

## EAST SUNSET HEIGHTS ASSOCIATION BYLAWS

### ARTICLE I.

#### NAME

This organization shall be known as the East Sunset Heights Association (the "Association").

### ARTICLE II

#### PURPOSE

This organization shall encourage and promote the enhancement of the Sunset heights community. It shall be nonpartisan in nature.

### ARTICLE III

#### ASSOCIATION BOUNDARIES

The geographic area shall be North 610 Loop from North Main Street to Airline Drive, North Main Street from 23<sup>rd</sup> Street to North 610 Loop, Airline from 23<sup>rd</sup> Street to North 610 Loop, and East 23<sup>rd</sup> Street from North Main Street to Airline Drive.

### ARTICLE IV

#### MEMBERSHIP & DUES

Member-Residents. Any reputable adult citizen residing or owning property within the boundaries and defined in Article III herein, interested in the objectives of the Association, shall be eligible for membership and voting privileges, with the payment of dues in an amount to be assessed on a per household basis with voting rights granted to each adult of said household who otherwise meets the Association membership criteria, detailed above. Voting regarding membership dues or other Association business shall be held after a ten (10) day written notice to the Member-Residents of such election. Except for the initial organizational election of the Association, dues for the current term must be paid at least thirty (30) days prior to any election of Council Member or other Association business to qualify as a voting Member-Resident in said election. Membership dues shall commence for a twelve-month period from the date of payment of membership dues, retroactive to any dues paid in 2017.

Friends of ESHA. Non-residents of ESHA and businesses interest in the objectives of the Association and who donate to ESHA shall be eligible for NON-Voting "Friends of ESHA" membership.

### ARTICLE V

#### COUNCIL & ELECTIONS

Section 1.) The Association Council shall consist of five members, elected by the Member-Residents as defined in Article IV herein (Council).

Section 2.) Except for those Council Members elected in the initial organizational election of the Association, Council member shall be elected to serve a term of two (2) years. Of the Council members elected in the initial organizational election of the Association, three will serve a term of one (1) year with the remaining two serving a full 2-year term. Thereafter, annual election shall be held for new Council members as follows: In even numbered years, two Council members shall be elected. In odd numbered years, three Council members shall be elected. Any Member-Resident, in good standing with the Association, is eligible to run for election to the Association Council.

Section 3.) The initial members of Association Council shall be elected at the September 2002 meeting of the Association and shall be installed under Order of Business (New) at the October, 2002 meeting. Thereafter, on an annual basis, newly elected Council members shall be elected at the October meeting of the Association and installed under Order of Business (New) at the October meeting.

ARTICLE VI  
DUTIES OF ASSOCIATION COUNCIL

Except as amended from time to time by a majority vote of the Member-Residents, the duties of the Association Council shall include, but not be limited to:

- ❖ Preside at all meetings of the Association;
- ❖ Establish and appoint committees;
- ❖ Act as custodian of funds and collect annual membership dues;
- ❖ Maintain accurate records of receipts and expenditures of the Association;
- ❖ Provide a verbal, monthly report to the Member-Residents;
- ❖ Provide for inspection of annual financial report for the Association's fiscal year;
- ❖ Maintain membership rolls of the Association;
- ❖ Maintain accurate records of all meeting of the Association (Minutes of Meeting);
- ❖ Acquire, maintain and store the records of the Association for each fiscal year;
- ❖ Transact the necessary business of the Association that may be necessary;
- ❖ May vote by phone or email between meetings; and
- ❖ Provide ten (10) day written notice to Member-Residents of specially called meetings or elections.

ARTICLE VII  
INDEMNIFICATION OF ASSOCIATION COUNCIL MEMBERS

The Association Council members shall be indemnified for acts within (1) the course and scope of their duties, and (2) in the furtherance of the goals and objectives of the Association.

ARTICLE VIII  
ORDER

Regular, quarterly meetings of the Association shall be held the 2<sup>nd</sup> Tuesday of the months of January, April, July, and October at 7:00 PM at a location determined by the ESHA Council Members. Other meetings may be called by the Association Council, as deemed necessary and after written notice to the Member-Residents.

ARTICLE IX  
ORDER OF BUSINESS

The following order of business is suggested for the Association meeting format:

1. Meeting called to order
2. Reading and adopting of the Minutes
3. Reading and adopting of financial reporting
4. Announcements and Committee Reports
5. Old Business
6. New Business
7. Special Guest Presentations

8. Closing/Adjournment

ARTICLE X  
BY-LAW AMENDMENTS

When deemed advisable by the Association Council, the By-Laws of the Association may be amended at any time, either at a regular meeting or at a specially called meeting of the Member-Residents. A ten (10) day written notice shall be provided to the Member-Residents advising them of the proposed amendment to the by-laws and the date and time for voting on such proposed amendment, whether at a regular meeting or at a specially called meeting of the Association.

ARTICLE XI  
RULES OF ORDER

All questions not covered by these By-Laws, shall be governed by Robert's Rules of Order, as interpreted by the Association Council.

Adopted as written amended by a majority vote of the Member-Residents of the East Sunset Heights Association on the 12 day of April 2011 and as amended by a majority vote of the Member-Residents on the 10 day of October 2017 as evidenced by the signatures of the Association Council, duly elected by a majority vote of the Member-Residents.

Signed

Dated

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_