

HAVENWOOD RESIDENT ASSOCIATION BYLAWS

9/08/26

Article 1 – Name

The name of the organization is Havenwood Resident Association, hereafter referred to as the “Association”.

Article II – Purpose

- A. To facilitate and encourage communication among residents, staff and administration.
- B. To promote mutual understanding and cooperation between the Havenwood 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 welcome to attend all activities but have no vote and are not eligible to hold Association offices.

Article IV – Executive Committee and Council

- A. The Executive Committee is composed of the officers of the Association.
- B. The Council is composed of the Executive Committee and the Neighborhood Representatives.
- C. The Officers, with input, advice, and suggestions from the Council shall conduct the business of the Association.
- D. Each member of the Council shall have one in-person vote. If any neighborhood has more than one Neighborhood Representative, only one of those may vote.
- E. If a Neighborhood Representative is unable to attend a meeting of the Council, a substitute may be designated to attend and to vote.

ARTICLE V – Duties of Officers

- A. Chair
 - 1. Presides over all Association, Council, and Executive Committee meetings.
 - 2. Appoints Ad Hoc Committees as needed.
 - 3. Appoints a three member Nominating Committee in March to serve for one 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. Records the minutes of regular and special meetings of the Association and Council.
 - 2. Disseminates final meeting minutes to residents and designated staff.
 - 3. Maintains records of the Association.
 - 4. Assists the Chair and Vice-Chair with communication.
- D. Treasurer
 - 1. Receives invoices/receipts, records the amounts, and forwards to HHH Finance for payment.
 - 2. Posts monthly statement on Main Street bulletin board.
 - 3. Prepares and submits a draft budget for each fiscal year to the HHH V.P. of Finance for approval in accordance with the Treasurer Procedures.

4. Budget Process

The Treasurer shall perform duties as outlined in these bylaws and in the Treasurer Procedures as approved by the Council.

Article VI – Officer Elections and Terms of Office

A. Officers

1. Officers of the Association are Chair, Vice-Chair, Secretary, and Treasurer.
2. Each officer will serve a two-year term and may serve more than one term.
3. The Chair and Treasurer are elected in odd years. The Vice-Chair and Secretary are elected in even numbered years.
4. The Nominating Committee presents a slate of nominees from the Havenwood community at large to be elected at the Annual May Meeting.
5. A vacancy in the position of the Chair shall automatically be filled for the unexpired term by the Vice Chair. Vice Chair, Secretary and Treasurer vacancies are filled to complete unexpired terms by the Nominating Committee which presents a slate of candidates to the Association for voting at its next regular or special meeting.

B. Nominating Committee

1. The Chair of the Association appoints a Nominating Committee of three residents 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 as required that year.
3. The Nominating Committee presents the slate of nominees to the Chair two weeks before the Annual May Meeting. The Chair then notifies the Neighborhood Representatives who disseminate the slate to their neighborhoods.

C. Voting

1. A slate of candidates for the Officer positions shall be presented by the Nominating Committee at the Annual May Meeting. Nominations from the floor will be permitted.
2. Officers are elected at the Annual May Meeting by a majority of the residents present.

ARTICLE VII – Neighborhood Representatives

- A. Attend meetings of the Association and the Council.
- B. Maintain a contact list of all neighborhood residents.
- C. Report information from the Association and Council meetings to their neighborhood residents.
- D. Hold regular meetings with neighborhood residents.
- E. Present issues/concerns from the neighborhood residents to the Council.
- F. Assist in the promotion of the Association's purpose. (See Article II)
- G. Neighborhood Representatives are selected by the residents of their neighborhood.
 1. Neighborhood Representatives serve a two-year term.
 2. They may serve more than one term.

ARTICLE VIII – Meetings

A. Association Meetings

1. Unless the Council votes to schedule meetings on days that are different, the Association meets on the second Tuesday of January, March, May, September, and November. There are no scheduled meetings in July or August.
2. At scheduled meetings of the Association, the members present constitute a quorum.

B. Council Meetings

1. Unless the Council votes to schedule meetings on days that are different, the Council meets on the second Tuesday of February, April, June, October, and December. There are no scheduled meetings in July or August.

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. Residents, staff, and members of the HHH Board are welcome to attend meetings.

ARTICLE IX – Committees

- A. Standing Committees
 1. A Standing Committee is a permanent committee established by these Bylaws. It shall consist of no fewer than three members and shall report to the Association at Association Meetings.
 2. The Executive Committee may vote to establish, combine, or eliminate one or more new or existing Standing Committees.
 3. Each Standing Committee elects its own Chairperson.
 4. The Standing Committees, as of the date these Bylaws are being adopted, include:
 - a) Arts
 - b) Dining Services
 - c) House and Grounds
 - d) Library
 - e) Programs
 - f) Recycling **
 - g) Soft plastics **
 - h) Wellness **
- B. ** Havenwood-Heritage Heights Joint Committees
 1. Joint committees with Heritage Heights are established from time to time as appropriate.
 2. Reports by Joint Committees are made at regularly scheduled meetings of the Association.
- C. Activity/Ad Hoc Groups
 1. Activity Groups may be formed by residents. All Activity Groups must permit all interested residents of both Havenwood and Heritage Heights to participate in the Activity Group's activities.
 2. Ad Hoc Groups may be created by the Executive Committee for a special purpose and shall be dissolved automatically once the purpose is completed or by Executive Committee order before the purpose is completed. Ad Hoc Groups shall report progress at Association Meetings.

Article X – Amendments of these Bylaws

- A. Changes to these Bylaws may be proposed:
 1. In writing, delivered to the Chair, and signed by twenty-five or more residents or
 2. By majority vote of the entire Council or
 3. By majority vote of the Executive Committee.
- B. Any proposed changes will be distributed to residents at least fifteen days prior to the date of the vote.
- C. At an Association Meeting, prior to the vote, there will be a discussion period regarding the proposed amendment.
- D. Amendments to and revisions of these Bylaws may be made at any Association meeting by a two-thirds vote of the members present at the time of the vote. The Executive Committee determines if there will be a hand count or a secret ballot.

ARTICLE XI – Notices/Distributions

- A. All notices required under these Bylaws will be distributed to each person entitled to receive them:

1. from Neighborhood Representatives or
2. by including them in the HHH weekly publication (i.e. News & Previews) or
3. by placing them in the recipient's mailbox or
4. by email or
5. by any other reasonably reliable method approved by the Council.

Article XII – 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.