

# **HAVENWOOD RESIDENT ASSOCIATION BY-LAWS**

**Amended: April, 2023**

**Article I -- Name** The name of the organization is Havenwood Resident Association, hereafter referred to as the "Association".

## **Article II –Purpose**

- A. To facilitate and encourage two-way communication with the residents, the staff, and the HHH Board of Directors.**
- B. To promote mutual understanding and cooperation between the Havenwood Resident Association and the Heritage Heights Association.**

## **Article III –Membership**

- A. All residents of Havenwood are members of the Association. Each resident has a vote in the Association.**
- B. All residents of Heritage Heights are considered Affiliated Members of the Association. They are encouraged to attend all activities but have no vote and are not eligible to hold Havenwood Resident Association offices.**

## **Article IV –Association and Council**

- A. The Association, or in its stead, the Council shall conduct the business of the Association.**
- B. The Council is composed of the officers of the Association and the Neighborhood Representatives.**
- C. An Executive Committee is composed of the officers of the Association.**

## **Article V – Elections and Terms of Office**

### **A. Officers:**

- 1. Officers of the Association are Chair, Vice-Chair, Secretary, and Treasurer with the Chair and Treasurer elected in odd numbered years and Vice-Chair and Secretary in even numbered years.**
- 2. After securing the consent of each nominee for office, the Nominating Committee presents a slate of nominees from the**

**Havenwood Community at Large to be elected at the May regular meeting.**

- 3. Each officer will serve a 2-year term.**
- 4. Officers may serve more than one term.**
- 5. Vacancies are filled to complete unexpired terms by the Nominating Committee which presents a slate of consenting candidates to the Association at its next regular or special meeting.**

**B. Neighborhood Representatives are selected by residents of the area.**

- 1. Neighborhood Reps serve a two-year term.**
- 2. Neighborhood Reps may serve more than one term.**

## **Article VI – Duties of Officers**

### **A. Chair**

- 1. Presides over all Association meetings.**
- 2. Appoints special Committees.**
- 3. Appoints the three-member Nominating Committee in March to serve for one (1) year.**
- 4. Prepares and presents reports at HHH Board of Directors meetings.**

### **B. Vice Chair**

- 1. Assists the Chair as necessary.**
- 2. Assumes the responsibilities of the Chair in the Chair's absence.**

### **C. Secretary**

- 1. Record the minutes of the regular and special meetings of the Association.**
- 2. Disseminate meeting minutes to residents of the Association and to designated staff.**
- 3. Maintain records of the Association.**
- 4. Assist the Chair and Vice-Chair with communication.**

### **D. Neighborhood Representatives**

- 1. Attend meetings of the Association and the Council.**
- 2. Assist in the promotion of the Association's Purpose.**

**(see Article II).**

## **Article VII Meetings**

### **A. Association Meetings**

- 1. The Association meets on the second Tuesday of January, March, May, September, and November.**
- 2. At scheduled meetings of the Association, the members present constitute a quorum. There are no scheduled meetings of the Association in July or August.**

### **B. Council Meetings**

- 1. The Council meets on the second Tuesday of February, April, June, October, and December.**
- 2. A quorum of seven members is required to conduct business.**

### **C. Executive Committee Meetings**

- 1. The four elected officers meet as an Executive Committee as needed.**

### **D. Staff Members and members of the HHH Board are welcome to attend meetings.**

## **Article VIII Committees**

### **A. Standing Committees**

- 1. The Association may establish Standing Committees.**
- 2. Each Standing Committee elects its own Chairperson.**
- 3. The Standing Committees report to the Association at its regularly scheduled meetings. The Standing Committees currently include, but are not limited to:**
  - a. Arts**
  - b. Dining Services**
  - c. House and Grounds**
  - d. Library**
  - e. Programs**
  - f. Wellness**
  - g. Recycling**

**h. ad hoc**

**B. Havenwood Heritage Heights Joint Committees**

- 1. Joint committees with Heritage Heights are established from time to time.**
- 2. Reports of Joint Committees are made at regularly scheduled meetings of the Association.**

**C. Nominating Committee**

- 1. The Chair of the Association appoints a Nominating Committee of three persons in the month of March to serve for one year.**
- 2. The Nominating Committee recruits nominees for the offices of Chair, Vice Chair, Secretary, and Treasurer.**
- 3. The Nominating Committee presents the slate of nominees at the regularly scheduled meeting of the Association in May.**
- 4. Vacancies in the offices are filled by the Nominating Committee at the next scheduled Association meeting.**

**Article IX Amendments**

**Amendments to and revisions of these By-Laws may be made at any Association meeting by a two-thirds vote of the members present. Any proposed changes will be distributed to residents at least fifteen days prior to the date of the meeting.**

**Article X Parliamentary Authority**

**While it is intended that all meetings be informal, they will be conducted in accordance with guidelines laid down in Robert's Rules of Order.**