1. Shall have custody of the Association funds and shall keep full and accurate records.
- 2. Shall receive and deposit all receipts in the name of the Association, in a licensed/regulated financial institution. The Treasurer and two additional officers must be signatories on the account.

3. Shall disburse the funds of the Association as authorized by the Association or Executive Board, as authority is delegated. Withdrawals and disbursements of over \$100 must be made with the written authorization of the President.
 4. Shall maintain a current list of dues-paying members in good standing.
 5. Shall render to the President and the Association, whenever required and at each Board meeting, an accounting of all transactions as treasurer, and of the financial condition of the Association.
 6. Shall deliver a semi-annual report at the Spring and Fall general meetings.
 7. Shall perform other duties as agreed by the Board.
- E. The Board:
1. Shall meet on a bimonthly basis, at a minimum.
 2. Shall act on all matters rising in the intervals between regular and special meetings. The President shall report such action at the next regular meeting or special meeting of the Association.
 3. Shall coordinate the carrying out of the objectives of the members and shall administer the objectives of the Association.
 4. Shall recommend, submit, and review all new policies and By-Law amendments.
 5. Shall designate an Executive Board member to serve as the neighborhood representative to the Council of Neighborhood Associations, and other city bodies seeking representation from the Association.
 6. Shall establish ad hoc committees to work on special or ongoing projects and such committees shall report to the Board promptly.

Article X – Membership Meetings

- A. General meetings may be held monthly but must be held semi-annually.
- B. Members shall receive notification of a meeting in which an election will take place no less than fourteen (14) days before the date of the meeting.
- C. Five (5) Association members in good standing may also submit a request in writing to the President to call a special meeting of the Association that shall be held at such time and place as the Executive Board may select. No business shall be transacted at any special membership meeting unless a description of such business is included in a written notice to each Association member at least seven (7) days in advance, stating the purpose and location of the meeting, its date and time, and the names of those persons calling for the meeting. Only the business described in the notice to members shall be conducted at the meeting.
- D. Written notice of meetings shall be conveyed to Association members via door-to-door flyer or electronic mail. Meeting notices shall also be posted on the website.
- E. Ten (10) members present shall constitute a voting quorum at any general or special meeting.
- F. A simple majority of the votes cast shall decide issues, except amendments to these By-Laws.
- G. Membership and Executive Board meetings shall be conducted as expeditiously and informally as possible. Whenever procedural authority is necessary, the most recent revision

of *Robert's Rules of Order* shall be employed. The President may appoint a Board member to serve as parliamentarian for any meeting.

Article XI – Amendments

Any proposed amendment to these By-Laws requires a 2/3 majority of the votes cast at the Spring or Fall general Association membership meeting. Amendments must be included in written notice to each Association member at least seven (7) days prior to the scheduled vote. Notice to each Association member shall be conveyed in accordance with Article X Section D.

Article XII – Dissolution

Upon dissolution of the Association, all assets shall be contributed to an organization or organizations committed to the improvement of the quality of life for residential neighborhoods. The distribution of such assets shall be determined at the final official meeting of the membership of the Association.