

# **Bylaws of the North Charleston Neighborhood Presidents Association**

## **Article 1. Name.**

The name of this organization is the North Charleston Neighborhood Presidents Association (NCNPA).

## **Article 2. Purpose.**

The NCNPA will coordinate the efforts of neighborhood associations/HOAs (Home Owners Associations), under the control of homeowners not developers, and address common problems within the city to make the City of North Charleston a better place to live, work and play.

## **Article 3. Membership.**

Membership is to consist of the North Charleston Neighborhood Associations/HOAs (Home Owners Associations).

- A. Neighborhood Presidents are entitled to attend monthly and special meetings, to vote on all questions coming before the membership, to hold office and serve on standing or special committees.
- B. When a Neighborhood President is unable to attend, he or she may send their Vice President instead.
- C. There will be no annual dues required for the membership.

## **Article 4. Meetings of the Membership.**

- A. The Annual Meeting of the Membership shall be held each year in on the 1st Thursday of June. The election of Officers shall occur during the annual meeting at the end of each two-year term. The Regular Meetings of the Membership shall be held the first Thursday of each month at 6:30 PM located at City Hall of North Charleston. In the event that the first Thursday falls on a holiday, then the monthly meeting will be held on the second Thursday at 6 PM.
- B. Special meetings of the membership may be called by the Chair at his or her discretion, or at the direction of the Board, or at the written request of at least 40% of the membership. Notices of special meetings shall state the matters to be considered.
- C. At least 4 weeks' notice of the annual meeting and at least 10 days of any special meeting shall be given.
- D. The quorum is the members present during a regular monthly and/or annual meeting.
- E. A majority vote of the members present is necessary to transact any business brought before the membership, including the election of officers, except as otherwise noted in these bylaws.

## **Article 5. Board of Directors.**

- A. A Board of Directors shall be elected by the membership. The Board shall determine the need for and the responsibilities of standing or special committees to carry out projects or special programs.
- B. In the event of a vacancy among the Board, the remaining Board members may exercise the powers of the full Board until the vacancy is filled at the next regular election or by a majority vote may appoint a member to temporarily fill the vacancy until the next election.
- C. A member of the Board may be removed from office by the membership after reasonable notice and opportunity to be heard by a majority of the NCNPA membership.
- D. A member of the Board will be removed from office if he or she misses four (4) meetings over any consecutive twelve-month period during his or her term of office.

## **Article 6. Meetings of the Board.**

- A. The Board will meet as needed.
- B. The quorum for transaction of business is at least half of the Officers.
- C. A majority of those Board members present is necessary to transact any business brought before the Board.

## **Article 7. Officers.**

The Officers of the NCNPA are Chair, Vice Chair, Secretary and the immediate Past Chair. Term of office is two years. If during that term, the Officer ceases to be President of their organization, the Officers may hold a special election to fill the position or allow the person to complete their term with NCNPA. Duties of Officers are:

**Chair.** The Chair is the executive officer responsible for the operation of the group. He or she presides at meetings, calls regular or special meetings of the Board or membership as needed, appoints the Chairpersons of standing or special committees.

**Vice Chair.** The Vice Chair acts as Chair in the absence or illness of the Chair and, in the event of the Chair's resignation or incapacity to serve, shall succeed to the office until the next regular election of officers. The Chair may delegate to the Vice Chair such official or other duties as may be necessary for the conduct of business.

**Secretary.** The Secretary keeps records and minutes of meetings, maintains an up-to-date list of members, receives and distributes information as needed.

**Past Chair.** The Past Chair acts in an advisory role to the other Officers, votes in the board/special meetings in the event there is a tie.

## **Article 8. Election of Officers.**

Officers are elected at the Annual Meeting of the Membership and take office at the July regular meeting.

- A. At least 8 weeks before the annual meeting, the Chair appoints a Nominating Committee of three or more members of NCNPA, one of whom should be the immediate Past Chair or appointee by the Chair.
- B. The Nominating Committee reports its slate of nominees for existing vacancies to the membership at least 4 weeks prior to the annual meeting.
- C. Additional nominations may also be made by written petition of five members or from the floor at the annual meeting, provided the consent of the nominees has been obtained and the person nominated is present for the annual meeting.
- D. A majority of membership present is required for election to office. The election shall use paper ballots and tellers appointed to tally the results. In the event, a member (who has attended the regular meetings) is unable to attend the annual meeting for voting, they may cast their vote to the nominating committee via email until 12:00 noon on the day of the annual meeting.

## **Article 9. Fiscal Year.**

The fiscal year of NCNPA is July 1 through June 30.

## **Article 10. Amendments to the Bylaws.**

Amendments to these Bylaws may be made upon 4 weeks' written notice to members; this notice must state the proposed changes. A two-thirds majority vote of membership present is required for adoption.