

# **HISTORIC HIGHLANDS NEIGHBORHOOD ASSOCIATION CHARTER**

**Amended Charter Approved by General Membership October 20, 2009**

1. The organization will be known as the Historic Highlands Neighborhood Association.
2. The purpose of the organization is:
  - ♦ to improve and preserve the neighborhood known as Historic Highlands.
  - ♦ to represent residents and property owners and to present collective positions on issues as they arise.
  - ♦ to provide a forum and vehicle for neighborhood communication.
3. The following boundaries shall make up the Historic Highlands Neighborhood Association: all the residences located north of Washington Blvd, south of New York Drive, east of Lake Ave and west of Hill Avenue; from herein shall be referred to as the "Neighborhood."
4. Membership in the Association shall be open to all residents and property owners in the neighborhood.
5. The business of the Neighborhood Association shall be conducted by the Board of Directors. The Board of Directors shall be comprised of officers of the Association, Committee Chairs, and others appointed by the President. The Board of Directors shall be empowered to act on behalf of the Neighborhood Association.
6. The officers of the Association shall consist of President, Vice-President, Secretary and Treasurer, with additional officers as needed. The officers will be elected annually by the general membership.
7. The term of office for Board members shall be one year. Vacancies on the Board shall be filled at the next General Membership Meeting.
8. The President shall chair the meetings of the Board and the general membership. The Vice-President(s) shall serve as Chair in the absence of the President. Board meetings and general membership meetings shall be conducted pursuant to Robert's Rules of Order.
9. Committees of the Board shall be established at the discretion of the Board and in response to general membership interest and issues of the day. Participation in the committees shall be open to all members of the Association. Committee Chairs shall be selected by the Board and report to the Board on the actions of the committee.

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10. Elections of officers shall be held at the General Membership Meeting prior to the start of the year.
11. A quorum of the Board of Directors shall consist of a simple majority of the non-vacant board positions.
12. There shall be at least two General Membership Meetings held each year. Additional meetings may be called at the discretion of the Board of Directors.
13. General membership votes will be determined by a majority of those members voting at any General Membership Meeting.
14. The Board of Directors shall present a tentative annual plan and calendar at the first General Membership Meeting of each year for adoption by the general membership. This may include, but is not limited to, dates for General Membership Meetings and for events such as the annual home tour, social gatherings like the Annual Independence day and Labor day parties, and neighborhood clean up projects and beautification and property improvement efforts.
15. The Board of Directors shall abide by the latest approved version of the Financial Guidelines, originally approved at the March 12, 2007 Board Meeting.
16. The charter shall be adopted by a majority vote at a General Membership Meeting.
17. Amendments to the Charter shall be noted on the agenda and discussed at one General Membership Meeting, and then noted on the agenda and voted on at a subsequent General Membership Meeting. A simple majority vote is required to amend the Charter.