

**CRESCENT HILLS CIVIC ASSOCIATION  
BYLAWS**

**ARTICLE I – NAME AND PURPOSE**

Section 1

The name of the organization shall be the Crescent Hills Civic Association, hereinafter referred to as CHCA.

Section 2

Its purpose shall be to promote the Crescent Hills neighborhood, to maintain the Crescent Hills Park located at 141 Sycamore Drive, and to participate in the Penn Hills Community through civic and philanthropic endeavors.

Section 3

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

**ARTICLE II – MEMBERSHIP**

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 CHCA.

Section 2

Non-residents may become members of the CHCA if they support the purpose of the Association and volunteer to actively serve on a committee for a minimum of one year.

Section 3

Applicants for membership shall become members upon payment of a Membership Fee.

Section 4

Membership fees shall be counted by household, no matter how many Association members reside in that household.

Section 5

Voting rights are allotted to each resident of a CHCA member-fee-paying household who are eighteen (18) years of age and older.

## **ARTICLE III – MEMBERSHIP FEES**

### Section 1

The Board of Directors shall have the authority to establish membership fees.

### Section 2

The Board of Directors shall have the right to exempt members from payment of membership fees.

### Section 3

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

## **ARTICLE IV – OFFICERS**

### Section 1

The officers of this Association shall be President, Vice-President, Treasurer, Recording Secretary, Membership Secretary, Corresponding Secretary, Member-At-Large and Immediate Past President.

## **ARTICLE V – DUTIES OF OFFICERS**

### Section 1 – President

It shall be the duty of the President to preside at all meetings of the CHCA. 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 CHCA in an official capacity. The President appoints the chairs of all 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 CHCA, to collect all monies due the CHCA, to keep records of the funds received from both Membership and Park Fund Drive and to 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 CHCA, and to keep accurate records of the same. It shall be the duty of the Treasurer to review expenditures of the CHCA and to submit financial status reports at meetings.

### Section 4 – Recording Secretary

It shall be the duty of the Recording Secretary to keep a record of all meetings of the CHCA. The Recording Secretary shall supervise the balloting at all elections.

Section 5 – Membership Secretary

It shall be the duty of the Membership Secretary to keep a register of the membership and their place of residence.

Section 6 – Corresponding Secretary

It shall be the duty of the Corresponding Secretary to conduct all formal correspondence of the CHCA.

Section 7 – Member-At-Large

It shall be the duty of the Member-At-Large to carry out those functions assigned by the President.

Section 8 – Immediate Past President

It shall be the duty of the Immediate Past President to attend meetings and functions of the CHCA and to perform other duties at the request of the President.

**ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS**

Section 1

Potential candidates for office shall be nominated one meeting prior to the election. Only members of the Association are eligible to hold office.

Section 2

The election of officers shall be held at the last meeting of the year. The candidate receiving the largest number of votes shall be elected. If there is only one (1) candidate for a position, a motion may be made for a vote by acclamation.

Section 3

Elected officers shall take office after the last meeting of the year.

**ARTICLE VII – VACANCIES**

Section 1

Vacancies occurring in an elective office during the year shall be filled for the unexpired term by appointment by the President and a vote of the Board of Directors. Vacancies occurring with 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 – 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 CHCA under the provisions of the bylaws.

### Section 2

Each Officer and Chair shall be a member of the Association.

### Section 3

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

## **ARTICLE IX – COMMITTEE STRUCTURE**

### Section 1

All committee chairs shall be appointed by the President, approved by the Board of Directors and shall serve a term of at least one year.

### Section 2

The chair of each committee shall present a report at CHCA meetings.

### Section 3

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

## **ARTICLE X – COMMITTEES**

### Section 1

#### Crescent Hills Park

This committee is responsible for maintaining the Crescent Hills Park and sports court located at 141 Sycamore Drive. The committee is also responsible for scheduling park rentals and keeping the associated records.

### Section 2

#### Newsletter

This committee is responsible for publishing the CHCA Newsletter at least four (4) times a year.

### Section 3

#### Circulation

This committee is responsible for distribution of the CHCA Newsletter and any other materials approved by the Board of Directors to all residences in Crescent Hills.

Section 4

Welcome

This function of this committee is to welcome new residents into the Crescent Hills community.

Section 5

Code Enforcement

This committee should have knowledge of the Codes of the Municipality of Penn Hills, will refer members' complaints of code violations to the Municipality's Department of Code Enforcement, and when possible, follow up on the resolution of issues/complaints.

Section 6

Litter

This committee is responsible for arranging for the periodic cleanup of litter along the roads that have been adopted by the CHCA.

**ARTICLE XI – MEETINGS**

Section 1

There shall be at least four (4) scheduled meetings during the year.

Section 2

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

**ARTICLE XII – FISCAL YEAR**

Section 1

The fiscal year shall be from January 1 to December 31.

Section 2

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.

Section 3

It shall be the policy of the CHCA to carry a contingency fund from one fiscal year to the next.

**ARTICLE XIII – AMENDMENTS / REVISIONS / REVIEWS**

Section 1

Amendments/Revisions to these bylaws must be proposed in writing to the Board of Directors not less than one week prior to the vote on the changes. The proposed changes will then be communicated to the general membership. A

two-thirds (2/3) affirmative vote by the voting members present at a meeting is required for adoption of changes to these bylaws.

Section 2

The bylaws shall be reviewed every two (2) years by a committee appointed by the President but may be amended or revised at any time if necessary.

**Amendment/Revision History of the Bylaws of the Crescent Hills Civic Association**

Revised \_\_\_\_\_ 2017  
Amended May 1994