

SCENIC HILL NEIGHBORHOOD ASSOCIATION  
BYLAWS

Adopted \_\_\_\_\_ (draft 1/09)

**ARTICLE I**

**NAME:**

The name of this association is the Scenic Hill Neighborhood Association.

**ARTICLE II**

**PURPOSE:**

The purpose and objective of the Scenic Hill Neighborhood Association, hereinafter referred to as the "Association", is to maintain positive neighbor relations, disseminate information concerning the combating of crime, bring people together in mutually beneficial endeavors, and to perpetuate a positive and progressive force within the Scenic Hill area, City of North Little Rock, Arkansas relative to creating high quality standards of living for all citizens concerned.

**OBJECTIVES:**

1. To be aware of, and report crimes to the police and to help the police in making our neighborhood a safer place for everyone.
2. To implement through joint efforts of all residents or owners of single-family dwellings located within our area, an exemplary community which will combine change with tradition and beauty with functional advancement, while preserving the natural serenity of our local environment.
3. To achieve a high quality of life for the residents through a joint effort.
4. To foster and maintain, through joint effort, the beautification of individual property, the safety and security of homeowners, children, and property: effective traffic safety measures to protect pedestrians, vehicle users of public roadways, and personal property adjacent to such roadways.
5. To foster and maintain cooperative efforts with neighboring homeowners associations.
6. To foster effective measures to improve common services including fire and police protection, garbage collection, water, gas, telephone, electrical, code enforcement, and other services that might benefit the neighborhood.
7. To strive to maintain an open and productive relationship with our local political leaders for the purpose of seeking solutions to the quality of life needs of the area.

**ARTICLE III**

**DUTIES AND RESPONSIBILITIES OF OFFICERS:**

1. The officers of the Association shall be the Board of Officers. The duties of the Officers shall be such as implied by their representative titles and such as are specified by this Constitution.
  
2. The individual officers and the Board of Officers collectively are to provide leadership for the Association. In this capacity they will be responsible for conveying the opinions, wishes and desires of the Association to the community. In all written and verbal communication representing the Association, the officer is required to determine the opinion of the membership and make it very plain that he/she is communicating on behalf of the members of the Association. However, the officers are certainly allowed to express their personal opinions on a subject, but are expected to always make it clear to the reader/listener that they are representing themselves only and not the Association.

3. The authorized officers and their duties are:

President:

1. Preside over all meetings.
2. Oversee all operations of the Association.
3. Act as the primary spokesperson for the Association.
4. Prepare and maintain a sign-in list of members attending each general membership meeting.
5. Appoint all persons to serve on special committees.
6. Prepare and distribute monthly newsletter.

Vice-President:

1. Preside over all meetings in the absence of the President.
2. Assist in the duties of President.
3. Assume the duties of the President when the President is unable to fill duties for whatever reason.
4. Perform other duties as requested by the President.

Secretary:

1. Record the minutes of all meetings.
2. Prepare all correspondence and maintain the business files for the Association.
3. Perform other duties as requested by the President.

Treasurer:

1. Oversee the collection of funds, financial accounting and distribution of funds.
2. Perform other duties as requested by the President.

4. All offices are served on a voluntary basis for 2 years with a limit of 2 consecutive terms. The offices will be served on a calendar year, to volunteer in January and be appointed in February. If there is more than one volunteer for office, the group present will vote by a show of hands at February meeting. The office of President must have served as Vice-President for a minimum of one year.

## **ARTICLE IV**

### **MEETINGS:**

1. Regular monthly meetings of the Association shall be held each month at a location determined by the President. All meetings shall be informal and these bylaws shall govern all deliberations of this Association except as otherwise provided in these bylaws.
2. The time, schedule and agenda of each meeting or special meeting shall be established by the Association and agenda shall include:
  - a. Call to order
  - b. Prayer
  - c. Approval of minutes provided in newsletter
  - d. Treasurer's Report
  - e. Old business
  - f. New business
  - g. Report of any special committees
  - h. Adjournment

**ARTICLE V**

**REVENUE:**

- 1. All funds to which, the public or members have contributed for the specific purpose of financing charitable, educational, or civic activities of Scenic Hill Neighborhood Association shall be used solely for those purposes and separate records of such funds shall be maintained.
- 2. The officers may plan or recommend the raising or accumulation of revenue.

**ARTICLE VI**

**COMMITTEES:**

- 1. The Officers shall determine the number and purpose of all special and standing committees required to achieve the purpose of Scenic Hill Neighborhood Association.
- 2. The following are standing committees of Scenic Hill Neighborhood Association:

Garden Committee

- 1. Maintain scenic beauty (i.e. planters)
- 2. Special projects as requested

Block Captain Committee

- 1. Maintain communications for specified block
- 2. Welcome and distribute bylaws to new residents

Volunteer Coordinator

- 1. Maintain volunteer hours for volunteers

**ACKNOWLEDGMENTS**

Now come the Parties, who having been duly agreed upon as Officers of the Scenic Hill Neighborhood Association, herein swear that they will abide by the Articles of this Constitution of the Scenic Hill Neighborhood Association, and carry out the expressed PURPOSE of said Constitution.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_