

MCCROREY HEIGHTS NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE I - NAME

This organization shall be known as the McCrorey Heights Neighborhood Association.

ARTICLE II - OBJECTIVES

The objectives of this Association are to foster a close alliance among our neighbors; to maintain the quality and culture of the neighborhood already established; and to continuously work towards further improvement of our community.

ARTICLE III – MEMBERSHIP

Membership in the Association shall consist of adults (over age 18 years of age) homeowners and renters who are current with their dues. Membership is automatic with the payment of dues: no application is required. There is one vote per membership with a limit of two votes per household.

ARTICLE IV – GOVERNANCE

Section 1. The Association shall be governed by these By-Laws to provide specific directions for the organization, and its administration and services.

Section 2. The Association’s organization, administration and services will be operated by the Leadership Team that will consist of the President, Vice-Presidents (as outlined in Article V), Secretary, Treasurer and Financial Secretary.

Section 3. The Association will operate under the jurisdiction of the Leadership Team who will be elected by the membership when vacancies occur, or terms completed.

Section 4. The overall guidance and direction and major command decisions will be formulated by the Leadership Team, who will then submit the matter before the membership for a vote.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1. The officers of the Association shall consist of a President, Vice President of Community Engagement, Vice President of Quality of Life, Vice President of Land Use/Property Matters, Secretary, Financial Secretary , and Treasurer who shall constitute the Leadership Team. All officers shall be nominated by a Nominating Committee as outlined in Article VIII, Section I, and voted on in a secret ballot that shall take place during the October business meeting during the election year in question.

Section 2. The election of officers shall take place every two years with nominations in November, voting in December and new officers taking office January 1st. All officers may serve consecutive terms pending re-election.

Section 3. The President shall preside over all meetings of the Association, preserve order, regulate debates, populate all committees not provided for in these By-laws and perform all other duties legitimately appertaining to the office.

Section 4. It shall be the duty of the Vice-President, as voted upon by the Leadership Team, to preside over meetings in the absence of the President. A Vice-President shall assume the duties of the President for the remainder of the President's term, if and when that office is vacated for cause and without prejudice.

Sub-section 4a. The Vice-President of Community Engagement shall lead efforts in community connectivity and engagement, maintain a record of oral and written history, and encourage neighbors to lend skills and talents, e.g., writers, marketers, designers, etc.

Sub-section 4b. The Vice-President of Quality of Life shall lead efforts to preserve the integrity of the neighborhood common areas and encourage members to properly maintain their grounds. This role may also include welcome committee, sympathy/bereavement

process, and infrastructure improvements, e.g., sidewalks, streetlights, main entry road maintenance.

Sub-section 4c. The Vice-President of Land Use/Property Matters shall lead in property and safety matters, e.g., historic preservation, property improvements, construction hours. This role will partner closely with the VP of Quality of Life.

Section 5. The Secretary shall record the minutes of the Association, attend to the correspondences, read all papers ordered to be read, maintain the books and papers of the Association and keep an updated directory of all members and committees.

Section 6. The Financial Secretary shall receive all monies and funds belonging to the Association. The Financial Secretary shall collect all dues and other assessments prescribed by the Leadership Team as promptly as possible and report to the Association at each business meeting all income, disbursements, and account balances. The Financial Secretary will maintain an ongoing list of homeowners and renters who are not dues-current for the exclusive use of the Executive Committee and the Board of Directors for official Association business only. The Financial Secretary shall transfer all funds received to the Treasurer within 7 business days of receipt.

Section 7. The Treasurer shall deposit all monies received into the bank within 7 business days. The Treasurer shall pay all bills when properly presented and maintain a record of receipts. With the assistance of the Executive Committee, the Treasurer shall prepare an annual budget for endorsement by the Board of Directors and approved by the membership at the February meeting of the new fiscal year. The Treasurer will present an annual account, which will be reviewed by the Leadership Team.

Section 8. An officer may resign from their position upon 60-days' written notice to the President, the Secretary, or the Board of Directors. If an officer

is unable to complete their duties, they should notify the Association President as soon as possible.

ARTICLE VI – MEETINGS

Section 1. The Association will hold monthly meetings in the months of January through May and September through December, in addition to a minimum of the following community events:

- o National Night Out
- o McCrorey Heights Homecoming Day

The December meeting shall serve as the time at which newly elected officials will be duly sworn into office although they will not assume office until the February business meeting of the election year in question. All regularly scheduled business meetings will occur at 6:00 PM on the second Thursday afternoon in the prescribed month at a place designated by the President.

Section 2. Quorum: The president shall declare a quorum of 20% of dues-current members present after consulting with the Secretary and the “sign-in sheet” at each regularly scheduled business meeting.

Section 3. Absentee Ballots for the disabled, shut-in, and for emergency situations will be available from the Secretary to all dues-current members requesting this service. Ballots must be returned to the Secretary ten (10) days before the scheduled election in a sealed envelope with a signature affixed across the seal or via electronic mail.

ARTICLE VII – FISCAL YEAR

The Association’s fiscal year shall be from January 1 through December 31 of a given calendar year.

ARTICLE VIII – COMMITTEES

Section 1. The Association shall maintain the following standing committees: Community Engagement, Quality of Life, Land Use and Property Matters, [other examples: Beautification, By-Laws, Courtesy and Welcome, Education, Newsletter and Nominating Committees], each with the prescribed functions:

Community Engagement: Responsible for community connectivity and engagement, sharing oral and written history, engaging neighbors to lend skills and talents, e.g., writers, marketers, designers, etc.

Quality of Life: Responsible for leading efforts to maintain the integrity of both Association entrances, encourage members to properly maintain their grounds and houses and remove debris from common areas. Areas of focus for this committee may also include community directory, welcome committee, sympathy/bereavement process, infrastructure improvements.

Land Use and Property Matters: Responsible for historic preservation, property and safety matters, property improvements, construction hours.

[OTHER POTENTIAL COMMITTEES]

Activities Committee: Be responsible for planning and executing the Association's annual summer picnic and Christmas venues.

Beautification Committee: Schedule the annual spring clean-up day, maintain the integrity of both Association entrances, encourage members to properly maintain their grounds and houses and remove debris from common areas.

By-Laws Committee: Receive and research proposed amendments to the By-laws, properly format same and present to the Secretary for distribution to the membership as prescribed in Article XI.

Courtesy and Welcome Committee: Identify all newcomers to the community including both homeowners and renters, forward this information to the Secretary for presentation at the next business meeting and to the Newsletter Committee for publication, to monitor the sick and shut-in and report this information to the President and Secretary immediately upon receipt thereof and to issue cards and flowers as authorized by the Association.

Education Committee: Keep the membership abreast of all matters pertaining to education at our area schools at all levels especially the machinations of the Charlotte-Mecklenburg County School Board as they relate to education children of color, evaluate candidates for public offices related to education and the school board and arrange for the President to invite them to Association business meetings as necessary, encourage participation in initiatives being sponsored by the school board, to promote the education of all community students at all levels, to promote participation by the membership and the Association in events at area schools upon request and to keep the membership apprised of events and issues of interest at community schools.

Newsletter Committee: Publish a quarterly newsletter covering life and issues in the community, disseminate information about new members, the history of the Association, provide educational and safety venues and facilitate communications among Association members.

Nominating Committee: This committee will consist of three members of the Association appointed by the President from amongst the general membership at large, barring none, detailed to appoint from within this cohort their own chairperson, which will be charged with submitting a biennial slate of new officers to the membership.

Ad Hoc committees shall be appointed at the discretion of the President, and they will be terminated when their final function has been completed or

their final report officially filed with the Association's Secretary at the behest of the President.

ARTICLE IX – DUES

Section 1. Annual dues are set by October 1st of the prior year and are payable by January 1st of the current calendar year in order for a member to have a current status. The amount of the dues will be budget-based, recommended by the Leadership Team.

Section 2. All homeowners and renters shall be called upon as needed to help offset the costs of unbudgeted and Leadership Team recommended, projects intended to benefit the entire community. Any unbudgeted projects will require approval by the Leadership Team.

Section 3. A checking account shall be opened at M&F Bank in the name of the McCrorey Heights Neighborhood Association. The President, Financial Secretary and Treasurer of the Association are co-signers on the checking account. All checks shall be co-signed by the Financial Secretary and Treasurer of the Association.

Section 4. In the event that this Association ceases to exist, all assets shall be transferred to First Baptist Church-West or dispersed to a local non-profit. The membership will decide this matter should the need arise.

ARTICLE X – FUNDS

Section 1. All monies shall be deposited by the Treasurer in a bank in the name of the McCrorey Heights Neighborhood Association.

Section 2. All checks, money transfers shall be signed/approved by the Treasurer and Financial Secretary. In any event, no funds are to be withdrawn without a voucher signed by the Treasurer, Financial Secretary, and/or President and a copy retained by the Financial Secretary.

ARTICLE XI – RULES OF GOVERNANCE

The conduct of all Association meetings, including those of the Leadership Team, and the general association membership meetings, shall be governed by the By-laws of the Association, this document shall provide specific direction for the Association, administration and services of the Association. The conduct of all Association meetings, including the Leadership Team, will be governed by Robert's Rules of Order when the By-laws do not apply.

ARTICLE XII – AMENDMENTS

A proposal to amend the By-laws, either by addition, alteration or repeal shall be formulated by the By-laws Committee upon receipt of proposals from the membership. They will be properly formatted and distributed to the dues-current members. Bylaw changes must be voted on at two meetings after being presented to the body by secret ballot. Adoption of the proposed amendment will require a supporting vote of three-fourths of the dues-current membership including absentee ballots.

Adopted: December 12, 2024