

Harter Heights Area Neighborhood Association

Constitution & Bylaws

ARTICLE I – Name

Section 1: Name. The name of this organization shall be the Harter Heights Area Neighborhood Association (HHANA), herein after known as “the Association.”

Section 2: Boundaries. The boundaries of the Harter Heights Neighborhood are from the north side of West Tuscarawas Street to the south side of 4th Street NW, from the west side of Roslyn Avenue to the east side of Whipple and including Birchdale Avenue NW.

ARTICLE II - Purpose

Section 1: Purpose. The purpose for the Harter Heights Area Neighborhood Association is the preservation and maintenance of this long-established residential community as a safe, clean and vital neighborhood with all the quality-of-life characteristics, services and activities that result.

ARTICLE III - Membership

Section 1: Eligibility. Any person, business, corporation or institution that subscribes to the purpose of the Harter Heights Area Neighborhood Association shall be eligible for membership.

Section 2: Types of Membership. The membership of the Harter Heights Area Neighborhood Association shall be composed of voting members and associate, non-voting members.

- a. **Voting members** shall be all individuals, businesses, corporations or institutions that reside, conduct business, and/or own real estate within the boundaries of the Harter Heights Neighborhood. Every household and non-resident property owner shall have one vote per adult individual with a maximum of two votes per household. Each business, corporation, institution and non-resident property owner shall have one vote. The councilperson of the ward in which the Harter Heights Area Neighborhood Association lies shall be a voting member.

A voting member shall be classified as one of the following:

Member – person meeting the requirements of the preceding paragraph.

Contributing Member – person meeting the preceding requirements plus has paid the annual dues.

- b. **Non-voting members** shall be individuals, businesses, corporations, institutions as well as at-large-councilpersons and city officials who believe in the purpose of the Association can become an associate, non-voting member **provided they are approved by a majority of the board.**

ARTICLE IV - Board of Directors

Section 1. Number, Manner of Selection and Terms of Office. The board of directors shall consist of the officers of the Harter Heights Area Neighborhood Association, two (2) elected directors and up to but not more than five (5) appointed directors. One-half of the elected directors shall be elected by the general membership at each annual meeting and shall serve for a term of two (2) years or until their successors have been elected and qualified. The terms of office of the appointed directors shall be one year and shall expire at the conclusion of the next annual meeting.

Section 2. Qualifications. No person shall be elected or appointed or shall continue to serve as an officer or director of this organization unless she or he is a voting member in good standing of the Harter Heights Area Neighborhood Association and has attended at least three (3) general membership meetings during the previous twelve (12) months.

Section 3. Vacancies. Any vacancy occurring in the board of directors by reason of the resignation, death or disqualification of an officer or elected member may be filled, until the next annual meeting, by a majority vote of the remaining members of the board of directors. A member with (3) consecutive absences from a board meeting shall be deemed to be a resignation.

Section 4. Powers and Duties. The board of directors shall have full charge of the property and business of the Association, with full power and authority to manage and conduct same, subject to the instructions of the general membership.

Section 5. Board Meetings. There shall be regular monthly meetings of the board of directors. The president may call special meetings of the board and shall call a special meeting upon the written request of a majority of the members of the board.

Section 6. Quorum. A majority of the members of the board of directors shall constitute a quorum.

ARTICLE V – Officers

Section 1. Enumeration and Election of Officers. The officers of the Harter Heights Area Neighborhood Association shall be a president, a vice-president, a secretary and a treasurer who shall be elected for terms of two (2) years by the membership at an annual meeting and take office at the conclusion of the annual meeting. The President and Secretary shall be elected on even numbered years and the Vice-President and Treasurer on the odd numbered years.

-Section 2. The President. The president shall preside at all meetings of the Association and of the board of directors. The president shall be an ex officio member of all committees except the nominating committee. The president shall be a co-signer of checks. She or he shall have such usual powers of supervision and management as may pertain to the office of the president and perform such other duties as may be designated by the board.

Section 3. The Vice President. The vice president, in the event of the absence, disability, resignation or death of the president, shall possess all the powers and perform all the

duties of that office, until such time as the board of directors shall select one of its members to fill the vacancy until the next annual meeting. The vice president may, in the absence or disability of the president or treasurer, co-sign or endorse checks, drafts and notes. The vice president shall perform such other duties as the president and the board may designate.

Section 4. The Secretary. The secretary shall keep minutes of all meetings of the Association and of the board of directors. She or he will prepare agendas for all meetings. She or he shall notify all officers and directors of their election. She or he shall sign, with the president, all contracts and other instruments when so authorized by the board.

Section 5. The Treasurer. The treasurer shall collect all monies due. The treasurer shall be the custodian of these monies, shall deposit them in a bank designated by the board of directors and shall disburse the same only upon request of the board. The treasurer shall be a co-signer of checks. She or he shall present a financial statement at each board meeting, at each monthly regular meeting and an annual report shall be presented at the Annual Meeting.

ARTICLE VI – Meetings

Section 1. Membership Meetings. There shall be monthly membership meetings of the Association. Minutes of the previous meeting and/or all intervening meetings of the Board of Directors will be read unless waived by the membership.

Section 2. Annual Meeting. An annual meeting of the Association shall be held in April each year, the exact date to be determined by the board of directors. The annual meeting shall:

- c. Elect officers, directors and members of the nominating committee
- d. Adopt a budget
- e. Transact such other business as may properly come before it

Section 3. **Quorum**. A quorum shall consist of the attendance of a majority of the Board of Directors.

ARTICLE VII – Nominating and Elections

Section 1. Nominating Committee.

The Board of Directors shall act as the Nominating Committee and shall provide a slate of candidates for open positions that are to be voted on at the annual election. Suggestions for candidates for officers and directors may be sent to this committee by any voting member.

Section 2. Report of the Nominating Committee and Nominations from the Floor.

The report of the nominating committee of its slate of candidates for officers and shall be made available to all members at least five days before the date of the Annual Meeting by publication on the organization's website (www.harterheights.org). At the Annual Meeting before the election, the Nominating Committee's slate of candidates shall be presented to the membership. Immediately following the presentation of this report, nominations may be made from the floor by any voting member provided their nominee meets the qualifications required to serve in that position and the consent of the nominee shall have been secured.

Section 3. Elections. The elections shall be by ballot providing that when there is but one nominee for each office, the secretary may be instructed to cast the ballot for every nominee. A majority of those qualified to vote and voting shall constitute an election. Absentee or proxy voting shall not be permitted.

ARTICLE VIII – Standing Committees

Section 1. Director. All standing committees will be chaired by a Director of the Board or a person appointed by the Board.

Section 2. Grants and Fundraising Committee. The duties of the Grants and Fundraising Committee shall be to apply for grants, raise funds and/or seek contributions for specific projects.

Section 3. Street Flags. This committee shall see to the placement, care and maintenance of the American flags and the street pole holders on HHANA streets. They shall give updates to the board of the need for new flags, poles and other equipment.

Section 4. Street Banners and Monthly Meeting Signs. This committee shall see to the care and maintenance of street banners and monthly meeting signs. Meeting signs shall be set out to give at least a five day notice to any upcoming event.

Section 5. Holiday Food Drive. This committee shall plan and operate the annual food drive.

Section 6. Holiday Lighting Contest. This committee shall be in charge of planning and running this annual event.

Section 7. Communications Committees. This committee is subdivided into:

- a. Newsletter Committee. Published on a reoccurring basis as determined by the board shall see to the gathering of pertinent information, creating the newsletter and distributing same.
- b. Website Committee. This committee shall maintain a website to disseminate useful information to the residents in the HHANA neighborhood.

ARTICLE IX – Parliamentary Authority

Section 1. **Parliamentary Authority**. The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE X - Amendments

Section 1. **Amendments**. These bylaws may be amended by a two-thirds (2/3) vote of the voting members present and voting at the annual meeting provided that amendments were submitted to the membership in writing at least **five days** in advance of the meeting.

Adopted By The Membership On Thursday, May 15, 2008

Amended by the Membership on Thursday, April 28, 2011

Amended by the Membership on Thursday, April 25, 2019

Amended by the Membership on Thursday, May 21, 2026