

**Bylaws
Cottontown/Bellevue
Historic District Neighborhood Association**

Article I: Establishment of Association

The purpose of this Association shall be to promote city living by improving neighborhood and community relations and by protecting the neighborhood and community from deterioration. The name of this association shall be the Cottontown/Bellevue Historic District Neighborhood Association.

Article II: Definition of Neighborhood

The Cottontown/Bellevue Historic District is defined as that area bounded by Elmwood Avenue, Main Street, Grace Street, and Bull Street in Columbia, South Carolina.

Article III: Membership of Association

Section 1 Full and complete authority for the direction of the Association shall be vested in its general membership meetings, at which every member in good standing is entitled to participate and vote.

Section 2 All adult residents and residential property owners within the defined area are eligible for membership in the Association. Membership in good standing is granted to those who have paid an annual membership fee, the amount of which is determined by the Board of Directors but will not exceed \$100 yearly.

Section 3 Only members present at general meetings are eligible to vote. There shall be no proxy voting. Each member shall have one vote, and no member shall have more than one vote.

Article IV: Membership Meetings

Section 1 General membership meetings shall be held in the spring and fall of each year.

Section 2 Additional general membership meetings shall be called by the President when the Board of Directors deems such meetings necessary, or when presented with a request for such a meeting signed by 20 members of the Association. At least two weeks advance notice shall be given to any general membership meeting under the provision of this section.

Section 3 All registered members shall be notified of membership meetings at least two weeks in advance. Public notice of membership meetings also shall be provided in advance.

Article V: Structure of the Board of Directors

The Board shall consist of a president, a vice-president, a secretary, and a treasurer plus five members at large. The immediate past president shall serve as an ex-officio member. The president, vice-president, secretary, and treasurer are defined as officers, otherwise known as the executive board. Insofar as possible, membership on the Board shall reflect all geographic parts of the neighborhood.

Article VI: Duties of the Officers

Section 1 It shall be the duty of the president to conduct all general membership and board meetings, to represent the organization publicly, and to make whatever appointments as are necessary for the effective operation of the organization.

Section 2 It shall be the duty of the vice-president to assist the president, to preside over meetings in the president's absence, to represent the organization on public occasions, and to fulfill the duties of president if that officer is unable to continue.

Section 3 It shall be the duty of the secretary to record the minutes of all general membership meetings and board meetings and to conduct official correspondence. The secretary shall also chair the communication committee. The secretary shall keep a record of members present at general meetings and board meetings.

Section 4 It shall be the duty of the treasurer to gather, protect, disburse, and keep appropriate records of all funds obtained by the organization. The treasurer shall keep an up to date roll of Association members in good standing.

Article VII: Function of the Board

It shall be the duty of the Board to act in behalf of the general membership of the Association. The Board shall also keep the general membership informed of actions of the Board as well as of neighborhood and city issues of importance and interest. The channels of communication shall be general membership meetings, periodic neighborhood newsletters, and other appropriate means as decided by the Communication Committee.

Article VIII: Terms of office of the Board

All officers and members at large shall be elected for a one year term. No member shall serve more than four consecutive terms in any one office or position on the board.

Article IX: Election of the Board

Section 1 Elections shall be held once each year at the fall general membership meeting, otherwise known as the annual meeting.

Section 2 The President, with the approval of the Board, shall appoint a nominating committee. It shall be the responsibility of the nominating committee to nominate candidates for the officers and at-large board members to be elected at the annual meeting. The nominating committee shall consist of three persons, one of which is a current member of the board and two are association members in good standing not currently serving on the board.

Section 3 All candidates for the Board, both officers and at-large, must be members in good standing at the time of their nomination to the board.

Section 4 A proposed slates of officers and members at large to be elected that year along with biographical and contact information shall be distributed at least two weeks in advance of the annual meeting. At the annual meeting, additional nominations from the floor shall be accepted of those present at the meeting.

Section 6 No member shall hold more than one office at a time.

Section 7 In case a vacancy occurs during the year, the board shall appoint for the remaining term.

Article X: Accounting for Funds

- Section 1** Any expenditure of more than \$50.00 must be authorized by a majority of the board, or a majority vote of a general membership meeting.
- Section 2** A complete accounting of receipts and disbursements shall be made annually by the treasurer.

Article XI: Committees

- Section 1** Committees, standing or special, shall be appointed by the President of the Association, with the approval of the Board of Directors. The President shall be an ex-officio member of all committees except the Nominating Committee.
- Section 2** There shall be five standing committees: Beautification, Communication, Crime Prevention, Historic Preservation, and Traffic.
- Section 3** Each committee shall consist of a chair appointed by the president and no more than eight members who have indicated an interest in serving. The committee membership shall reflect the different geographic areas of the neighborhood.
- Section 4** Committees may have meetings which include other members of the neighborhood association or representatives of the city government. Only official members of the committee may vote on committee business, but other members of the neighborhood association may otherwise fully participate in committee activities.
- Section 5** Committee recommendations for action shall be sent to the Board of Directors. Committee reports shall be made to the Board of Directors and an annual report to the general membership shall be made.
- Section 6** Committees other than the standing committees may be formed as deemed necessary or desirable by the Board. Special committees shall follow the same structure as standing committees, unless the Board specifically determines otherwise.

Article XII: Parliamentary Authority

The New Robert's Rules of Order shall guide the proceedings of the Cottontown/Bellevue Historic District Neighborhood Association, except as otherwise provided for in the Bylaws. Each year after the election, the President shall appoint from the new board a parliamentarian for the general business meetings, special meetings, and Board meetings.

Article XIII: Amendment of the Bylaws

These Bylaws may be amended by a two-thirds vote of the members present and voting at any general membership meeting provided the proposed amendments were distributed two weeks prior to the meeting.

LAST AMENDED August 13, 2006