

**COLLEGE HEIGHTS ESTATES ASSOCIATION (CHEA)  
BY-LAWS**

The five Provisions of these Bylaws, which supplement the Articles contained in the Constitution, delineate the rules governing the operating affairs of the College Heights Estates Association. Within this document, this organization will be identified as CHEA.

**PROVISION I. Annual Audit and Report.**

1. Each year, the President shall appoint an internal Audit Committee which shall report to the annual meeting of the general membership (as defined in the Constitution). This committee will review the financial records of CHEA.

**PROVISION II. Dues.**

1. The Board of Directors (as defined in the Constitution) will develop and recommend the annual dues.
2. Full annual dues are to be paid by all active Members (as defined in the Constitution). A Member who has failed to pay dues is not eligible to vote, and if a Member remains delinquent, that person is removed from the active membership roll.
3. Annual dues are to be paid at the time that an application for new membership is requested. A prospective Member who has failed to pay dues is not eligible to vote.

**PROVISION III. Committees**

1. The work of the association is, in great part, conducted through a grassroots network of volunteers within the CHEA membership. All committee and group volunteers must be active Members of the association.
  - A. Standing Committees: These are regular committees that provide for the on-going functions and growth of CHEA.
    - a. Standing committees may be established by the President for an indefinite period of time.
    - b. Standing committees must be approved by a majority of the Board of Directors and may be abolished with a two-thirds vote.
    - c. Chairpersons of standing committees are appointed by the President, with majority approval of the Board of Directors.
  - B. Ad Hoc Committees: These are short-term committees that may be established by the President and serve until completion of the specific short-term goal.
    - a. The establishment and chairing of ad hoc committees does not need Board of Directors approval.
    - b. The President must notify the Board of Directors when he/she establishes an ad hoc committee.

- c. Ad hoc committee chairpersons may attend meetings of the Board of Directors, but they cannot vote on issues decided by the Board of Directors.

**PROVISION IV. Operations.**

1. For all bank accounts, both the President and the Treasurer should be authorized signatories. However, only a single signature from one of these two will be required on banking transactions.

**PROVISION V. Changes and Amendments.**

Changes and amendments to the Bylaws of the College Heights Estates Association (CHEA) must be approved by two-thirds of the Board of Directors, and by a majority vote at the next meeting of the general membership.