

CRESCENT HILLS CIVIC ASSOCIATION

Bylaws

Article I. NAME AND PURPOSE

Section 1

The name of this organization shall be the Crescent Hills Civic Association.

Section 2

Its purpose shall be to promote the welfare of the residents of Crescent Hills and to participate in the Penn Hills community through civic and philanthropic endeavors.

Section 3

Although the Crescent Hills Civic Association may from time to time take a committee, board, or membership consensus on certain issues, the Association shall remain nonpartisan.

Article II. MEMBERSHIP QUALIFICATIONS

Section 1

Any resident of Crescent Hills who supports the purpose of the Association, as designated in Article I, Section 2, may become a member of the Crescent Hills Civic Association.

Section 2

Applicants for membership shall become members upon payment of dues.

Section 3

Membership shall be counted by household. Each household (residence) will be assessed one fee (dues) no matter how many Association members reside in that household.

Section 4

Each member household shall receive a copy of the Crescent Hills Directory and the Crescent Hills Newsletter. Individual members (18 years and older) shall be accorded voting privileges at the Association's General Membership Meetings. Membership participation in Civic Association committees is encouraged; however, it's not mandatory. Occasionally, members may be asked to participate on a Refreshment Committee.

Section 5

Senior Members: At age 65 a resident of Crescent Hills may become a member of the Civic Association without paying annual dues. A membership application must be completed. Privileges are the same as those accorded to non-Senior members.

Article III. DUES

Section 1

The Board of Directors, with the approval of the General Membership, shall have the authority to establish dues.

Section 2

The Board of Directors shall have the right to exempt members from payment of dues on the basis of illness, undue hardship, or other acceptable reasons as determined by the Board.

Section 3

All requests for exemption from paying dues shall be submitted to the Board of Directors at the time of membership application.

Article IV. MEETINGS

Section 1

There shall be at least five (5) scheduled meetings of the General Membership during the year.

Section 2

There shall be at least nine (9) meetings of the Board of Directors during the year.

Article V. OFFICERS

The Officers of this Association shall be the President, Vice-president, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Member-at-Large, and immediate Past-President.

Article VI. BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of the Officers and the Committee Chairs. The Board shall manage the business of the Association under the provisions of the bylaws.

Section 2

Each Officer and Chair shall be a member of the Association. There shall be representation on the Board from the two (2) subsidiary committees of the Association; i.e., the Crescent Hills Park Committee and the Mt. Hope/Crescent Hills Community Pre-School who operate under their own bylaws.

Section 3

The Board of Directors shall conduct the general business of the Association during the periods between General Membership meetings.

Section 4

Special meetings of the Board of Directors may be called at any time by the President or upon written request by any two (2) members of the Board of Directors.

Section 5

If a member of the Board of Directors fails to attend three (3) scheduled meetings without valid excuse submitted to the President, this position may be declared vacant and a new member appointed by the President with approval of the Board of Directors.

Section 6

A quorum of the Board of Directors shall consist of 51% members of the Board.

Article VII. VACANCIES

Vacancies occurring in an elective office during the year shall be filled for the unexpired term by a vote of the Board of Directors. Vacancies occurring in Committee chairs shall be appointed by the President, with the approval of the Board of Directors, for the duration of the unexpired term.

Article VIII. RULES

All meetings shall be governed by *Roberts Rules of Order* except where noted elsewhere in these bylaws.

Article IX. DUTIES OF OFFICERS

Section 1 - President

It shall be the duty of the President to preside at all meetings of the Crescent Hills Civic Association and the Board of Directors. The President may designate another member of the Board of Directors to preside in his/her stead. The President shall be an ex-officio member of all standing committees and shall represent the Civic Association in an official capacity. The President shall co-sign all Crescent Hills Civic Association checks. The President shall appoint the chairs of all standing committees.

Section 2 - Vice-president

It shall be the duty of the Vice-president to act in the absence of the President. The Vice-president shall assume the office of President at the end of the President's term.

Section 3 - Treasurer

It shall be the duty of the Treasurer to keep the accounts of the Civic Association and to collect all monies due the Civic Association and deposit such funds. The Treasurer shall be authorized by the Board of Directors to expend such funds as are necessary in the payment of the expenses of the Civic Association and to keep accurate records of the same. It shall be the duty of the Treasurer to review expenditures of the Civic Association, submit financial status reports to the Board of Directors and to the General Membership, prepare an annual budget, and make recommendations pertaining to changes which may affect the financial status of the Civic Association.

Section 4 - Recording Secretary

It shall be the duty of the Recording Secretary to keep a record of all meetings of the Civic Association and of the Board of Directors. The Recording Secretary shall supervise the balloting at all elections.

Section 5 - Corresponding Secretary

It shall be the duty of the Corresponding Secretary to conduct all formal correspondence of the Crescent Hills Civic Association.

Section 6 - Financial Secretary

It shall be the duty of the Financial Secretary to keep a register of the membership with the date of admission and the place of residence. The Financial Secretary shall provide at least sixty (60) days notice of the amount and time dues are to be paid.

Section 7 - Member-at-Large

It shall be the duty of the Member-at-Large to carry out those functions assigned by the Board of Directors.

Section 8 - Past-president

It shall be the duty of the immediate past-president to attend all meetings and functions of the Civic Association and to perform other duties at the request of the President.

Article X. VOTING RIGHTS

Voting rights at the General Membership Meetings shall be allotted to all Association members eighteen (18) years of age and older.

Article XI. NOMINATION AND ELECTION OF OFFICERS

Section 1

The Nominating Committee shall be appointed by the Board of Directors at the March Board Meeting.

Section 2

Any member may submit the name(s) of potential candidates(s) to the chairperson of the Nominating Committee forty-five (45) days prior to the annual election. The Nominating Committee shall present its recommendations for new officers to the voting membership at least two (2) weeks prior to the election of officers. There shall be no nominations from the floor unless there is only one candidate for the position. Nominations must be submitted to the Chairperson of the Nominating Committee with the nominee's consent.

Section 3

The election of officers shall be by ballot at the May General Membership Meeting. The candidate receiving the largest number of votes shall be elected. If there is only one (1) candidate for a position, and with the approval of the Board of Directors, that person shall be considered elected into that office without a formal vote.

Section 4

Elected officers shall take office after the induction at the May General Membership Meeting.

Article XII. COMMITTEE STRUCTURE

Section 1

All committees shall be appointed by the President and approved by the Officers.

Section 2

Ad hoc committees may be appointed at the discretion of the Board of Directors.

Section 3

The chairperson of each standing committee shall serve at least one year; chairpersons of ad hoc committees may serve as long as needed.

Section 4

The chair of each committee shall prepare and present a report to the Civic Association at all Board of Directors and General Membership Meetings.

Section 5

The chair of each committee shall be appointed by the President with the approval of the Officers and shall serve a one (1) year term.

Section 6

Committee members must be Association members who have expressed either verbal or written interest in serving on a specific committee.

Article XIII. COMMITTEES

Section 1 - Book Club Committee

The Book Club Committee shall select, purchase, and circulate books to be read by the members. At the completion of a cycle, the Book Club Committee shall sell the used books to Civic Association members or dispose of books as designated by the Board of Directors.

Section 2 - Bridge Club Committee

A fee per person per meeting is charged. After expenses, the remaining funds are placed in the Civic Association treasury.

Section 3 - Capital Improvements Committee

This committee oversees all capital improvement projects funded by the Civic Association. Capital improvement projects are dedicated to the enhancement of Crescent Hills.

Section 4 - Circulation Committee

This committee is responsible for distribution of the Crescent Hills Civic Association Newsletter and any other materials approved by the Board of Directors.

Section 5 - Directory Committee

This committee is responsible for updating and publishing the residential directory for the Crescent Hills area.

Section 6 - Ecology Committee

This committee is responsible for representing the Civic Association on environmental issues. It is also responsible for informing Crescent Hills residents of environmental issues at the local, state, and national levels.

Section 7 - Education Committee

This committee is responsible for representing the Civic Association at Penn Hills School District Board and PTA meetings and to report pertinent information on all education issues to the residents of Crescent Hills.

Section 8 - Legislation Committee

This committee is responsible for promoting awareness in Crescent Hills of local government activities affecting Crescent Hills residents. This committee is a resource for information concerning municipal ordinances and occasionally acts as an intermediary concerning ordinance enforcement. Committee members attend municipal council, zoning, and planning meetings.

Section 9 - Membership Committee

It is the function of this committee to welcome new residents into the Crescent Hills community. It is also responsible for organizing an annual social function to welcome new residents.

Section 10 - Newsletter

This committee is responsible for publishing the Crescent Hills Civic Association Newsletter at least six (6) times yearly.

Section 11 - Crescent Hills Park Committee

This committee is responsible for maintaining the private park and tennis courts of Crescent Hills on Sycamore Drive. It is also responsible for organizing and conducting the annual Easter Egg Hunt, for hiring and supervising a park supervisor for the summer months, and for collecting funds and maintaining records and schedules for park weekend rentals.

Section 12 - Philanthropic Committee

The Philanthropic Committee is responsible for making recommendations to the Board of Directors for the disbursement of funds for the Community Award Scholarship and various charitable organizations.

Section 13 - Mt. Hope/Crescent Hills Community Preschool Committee

This committee organizes and supervises all activities of the Mt. Hope/Crescent Hills Community Preschool. It is responsible for the preschool's staffing, enrollment, and its compliance with all required regulations.

Section 14 - Program Committee

This committee is responsible for planning and obtaining speakers for the social and educational programs for General Membership Meetings.

Section 15 - Publicity Committee

This committee is responsible for publicizing designated Civic Association events through media and specific publications approved by the Board of Directors.

Section 16 - Refreshment Committee

This committee is responsible for providing and serving refreshments at General Membership Meetings.

Section 17 - Ways and Means Committee

This committee is responsible for recommending to the Board of Directors and implementing means of raising funds for the Civic Association.

Article XIV. FISCAL YEAR

The fiscal year shall be from July 1 to June 30. The books of the Treasurer shall be audited at the close of the fiscal year by such agency or persons as the Board of Directors shall designate. It shall be the policy of this association to carry a contingency fund from one fiscal year to the next.

Article XV. AMENDMENTS

Amendments to these bylaws must be proposed in writing to the Board of Directors not less than one week prior to the vote on the amendments. The Corresponding Secretary shall circulate the proposed amendments to the General Membership. A two-thirds (2/3) affirmative vote by the voting members present at a General Membership Meeting is required for adoption of an amendment.