

CONSTITUTION AND BYLAWS
The Clifton Heights Neighborhood Association
St. Louis, Missouri 63139

ARTICLE I: NAME

The name of this organization shall be The Clifton Heights Neighborhood Association.

ARTICLE II: BOUNDARIES

The area of the Clifton Heights Neighborhood Association shall be bounded by Hampton Avenue on the East, Arsenal Street on the South, Ivanhoe Avenue on the West, and the St. Louis—San Francisco Railroad Company tracks on the North.

ARTICLE III: PURPOSE

The purpose of the Clifton Heights Neighborhood Association shall be:

1. To provide an effective means through which the people in the area can work together to maintain and improve the living standards and the social conditions of the area.
2. To serve as a means of communication between this neighborhood and official government agencies.
3. To foster and encourage measures conducive to the improvement of the area by strict application of existing zoning regulations, aggressive action against all efforts to breach these regulations, and continuous efforts to terminate violations now existing.

ARTICLE IV: MEMBERSHIP

1. Any individual of the area, 18 years of age or over, of any family renting or owning property in the area, is eligible for a membership upon payment of dues and is entitled to two (2) votes per household, after 30 days of receipt of payment, except for renewals paid prior to October 1.
2. Any organization, agency, or business in the area is eligible for a membership upon payment of dues and is entitled to one (1) vote.
3. No individual shall be entitled to more than one (1) vote regardless of the number of memberships held.
4. An open invitation exists for the clergy of all area churches and the principals and teachers of the area schools who reside outside the area to become honorary members. These honorary members shall not have the right to vote or hold office.

5. All individual memberships are registered by home address, and shall be \$10.00 per year. All organizations, agency, or business memberships are registered by business address, and shall be \$25.00 per year.
6. The fiscal and membership year shall end on September 30 of each year and begin on October 1 of each year.
7. Any member whose dues are in arrears for sixty (60) days will be dropped from membership. In order to be reinstated, the member must pay the full current year's dues. Any past member whose dues are not paid for the current year will not be permitted to vote.

ARTICLE V: MEETINGS

1. Meetings of the General Body shall be held on the fourth (4th) Monday of each month. Meetings shall be rescheduled to the Tuesday following the regular meeting when holidays conflict.
2. Special meetings may be called at any time by the President. Three (3) days notice by mail or phone of such meetings shall be mandatory. Only the business for which the special meeting was called can be discussed. There may be no vote called during a special meeting.
3. At any meeting of the General Body the average number of paid members in attendance at the prior three (3) meetings shall constitute a quorum. The quorum will be announced at the beginning of each meeting.

ARTICLE VI: OFFICERS

The elective officers of the Association shall be:

President
Vice-President
Secretary
Treasurer

1. These officers shall be elected by ballot of the members of the Association. A simple majority of votes cast shall elect.
2. Vacancies in elective offices shall be filled by election. A simple majority of the votes cast shall elect.
3. In January preceding elections, the nominating committee of four (4) members in good standing shall be appointed by the President to place names of nominees on the ballot. Nominations shall always be in order from the floor providing the nominee is present or has expressed in writing the intention to accept the office if elected. All persons, whose names are given to the nominating committee, must be contacted by the committee, and an oral report of their acceptance or rejection of the nomination must be given to the membership. Nominees must be members in good standing. At the February meeting all nominees will be announced. At the March meeting, all nominees will be present.

4. Officers shall be elected in April and installed in May for a term of one (1) year. They shall serve from the time they are installed in May until the new officers are installed in the succeeding May. No officer shall succeed himself/herself in the same capacity for more than three (3) additional terms (i.e., 4 years total).
5. On the night of the election, the President shall appoint three (3) tellers to preside over the election and give their findings to the membership.

ARTICLE VII: DUTIES OF OFFICERS

1. PRESIDENT: The President shall preside at all meetings using Roberts Rules of Order, appoint all committees, be an ex-officio member of all committees, and perform all executive duties incumbent upon the office of President.
2. VICE-PRESIDENT: The Vice-President shall perform the duties of President in the absence of the President. Should the office of President become vacant, the Vice-President shall assume the office of President immediately.
3. SECRETARY: The Secretary shall keep an accurate record of all proceedings of the Association, shall be custodian of all records, and shall handle all correspondence, notice of meetings, and such other duties as are directed by the Association. The Secretary shall assist with committees that create publications or advertising, providing meeting minutes or archive materials as requested.
4. TREASURER: All money shall be given to the Treasurer to record who from, how much and what for. The Treasurer shall keep said funds in a checking account in any convenient bank and shall prepare a report of receipts and expenditures to be read and distributed at EACH meeting.

ARTICLE VIII: COMMITTEES

1. The elective officers plus the Chairperson of each committee appointed by the President shall constitute the Executive Committee. The outgoing President shall be an ex-officio member of this committee for two (2) years if he/she desires. The committee shall meet when called by the President.
2. Members of committees must be current paid members of CHNA.

ARTICLE IX: FINANCES

1. The Executive Committee shall be responsible for suggesting to the General Body the policy for raising financial resources sufficient to meet the needs of the organization. The General Body has the sole authority for setting this policy.
2. All payments for expenses shall be made by the Treasurer with checks signed by two (2) officers.

3. Any expenditure in excess of \$50.00 must be approved by the Executive Committee, and any expenditure in excess of \$100.00 must be approved by the General Membership.

ARTICLE X: AMENDMENTS

These Bylaws must be amended in the following manner only:

1. The proposed amendment must be made by two (2) members in writing at a General Meeting and lay over to the following regular meeting.
2. At the next regular meeting a vote is taken by the members, and if a majority approved the amendment, it becomes a part of the Bylaws.

ARTICLE XI: VOTING

1. A quorum is necessary for a vote.
2. Any item needing a vote must be presented to the members twenty-five (25) days prior to the vote, except routine matters following Roberts Rules of Order (i.e., Minutes of the meeting approval, call for adjournment, etc.).
3. Absentee ballots must be submitted one (1) week prior to the vote. These ballots will be included in the calculation of a quorum.
4. All votes must be certified by two (2) officers of the CHNA.

ARTICLE XII: GENERAL

No motion, resolution, or provision offered, conflicting with the laws of the city, state, or federal government shall be entertained by the presiding officer of the Association.