

Seminary Ridge Neighborhood Association By-laws

Neighborhood Boundaries: (North) Columbia College Drive, (East) North Main Street and (Southwest) Monticello Road,

Article I

Name

The Name of this Association shall be Seminary Ridge Neighborhood Association.

Article II

Purpose

Seminary Ridge Neighborhood Association is dedicated to retaining and promoting a positive quality of life environment for all residents; while also, fostering an avenue for enhancement of the community. Maintaining the historical integrity of the neighborhood is important to the association as well. The association's purpose is to encourage a strong, united group of property owners and residents to labor together to make Seminary Ridge an excellent place to live and work.

Article III

Policy

Seminary Ridge Neighborhood Association is a non-partisan, non-profit organization.

Article IV

Membership

Membership in the Seminary Ridge Neighborhood Association shall be open to any person owning property or residing in the Seminary Ridge Neighborhood.

Membership shall be open to other individuals, businesses and corporations, who do not live within the boundaries of the Seminary Ridge Neighborhood Association but who have expressed interest in being a member on a non-voting basis after approved by consensus of the Executive Committee.

Seminary Ridge Neighborhood Association Bylaws

Article V

Rights and Liabilities of Members

Section 1. No member of the Seminary Ridge Neighborhood Association shall have any right, title or interest in or to any property or assets of the Seminary Ridge Neighborhood Association either prior to or at time of any liquidation or dissolution of the Seminary Ridge Neighborhood Association.

Section 2. Non-liability for debts. The private property of the members shall be exempt for execution or other liability for any debts of the Seminary Ridge Neighborhood Association and no member shall be liable or responsible for any debts or liabilities of the Association.

Article VI

Meetings of Members

Section 1. Annual Meeting
The annual meeting of the members shall be held in January of each year no later than the second Tuesday of the month. The agenda for such annual meetings shall consist of the election of officers, passing upon reports for the previous fiscal year and transacting such other business as may require action at the time. It shall be the responsibility of the Executive Committee to make plans and preparations for the annual meeting.

Section 2. Regular Meetings
Regular meetings of the members will be held every two months on the second Tuesday of January, March, May, July, September and November. The agenda for such meeting shall consist of the reading of the minutes and treasurer's report, old business, new business, at times guest speakers, and transacting such other business as may require action. It shall be the responsibility of the Executive Committee to make plans and preparation for regular meetings.

Seminary Ridge Neighborhood Association Bylaws

- Section 3. Special Meetings
Special meetings of the members may be called by resolution of the Executive Committee, or upon a written request signed by a majority of the Executive Committee members by the President; it shall be the duty of the Secretary to notify the Membership as hereinafter provided. Special meetings of the members may be held at any place specified in the notice of the special meetings, but every attempt will be made to hold the meetings where the regularly scheduled association meetings are held.
- Section 4. Notice of Membership Meetings
Notice of stating the place, day and hour of the meeting and the purpose for same shall be given at least six (6) days before the date of the meeting, where possible, by the Secretary or such other person so directed by the Executive Committee.
- Section 5. Voting
Each member of the Seminary Ridge Neighborhood Association shall be entitled to only one vote upon each matter submitted to a vote at a meeting of the Seminary Ridge Neighborhood Association. All questions shall be decided by a vote of a majority of the members voting thereon in person.

Article VII

Officers

- Section 1. Number
The officers of the Seminary Ridge Neighborhood Association shall be President, Vice President, Secretary, and Treasurer. Elected officers must be residents of the Seminary Ridge neighborhood. Additions and deletions to the named positions require the approval of the membership of the Seminary Ridge Neighborhood Association at a duly called meeting. Officers must be members of the Association.

Seminary Ridge Neighborhood Association Bylaws

Section 2. Regular Elections and Terms of Office

The officers shall be elected for two-year terms by the membership at the annual meeting of the members. If the election of the officers shall not be held at such meeting, such election shall be held soon thereafter as possible. Each officer shall hold office for two-year term following the annual meeting of the membership. The elections will be staggered based upon the following rotation: President and Treasurer one election year and Vice President and Secretary another election year. **The President and Treasurer shall be elected in even number years. Vice President and Secretary shall be elected in odd number years.** A vacancy in any office except the President's may be filled by appointment of the Executive Committee. In event of a vacancy in the President's office, the Vice-President shall arrange for a special meeting of the membership to elect a successor and shall act in such capacity until the election is held.

Section 3. Removal of Officers by Executive Committee

Any officer elected or appointed by membership may be removed by the membership or the executive committee whenever in its judgment the best interest of the Seminary Ridge Neighborhood Association will be served thereby. A majority of the executive committee shall be sufficient for such removal from office.

Section 4. Executive Committee

The Executive Committee shall consist of: a) the current officers, b) one member elected at large, and c) the chairperson(s) of permanent committees. Each individual member of the E.C. shall only have one vote on the committee. The E.C.: a) shall be responsible for making plans and preparations for the annual meeting b) may call special meetings from time to time, and c) shall perform such other duties as may be prescribed by membership.

Seminary Ridge Neighborhood Association Bylaws

Section 5. President

The President: a) shall be in the principle executive officer of the Seminary Ridge Neighborhood Association, b) may sign any legal or contractual documents authorized by the membership to be executed, c) shall co-sign all checks with the Treasurer and Vice President, d) speak for and represent the Seminary Ridge Neighborhood Association to other bodies and the news media (with the expressed views of the Association only), with the exception of a spokesperson who may be appointed by the President (spokesperson must represent the expressed views of the Association only), e) serve as co-chair of the rules and by-laws committee and f) shall in general perform all duties incident to the office of the President and other such duties as may be prescribed by the Membership from time to time.

Section 6. Vice President

In the absence of the President, or in the event of his or her inability or refusal to act, the VP shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The VP shall also serve as co-chair of the rules and by-laws committee and shall also perform such other duties as may be assigned to him or her by the membership. The VP also shall co-sign all checks with President and Treasurer.

Section 7. Secretary

The Secretary shall: a) keep the minutes of the meeting of the association, b) see that all notices are duly give in accordance with these by-laws or as required by the law, c) keep a record of the names and post office addresses and email addresses of all the members, d) keep on file and at all time and available for inspection a complete copy of the By-Laws of the Seminary Ridge Neighborhood Association, e) in general perform all duties incident to the office of the Secretary and other such duties as may be assigned by the Membership. In the event that the

Seminary Ridge Neighborhood Association Bylaws

President, Vice President, and/or Treasurer are related and/or live in the same household the Secretary signature is then warranted to co-sign all checks (granted the Secretary is not related to and/or living in the same household as the President, Vice President, and/or Treasurer). The Secretary shall also maintain a notebook/organized log of all members and their contact information, in addition, to minutes. A paper copy of the records shall be turned over to the Executive Committee at the end of the Secretary's term or when he/she can no longer function as Secretary.

Section 8. Treasurer

The Treasurer shall: a) have charge and custody of and be responsible for all funds and securities of the Seminary Ridge Neighborhood Association, b) be responsible for the receipt of and issuance of receipts for all monies due and payable to the Seminary Ridge Neighborhood Association in such bank or banks as shall be elected in accordance with the provisions of the By-Laws, c) in general perform all duties as may be assigned by the Membership. The Treasurer shall also maintain a notebook/organized log of all income, expenses, and receipts. The log shall be turned over to the Executive Committee at the end of the Treasurer's term or when he/she can no longer function as Treasurer. In addition, a bank account for the Seminary Ridge Neighborhood Association is to be maintained at all times. Deposits into the association account must be made within five business days.

Section 9. Permanent Committees

The Seminary Ridge Neighborhood Association shall also consist of permanent committees that include 1) safety committee, 2) the membership committee, and 3) the beautification committee. Future permanent committees may be established by a two-thirds of voting members present. Each committee will be directed by a chairperson(s) nominated by that committee and confirmed by a majority of the executive committee. The permanent

Seminary Ridge Neighborhood Association Bylaws

committees shall report their activities at the regular association meetings.

- Section 10. Previous Officers
The previous officers shall act in an advisory capacity to the current officers of the Executive Committee as required to assure an orderly transition of duties.
- Section 11. Compensation
Neither officers nor members shall receive a salary for his/her services.

Article VIII

Budget

- Section 1. Non-profit Status
The Seminary Ridge Neighborhood Association shall at all times be operated on a non-profit basis and no interest or dividends shall be paid or payable by the Association to any member.
- Section 2. The association does not charge membership dues.

Article IX

Miscellaneous

- Section 1. Rules and Regulations
The membership shall have the power to make and adopt such rules and regulations, not inconsistent with law, or these By-Laws, as it may deem advisable for the management of the business and affairs of the Association.
- Section 2. Accounting System and Reports
The membership shall cause to be established and maintained, in accordance with the generally accepted principles of accounting, an appropriate accounting system.
- Section 3. An archived copy of all files and newsletters shall be kept on file at said place of determination by the Executive Committee. Officers will update the archives regularly.

Seminary Ridge Neighborhood Association Bylaws

Article X

Amendments

The By-Laws may be altered, amended or repealed by the affirmative vote of two-thirds of the Membership present at any regular or special meeting provided that notice of such meeting shall have contained a copy of the proposed changes.

Article XI

Dissolution Requirement

In the case of the dissolution of the Seminary Ridge Neighborhood Association, the remaining monies shall be donated to the Columbia Council of Neighborhoods or another not-for-profit charitable organization so designated by the Seminary Ridge Neighborhood Association.