

# RiverHill Gateway Neighborhood Association

## **MISSION STATEMENT**

The RiverHill Gateway Neighborhood Association, Inc. exists to improve the overall quality of life in the RiverHill Gateway area and to support the common good of its members. The RiverHill Gateway Neighborhood Association achieves its mission by: building long-term relationships, encouraging neighborhood collaboration, enhancing safety & security, promoting volunteer activism, combating community deterioration and building community by joining neighbors together in a common cause.

RiverHill Gateway Neighborhood Association

BYLAWS OF RIVERHILL GATEWAY NEIGHBORHOOD ASSOCIATION

**ARTICLE I. MEMBERSHIP**

- A. The membership of this association shall be residents, legal representatives of residents, property owners, non-profit organizations and businesses within the neighborhood.
- B. A Voting Member shall be a household, non-profit, or business within the boundaries of the neighborhood. Each household, non-profit or business within the neighborhood shall be entitled to one vote.
- C. Dues will be determined by a majority of the voting members.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.
- E. The borders of the RiverHill Gateway Neighborhood Association are as follows:
  - North: James White Parkway to Hall of Fame Drive, to Neyland, to East Hill Avenue
  - South: Tennessee River
  - East: James White Parkway
  - West: Gay Street

**ARTICLE II. OFFICERS**

- 1. The voting members of the neighborhood association shall nominate and elect the officers of the association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President, Vice President, Secretary, Treasurer, Communications Director, Web Manager, and Immediate Past President. In addition, two to three At-Large members will be elected to the Board each year.
  - A. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business, and shall act as official spokesperson for the association.
  - B. The Vice President (or Vice Chairperson) shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
  - C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the

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minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the Web Manager to post.

D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting.

E. The Communications Director will be responsible for the management of all member communication including related marketing, and maintenance of e-mail and mailing lists. The Communications Director is responsible for keeping a list of current members of the association.

F. The Web Manager will be responsible for updating and maintaining the organization web site.

G. Any officer can be removed from office by a 2/3rds majority vote of the membership after a special meeting has been requested and publicized at least ten (10) working days in advance of the meeting.

### **ARTICLE III. COMMITTEES**

A. The President shall have the power to appoint committees as necessary to implement the purposes of the association.

B. The President shall be an ex-officio member of all committees.

### **ARTICLE IV. MEETINGS**

An annual meeting shall be held at a time and place designated by the President.

A. Voting Members shall have the privilege of petitioning officers for a special meeting at any time. A majority of the officers must approve the special meeting.

B. The Voting Members present at the approved special meeting shall constitute a quorum.

C. At least a five-day notice shall be provided in advance of any association meeting, excepting a special meeting which requires a 10 day notice. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by email, Facebook, website <http://www.riverhillgateway.com>, newsletters, Office of Neighborhoods newsletter, Nextdoor or announcements at regularly scheduled meetings.

D. Meetings shall be open to members and their guests.

**ARTICLE V. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS**

A. Nominations of officers may be made from the floor at the annual meeting and/or a slate presented from a nominating committee.

B. Upon installation of the officers, whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws, which are in the possession of the outgoing officers, shall be submitted to the newly elected counterpart within 30 days of the installation.

C. Any vacancies occurring during the year of any Officer shall be filled by appointment of the remaining officers until the next annual election.

D. Any officer may be removed from office for cause by a majority vote of the Voting Members.

**ARTICLE VI. FISCAL RESPONSIBILITY**

A. Expenditure of funds of the association requires the signature of the treasurer and an officer from an unrelated household. Any expenditure over \$250 must be approved by a majority of the officers.

B. A review of the financial records will be done at least once a year by a committee of at least three voting members. The Treasurer will provide all requested documentation.

**ARTICLE VII. AMENDMENT OF BYLAWS**

A. These bylaws may be amended by majority vote.

B. Proposed amendments shall be sent to all members at least ten working days in advance of the meeting where action is to be taken and shall be read at the meeting.

**ARTICLE VIII. GENERAL**

A. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.

B. No officer shall have any financial liability of the association and shall be indemnified from any actions of the Association in accordance with law.

RiverHill Gateway Neighborhood Association

DATE ADOPTED: \_\_\_\_\_

SIGNATURE/TITLE

\_\_\_\_\_

SIGNATURE/TITLE

\_\_\_\_\_

**Bylaws**

Bylaws for the RiverHill Gateway Neighborhood Association were voted into effect at the \_\_\_\_\_ annual meeting.