

North Traverse Heights Neighborhood Association Traverse City, Michigan

Bylaws

Article I Name and Office

Section 1.1 Name. The name of this association will be the **North Traverse Heights Neighborhood Association** (hereafter referred to as “the Association”).

Section 1.2 Principal Office. The principal office of the Association is in Traverse City, Michigan.

Section 1.3 Board of Directors. The business of the Association is carried out by an executive board known as the Executive Committee. The Executive Committee shall consist of five (5) members. These are the Chairperson, Vice - Chairperson, Secretary/Treasurer and two (2) members of the Association at large. There shall also be two (2) Ex-Officio members being the City Police Sector Patrol Officer for the Traverse Heights area and the representative assigned to our Association by the City of Traverse City.

Article II Purpose

Section 2.1 Purpose. The purpose of the Association is as follows:

To develop and promote neighborhood unity; To work together with law enforcement and each other to prevent and report crime; To promote and encourage neighborhood aesthetic pride.

Article III Boundaries of the Association

Section 3.1 Boundaries. The North Traverse Heights Neighborhood Association shall consist of the following geographic area:

West: the east side of Boardman Lake. East: the west side of Garfield Street. South: the North side of Centre (Center) Street. North: the south side of Eighth Street.

Article IV Membership

Section 4.1 Qualifications. Membership is open to any person or family who resides in or owns a business within the boundaries of the North Traverse Heights Neighborhood Association.

Section 4.2 Privileges. All members of the Association, eighteen years of age or older, have voting privileges.

Article V Meetings

Section 5.1 General Meetings. General meetings shall be held at a minimum of three (3) times annually being May, September and January or more often as necessary and at a date, time and place determined by the Executive Committee.

Section 5.2 Annual Meetings. The annual meeting of the members of the Association shall be held each May on a date, time and place determined by the Executive Committee, at which time the reports of the officers shall be presented, if any.

Section 5.3 Special Meetings of Executive Committee. Special meetings may be called by three (3) Executive Committee members with a 48 hour notice given in person, by phone or by electronic internet mail, to all members of the Executive Committee. In cases where a 48 hour notice is not possible, a phone or electronic internet mail poll of the Executive Committee members may be taken, and the action from that vote must be ratified at the next regular or special Executive Committee meeting.

Section 5.4 Quorum. At any meeting of the membership, business may be conducted by a majority present.

Article VI Executive Committee

Section 6.1 General Responsibilities. The business affairs of the Association shall be conducted by its Executive Committee.

Section 6.2 Qualifications. Any member of the Association may be nominated for a position on the Executive Committee (refer to Article VII). Members shall be elected at the annual meeting.

Section 6.3 Number and Term of Executive Committee. There shall be five (5) Executive Committee Members. The term of each member is one (1) year, or until his or her resignation or removal. Terms begin at the first meeting following the annual meeting after their election.

Section 6.4 Executive Committee Meetings. Executive Committee meetings shall be held when there is business for the Committee to act on and at a location and date determined by the Executive Committee.

Section 6.5 Special Meetings of Executive Committee. Special meetings may be called by three (3) Executive Committee members with forth-eight (48) hour notice given in person, by phone or by e-mail to all members of the Executive Committee. In cases where a forty-eight (48) hour notice is not possible, a phone or e-mail poll of the Executive Committee members may be taken, and action taken from that vote, provided that the action and the vote are ratified at the next scheduled Executive Committee meeting.

Section 6.6 Attendance.

1. Any Executive Committee member that has two (2) absences from scheduled Executive Committee meetings in one fiscal year without advance notification to the Chair or Vice Chair of such absence, may be removed from the Committee by a majority vote of the Committee.

2. At least one Executive Committee member is required to attend any function sponsored by the Association.

Section 6.7 Removal of Executive Committee Members. Any member may be removed by a majority vote of the Executive Committee for misrepresenting the interests of the North Traverse Heights Neighborhood Association.

Section 6.8 Resignation. Any Executive Committee member(s) may resign from the Association by delivering a written resignation to the Chair of the Association.

Section 6.9 Income of the Association. All income and earnings of the Association shall be used exclusively for Association purposes, and no part of the net income or net earnings of the Association shall benefit or profit any member, private individual, corporation, partnership, firm or association.

Section 6.10 Quorum. At any meeting of the membership of the Executive Committee, business may be conducted by a majority of three (3) Executive Committee members present.

Section 6.11 Vacancies. A vacancy occurring on the Executive Committee shall be filled by a majority vote of three (3) Executive Committee members for the unexpired term of the vacancy.

Article VII Nominating Committee

Section 7.1 Nominating Committee. The Chairperson, at the general meeting immediately prior to the annual meeting, shall appoint no less than 2 members to serve as the Nominating Committee.

Section 7.2 Duties of Nominating Committee. The Nominating Committee shall:

1. Collect the names of candidates and prepare a ballot of those candidates. The ballots must contain additional space for write in candidates.
2. The Nominating Committee shall present the ballot of candidates at the annual meeting of the Association
3. After the votes are cast at the annual meeting, the Nominating Committee shall tally the votes and immediately report the results to the annual meeting membership.

Article VIII Officers

Section 8.1 Officers. The officers of the Executive Committee for the Association are the Chairperson, Vice Chairperson, Secretary/Treasurer. The officers of the Executive Committee serve as the officers of the Association and in the same positions.

Section 8.2 Election, Term of Office. The Association shall have the following officers: Chairperson, Vice Chairperson, Secretary/Treasurer. These officers shall be elected and shall serve until their successors are elected. There shall be two (2) members of the Association at large elected to the Executive Committee and shall serve until their successors are elected.

Section 8.3 Duties of the Chairperson. The Chairperson shall:

1. Be the chief presiding officer at all meetings of the Association and have charge of all legal papers of the Association.
2. Be responsible for carrying out the directives of the Executive Committee and the Association membership.
3. Be responsible for the officers of the Association carrying out their assigned tasks.
4. Be responsible for appointing committees and committee members. The Chairperson is the ex-officio member of every committee.
5. Perform all other duties as are normal to the office of Chairperson.

Section 8.4 Duties of the Vice Chairperson. The Vice Chairperson shall:

1. Perform all tasks assigned by the Chairperson.
2. Assist the Chairperson in the supervision of all officers of the Association and the work of the Association.
3. Preside at all meetings for which the Chairperson is absent.

Section 8.5 Duties of the Secretary/Treasurer. The Secretary/Treasurer shall:

1. Record and transcribe accurately and fully the minutes of all meetings of the Association, both regular and special.
2. Preserve such minutes, which shall be available for inspection as prescribed by law.
3. Maintain a current, dated copy of the Bylaws.
4. Be responsible for the collection and the disbursement of all Association funds as directed by the Executive Committee.
5. Open and maintain any and all bank accounts.
6. Promptly deposit all money paid to the Association in the Association's account(s).
7. Pay all bills of the Association.
8. Provide at all the general membership meetings and at each meeting of the Executive Committee a complete statement of the Association's financial status.

Article IX Agents and Representatives

Section 9.1 Agents and Representatives. The Executive Committee may authorize agents and representatives of the Association to act on behalf of the Association as needed.

Article X Contracts

Section 10.1 Authority. The Executive Committee, except as these Bylaws otherwise provide, may authorize any instrument in the name of or on behalf of the Association. Unless so authorized by the Executive Committee, no agent, officer or employee shall have the power or authority to bind or commit the Association.

**Article XI
Rules of Order**

Section 11.1 Rules of Order. All meetings of the Association and of the Executive Committee shall be conducted in accordance with Robert's Rules of Order except where in conflict with Michigan law, or the Association's Bylaws.

**Article XII
Amendments**

Section 12.1 Amendments of Bylaws. Recommendations for Bylaw changes may be made by a member, officer or committee. The changes must be submitted in writing to the Secretary. This change will then go before the Executive Committee and then before the general membership at the next scheduled meeting. The Bylaw change may be voted on at that general membership meeting, but no later than the following general membership meeting from which the change was presented. Bylaw changes may be adopted by a majority of members present at regular general membership meetings.

**Article XIII
Fiscal Year**

Section 13.1 Fiscal Year. The fiscal year of the Association shall be the calendar year.

**Article XIV
Dissolution**

Section 14.1 Procedure of Dissolution. The Association may be dissolved pursuant to the statutes of the State of Michigan, then in effect.

Section 14.2 Distribution of Assets. In the event of dissolution, all assets of the Association, after payment of debts and liabilities, shall be distributed to such Organization(s) as designated by the Executive Committee, which qualify as tax exempt under Section 501 (c) 3 of the Internal Revenue Code of 1954, as amended, or a corresponding provision of a future United States Internal Revenue law.