

CORBETT HEIGHTS NEIGHBORS

BYLAWS

ARTICLE I – Name

The name of the organization is Corbett Heights Neighbors. Corbett Heights Neighbors will also be referred to as CHN.

ARTICLE II – Boundaries

CHN includes all properties contained within the district created by the following boundaries: Douglass Street to the east, 17th Street to the north, Clayton Street to the west, and Market Street to the south. The following streets are included in this district:

- Clayton Street, from Seventeenth Street to Market Street, both sides
- Market Street, north side, from Clayton Street to Douglass Street
- Douglass Street, from Market Street to Ord Court, both sides
- Ord Street, from Market Street to Ord Court, both sides
- Seventeenth Street, from Douglass Street to Clayton Street, both sides
- Saturn Street from Ord Street to Temple Street, both sides
- Temple Street, both sides
- Corbett Avenue, from Douglass Street to Iron Alley, both sides
- Hattie Street, from Market Street to Corbett Avenue, both sides
- Danvers Street, from Market Street to Corbett Avenue, both sides
- Merritt Street, both sides
- Mars Street, both sides
- Deming Street, both sides
- Uranus Terrace, both sides

ARTICLE III – Purpose & Goals

CHN was formed in July 2004 for the purpose of providing a forum for the residents to discuss common issues and concerns, develop solutions, and guide the direction of the neighborhood.

The goals of the organization are to beautify, maintain and improve the character of the neighborhood, protect historic architectural resources and significant topographic features, ensure that new construction/development is compatible with the neighborhood, maintain and improve its pocket parks, increase security, encourage friendly association among the neighbors and provide an educational forum and community outreach.

ARTICLE IV – Voting Body and Membership

- SECTION 1. By paying dues, anyone who is a resident, merchant and/or property owner within the CHN boundaries may become a member of CHN. After being a member for a minimum of 90 days, members are entitled to vote.
- SECTION 2. Officers will be elected by a majority vote of the members who are present and eligible to vote. All official CHN positions will be determined by a majority vote of the membership except when specifically delegated to the Council by the membership.
- SECTION 3. The membership year for CHN is July 1 through June 30.
- SECTION 4. The annual membership dues for each year will be determined by the Council, and are payable July 1st for the coming year. Members will be afforded a grace period and retained on the membership list if dues are paid on or before August 31. New members (first time members only) joining after March 31 will have their memberships extended through June 30 of the following year.

ARTICLE V – Officers

CHN has a minimum of 3 and a maximum of 5 Officers who are chosen annually by the CHN membership for a one-year-term. President, Vice-President, Secretary, and Treasurer. These officers constitute the Council. The purpose of the Council may include, but is not limited to identification and discussion of neighborhood issues, the development of recommendations to the general membership, and the drafting of agendas for membership meetings.

- President: The President will preside at all regular meetings of the general membership, and will convene meetings of the Council. (Council meetings may also be convened by a simple majority of officers).
- Vice-President: The Vice-President will perform the duties of the President in the absence or incapacity of that officer.
- Secretary: The Secretary will take minutes and keep accurate records of all meetings of the general membership, and of the Council, record the names of members present, and prepare and maintain an active membership list. The Secretary will also be responsible for all correspondence. All correspondence, sent or received, must be reported to the membership.
- Treasurer: The Treasurer receives all monies, contributions and dues, keeps an accurate record of funds, pays all bills by check as approved by a simple majority of the members of the Council, and submits a written report of funds at each general meeting, including itemized statements, showing all income, expenditures and obligations, to the general membership. Expenditures over \$100 require the approval of the membership.

ARTICLE VI - Meetings

- SECTION 1. There will be a minimum of 4 quarterly meetings of the general membership each year.
- SECTION 2. Meetings will be held on the 4th Thursday of January, April, July and October. A minimum of one week's advance notice of all general meetings will be sent to all email addresses on file and will be delivered to all residents, merchants and/or property owners within the CHN boundaries.
- SECTION 3. Upon two weeks' notice to the membership, a simple majority of the Council may call other general membership meetings.

ARTICLE VII – Nominations and Election of Officers

CHN Officers will be elected annually at the July general membership meeting. Each Officer may serve a maximum of 2 terms in the same position, unless an extension beyond 2 terms for any Officer is approved by the general membership. Any member of CHN may nominate him/herself or any other member of CHN to become an Officer. All nominees must have been members for at least 90 days. Only CHN members who have been members for a minimum of 90 days may vote. Officers are elected by majority vote. New Officers will take office at the close of the meeting in which they have been elected.

ARTICLE VIII – Bylaws and Amendments to Bylaws

The initial CHN Bylaws must be approved by a simple majority of the Council that was elected by the general membership. Amendments to the initial Bylaws or the substitution of new Bylaws may be made by a majority vote of the general membership, and may take place at a general membership meeting or at a special membership meeting provided that:

- Bylaw amendments or new Bylaws have been reviewed and approved for consideration by a simple majority of the current elected Officers.
- A minimum of 2 weeks prior notice of a meeting for the purpose of changing the Bylaws has been given to the general membership.
- A minimum of 20% of the current voting members are present.

August 10, 2010