

Approved by unanimous vote at AHCA monthly meeting November 12, 2008  
Effective January 1, 2009

## **Aurora Highlands Civic Association Bylaws**

### Article I – Name

The name of the Association is the Aurora Highlands Civic Association.

### Article II – Purpose

The Association is a non-partisan organization of community residents formed to work in the overall community interest in promoting civic pride, enhancing the quality of life in the community, preserving the character of the community and planning for the orderly, safe, and humane development of the community.

### Article III – Membership

#### Section I. Boundaries

The boundaries of the Association shall be as follows:  
Beginning at the intersection of South Joyce Street and Army Navy Drive, proceeding south on Joyce Street to 26<sup>th</sup> Street South, then east on 26<sup>th</sup> Street to South Grant; thence south on Grant to 31<sup>st</sup> Street South, west on 31<sup>st</sup> Street to South Hayes, south on Hayes to South Glebe Road to South Eads Street; then north on Eads Street to Army Navy Drive, then west on Army Navy Drive to South Joyce, the beginning point.

#### Section 2. Eligibility

Eligibility for regular voting membership is a privilege enjoyed by every individual of age 18 years or over who resides within the boundaries of the Association as defined in Section 1 of this Article or within the boundaries of an immediately adjoining civic association, if the individual is not a member of the other association. Persons under age 18 are eligible for membership if they are a head of household or the spouse of a head of a household.

Eligibility for non-voting membership is a privilege enjoyed by any individual, non-resident property owner, or area business owner with significant interests in the area.

#### Section 3. Dues

Except as otherwise provided, every membership in the Association shall expire on October 31 of each year unless renewed by the payment of the annual dues. The amount of annual dues shall be set by a majority vote of the membership at a regular meeting of the Association. New members shall be eligible to vote if they have paid membership fee by October 31 for next annual year, beginning November 1 and ending October 31. Members may be elected to an Officer's position if they have paid dues by October 31 and a member may be elected to be president if he/she has been a member of the Association for the full prior year.

#### Article IV – Officers

Section I. The officers shall consist of a President, Vice-President, 2<sup>nd</sup> Vice President, Business Secretary, corresponding Secretary, and Treasurer. Officers shall be elected to a term of one year at an annual meeting in November. Newly elected officers will assume office as of January 1.

Section 2. Officers shall be nominated at the monthly meeting in October, and the list of nominees shall be provided to the membership prior to or at the annual meeting in November. Election shall be by voice vote, unless a member requests a secret ballot. A plurality is sufficient to elect.

Section 3 Members in good standing in the Association shall each have a single vote in all elections. In the case of a household membership, each household member eligible for regular membership shall have one vote.

Section 4. The President shall not be eligible to serve for more than two consecutive terms.

#### Article V – Meetings

Section 1. Meetings shall be held monthly throughout the year on the second Wednesday of each month, unless decided otherwise at the previous meeting.

Section 2. A quorum for conducting business shall consist of no less than 15 members in good standing.

Section 3. Special meetings may be called and only the business in the call can be acted upon. Notification to the membership by telephone or mail at least 48 hours in advance will be considered adequate notice. A special meeting will be held upon: (a) the direction of the Executive Board, (b) on the call of the President with the concurrence of the Executive Board, (c) upon petition to the President of not less than 15 members, and (d) by the vote of the membership at a prior meeting.

#### Article VI – Executive Board

The Executive Board shall consist of the elected officers of the Association, three of whom shall constitute a quorum for conducting business. The Board shall make interim decisions not delegated to the President. Every chairperson of a standing committee shall be notified of Executive Board meetings and every member of the Association shall have the right to attend and be heard at Executive Board meetings.

#### Article VII- Standing Committees

Section 1. The Standing Committees of the Association shall include:  
a. Neighborhood Conservation

- b. Membership
- c. Publicity
- d. Planning
- e. Zoning

Section 2. Ad hoc committees may be appointed for the accomplishment of specified tasks. Appointments of standing committee chairs shall be made by the President with the concurrence of the Executive Board. All other committee chairs are appointed by the President.

Section 3. The President shall be an ex officio voting member of all committees.

#### Article VIII – Duties of Officers

Section 1. President. The President shall preside at meetings and conduct the business of the Association according to the policies of the membership and these bylaws.

Section 2. Vice-President. The Vice President shall act in the stead of the President in his or her absence and fulfill those duties delegated by the President.

Section 3. Second Vice-President. The Second Vice President shall act in the stead of the President and Vice President in their absence and fulfill those duties as delegated by the President.

Section 4. Business Secretary. The Business Secretary shall keep minutes of the meetings and maintain a continuous file of actions of the Association.

Section 5. Corresponding Secretary. The corresponding Secretary shall conduct such correspondence of the Association as necessary.

Section 6. Treasurer. The Treasurer shall keep a record of the income and expenses of the Association, and shall pay the usual and customary bills of the Association not exceeding \$100.00 by check, countersigned by either the President or Vice-President. Expenses and bills exceeding \$100.00 must be presented for approval by the membership, unless they are in a budget specifically approved by the membership and/or reimbursed by donations made for specific purposes or events. AHCA will publish in the monthly newsletter and web site a monthly summary of the association bank account.

#### Article IX – Amendments

Any proposed amendment to these bylaws may be adopted by a two-thirds vote of the members present and voting at any regular meeting, provided that the amendment shall be read at the meeting first proposed and shall lie over until the next meeting.

#### Article X – Rules of Order

Robert's Rules of Order (Revised) in its most recent edition shall be the standard parliamentary authority for this Association, if not in conflict with any specific provisions of these bylaws. A resolution or motion may be voted upon at the meeting at which it is proposed, provided the meeting complies with Article V, Section 2 of the bylaws. A call for exception may be made by a voting member. Under exception a motion or resolution lie over until the next regular meeting, be advertised, and be voted upon. A call for exception must be seconded and receive at least one-third affirmative votes of voting members present. A call for exception cannot be used to prevent a vote on responses to recognized County Agencies, committees or commissions wherein the deadline for response occurs before the next regularly scheduled meeting of the association.