

**By-Laws of North Coronado Heights Neighborhood Association, Inc.
(NCHNA)**

Article I. Name

The name of the Association shall be North Coronado Heights Neighborhood Association, Inc. and shall also be known as NCHNA.

Article II. Purpose

The purpose of the Association shall be to promote a better community through group action, to improve and beautify our neighborhood, and to help prevent criminal activity through community involvement and interaction with local law enforcement. Other more specific goals may be established from time to time as members decide.

Article III. Boundaries

The organization shall serve the residents that live within these boundaries: East side is N. Portland Avenue, West side is N. Warren Avenue, North side is N.W. 63rd Street and N.W. Expressway, and South side follows an irregular path that includes N.W. 60th Street from Portland westward to N. Shawnee Avenue, N. Shawnee Avenue south to N.W. 58th Street, N.W. 58th Street westward to N. Tulsa Avenue, N. Tulsa Avenue north to N.W. 60th Street, N.W. 60th Street westward to N. Vermont Avenue, N. Vermont Avenue north to N.W. 61st Terrace, N.W. 61st Terrace westward to Allison Drive, Allison Drive south to N.W. 61st Terrace, N.W. 61st Terrace westward to N. Warren Avenue, and N. Warren Avenue north to N.W. 63rd Street.

Article IV. Membership

Membership is voluntary and open to any and all persons residing in, owning property within, or having interest in, the neighborhood within the boundaries listed in Article III of these by-laws. All persons who have requested to join the association, adhered to the association's regulations, and paid their dues will be considered members in good standing and shall have all rights given to members, including voting on matters of the

Association. Each residence may have as many paid memberships as they wish but are limited to no more than one vote per address.

Article V. Dues

Section 1.) Who Pays Dues: All members will be asked to pay dues annually. Dues are voluntary; however, only dues-paying members may vote on NCHNA business.

Dues are collected for the sole purpose of carrying out the mission of the Association.

Section 2.) Amount of Dues: Dues will be kept low so as to encourage as many members as possible. The amount of the dues will be determined annually at the NCHNA annual meeting. The Executive Committee will make a recommendation to the membership at the annual meeting as to the amount of the yearly dues, followed by a vote of the membership. Once dues are voted on by the membership, a notice will be sent to all residents informing them of the amount of the annual dues.

Section 3.) Payment of Dues: Annual dues are to be paid within 60 days of the annual meeting. New members will be asked to pay for the full year in which they join, regardless of when they join.

Section 4.) Other Monetary Donations to the Organization: Periodically, members may be asked to donate to other projects proposed and voted on by the Association. These are voluntary payments and are not considered dues.

Article VI. Meetings

Section 1.) Time and Place of Meetings: The NCHNA will meet regularly at a time and place that is convenient to the largest number of members. Meeting dates and times should be consistent and moved or rescheduled only as a last resort. Members shall be notified at least 5 days in advance of all meetings.

Section 2.) Committee Meetings: The Executive Committee and/or other committees of the Association may meet at other times to conduct the business of the Association. Any member in good standing may attend any committee or Executive Committee meeting, regardless of whether or not he or she is an active member of that committee. However, you must be a member of the committee to vote on committee business.

Section 3.) Annual Meeting: The NCHNA will hold an annual meeting in March of each year. The officers will be elected at this meeting. The amount of annual dues will be voted on at this meeting. Anyone is allowed to attend this meeting, but only members in good standing (see article IV) are allowed to vote at this meeting.

Article VII. Officers

Section 1.) Officers: The officers shall be President, Secretary, Treasurer, and any other officers agreed upon and voted on by the membership.

Section 2.) Elections: These officers shall be elected by a majority vote at the annual meeting. A roll call, voice, or ballot election may be used (see Article X). If the officers are not elected at the annual meeting, the current officers hold power until an election can be held. All officers must reside within the neighborhood and be dues-paying members of the Association.

Section 3.) Terms: The term for all offices shall be from the first day of April or at the end of the meeting when elections took place, whichever is the later.

Section 4.) Removal: An officer may be removed from office if 2 consecutive meetings are missed without a prior notice being given to another officer of a valid excuse for missing the meeting. If necessary for the welfare of the association, an officer may be voted out of office by a two-thirds vote of all qualified voting members attending a regularly scheduled meeting of the membership. This item must be on the agenda and members must have had 5 days notice of the meeting.

Section 5.) Vacancies: A vacancy in any office because of death, resignation, removal, or otherwise will be filled by a vote at the next regularly scheduled meeting of the general membership. Nominations will be taken from the floor and there will be a simple majority vote. This partial term does not count toward term limits.

Article VIII. Officers' Duties

Section 1.) President: The President shall be the principal executive officer of the Association and shall generally supervise the business and affairs of the Association. He/She shall preside over all Executive Committee meetings and shall be considered a voluntary member of all standing and ad-hoc committees. He/She presides over the

annual and regularly scheduled meetings of the Association. The President represents the Association at other meetings in the community.

Section 2.) Secretary: The Secretary shall keep the minutes of all regularly scheduled meetings as well as all Executive Committee meetings. The Secretary is also responsible for assuring meeting notices are sent out at least 5 days prior to all general membership meetings. The Secretary shall also be responsible for keeping accurate records of all Association business, including but not limited to, all minutes, meeting notices, correspondence, copies of financial reports, copies of up-to-date by-laws, articles of incorporation paperwork, copies of all newsletters, copies of all requests for funds generated by the Association and any other historical document that pertains to the on-going business of the Association. The Secretary will pass this information on to the next Secretary at the end of his/her term.

Section 3.) Treasurer: The Treasurer shall be responsible for all funds of the Association. He/She shall receive and issue receipts for monies due and payable to the Association from any source and deposit all monies in the name of the Association in the financial institution selected by the Executive Committee. The Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled membership meeting and Executive Committee meetings if requested by the President. The Treasurer is responsible for assuring all bank statements and other Association records are kept neatly filed and safe. The Treasurer is responsible for assuring all residents are aware of the amount of the annual dues and should send out this notice no later than 30 days after the annual meeting. The Treasurer is accountable for all expenditures of the Association and must keep good records, including receipts, to back up every transaction. The Treasurer may be called upon to perform other work as requested by the President of the Association.

Section 4.) Either the Secretary or the Treasurer may step up and perform the duties of the President in the event the President is unable to fulfill his or her responsibilities, including presiding over meetings if the President is unable to attend.

Article IX. Executive Committee

Section 1.) Executive Committee Membership: The President, Secretary, and Treasurer make up the members of the Executive Committee.

Section 2.) Executive Committee Responsibilities: The Executive Committee shall manage the day-to-day operations of the Association. Expenditures of over \$100.00 require a vote of the membership at a duly notified meeting. The Executive Committee is responsible for setting the agenda of the regularly scheduled meetings, arranging the annual meeting, establishing committees, appointing committee chairs, and presenting a slate of new officers to be voted on at the annual meeting. They also make a recommendation to the membership at the annual meeting as to the amount of yearly dues.

Section 3.) Executive Committee Meetings: Executive Committee members may meet outside of regular Association meeting times. Meetings are open to any who wish to attend; however, only Executive Committee members may vote on Executive Committee business.

Section 4.) Executive Committee Quorum: There must be at least 2 of the 3 Executive Committee members present in order for the Executive Committee to conduct any business.

Article X. Voting

Section 1.) Majority Vote Rules: All NCHNA business is transacted using a voting system called Majority Vote, which means the winning candidate or resolution received at least one more vote than the next candidate or resolution on the ballot unless otherwise stated in these by-laws.

Section 2.) Must be Paid Member: In order to vote on Association business you must be a dues-paying member in good standing.

Article XI. Quorum

Section 1.) Definition of Quorum: A quorum is the minimum number of persons required to be present before Association business can be voted on.

Section 2.) Quorum at Membership Meetings: NCHNA requires that at least 10 dues-paying members in good standing be present at any regularly scheduled or annual meeting in order for votes to take place or business to be transacted.

Section 3.) Quorum at Executive Committee Meetings: NCHNA requires that at least 2 of the 3 Executive Committee members be present at an Executive Committee meeting in order to transact committee business.

Section 4.) Quorum for Other Committees: There is no quorum responsibility for other NCHNA committees.

Article XII. By-Law Amendments, Alterations, or Repeal

These by-laws may be altered, amended, or repealed and new by-laws adopted by a two-thirds vote of the membership present at any regularly scheduled membership meeting provided that sufficient notice to do so was given and the intent to vote on by-laws is placed on the agenda. These by-laws will take effect within 3 months of the first-ever election of NCHNA officers.

Adopted February 28, 2006; Amended August 29, 2006; Amended April 26, 2011; Amended March 28, 2017; Amended July 27, 2021