

# WILES HILL - HIGHLAND PARK NEIGHBORHOOD ASSOCIATION

## PREAMBLE

We, property owners and residents of those areas of Morgantown known as Wiles Hill and Highland Park, join together in this neighborhood association in order to actively promote the rights and responsibilities of owner occupied family housing and the cooperation and commitment among all interests towards the best standards possible for our homes and neighborhood.

## CONSTITUTION AND BY-LAWS

### ARTICLE I: Name

This organization shall be known as the "Wiles Hill-Highland Park Neighborhood Association".

### ARTICLE II: Purpose

The purpose of this organization shall be:

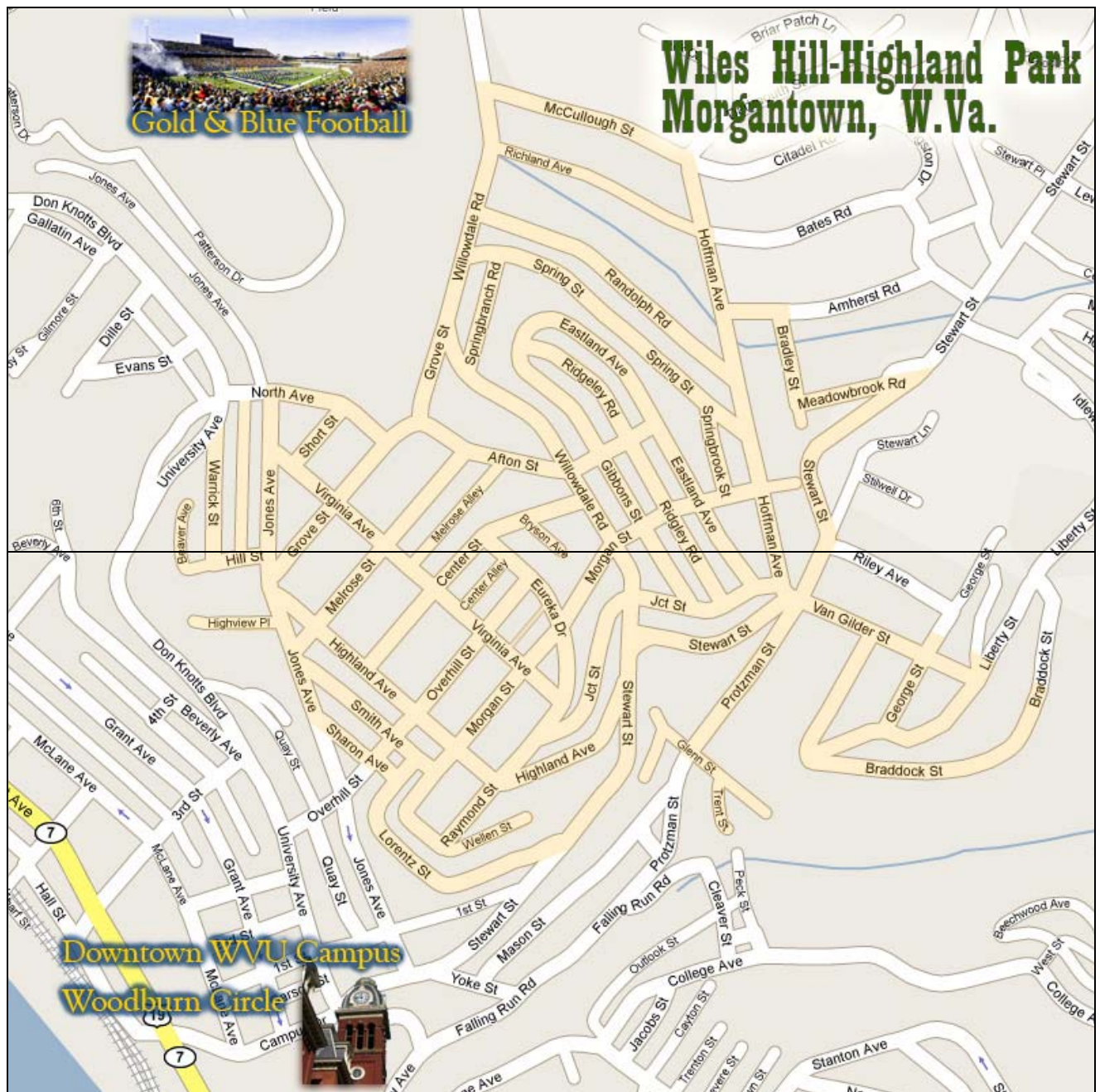
- A. To preserve and improve the quality and residential character of the neighborhood
- B. To represent the collective interest of neighborhood residents and property owners to public and private institutions and individuals.
- C. To promote goodwill and cooperation among residents and property owners in the neighborhood.

### ARTICLE III: Definition of Terms

The following definitions of key terms shall be applied throughout this document:

- A. The neighborhood of Wiles Hill and Highland Park, known in this document as the "neighborhood", contains the R1-A zoned properties in the city of Morgantown with addresses on the following streets in their entirety unless otherwise noted.

<ul style="list-style-type: none"><li>- McCullough Ave.</li><li>- Richland Ave.</li><li>- Randolph Rd.</li><li>- Spring St.</li><li>- Eastland Ave.</li><li>- Ridgeley Rd.</li><li>- Gibbons Ave.</li><li>- Spring Branch Rd.</li><li>- Hoffman Ave.</li><li>- Meadowbrook Rd.</li><li>- Bradley Ave.</li><li>- Van Gilder St.</li><li>- George St. north to Van Gilder St</li><li>- Keyser St.</li><li>- Junction St.</li><li>- Braddock St.</li></ul>	<ul style="list-style-type: none"><li>- Stewartstown Rd. north to Meadowbrook Rd.</li><li>- Willowdale Rd. north to McCullough Ave.</li><li>- Stewart St. from Lorentz Ave. north to Stewartstown Rd.</li><li>- Protzman St. from Falling Run Rd. north to Stewart St.</li><li>- Jones Ave. from Sharon Ave. north to North St.</li><li>- Hillview Pl.</li><li>- Hill St.</li><li>- Warrick Ave.</li><li>- North St.</li><li>- Afton St.</li><li>- Short St.</li><li>- Beaver Ave.</li></ul>	<ul style="list-style-type: none"><li>- Grove St.</li><li>- Melrose St.</li><li>- Bryson Ave.</li><li>- Virginia Ave.</li><li>- Center St.</li><li>- Highland Ave.</li><li>- Overhill St. from Highland Ave. north</li><li>- Morgan St.</li><li>- Raymond St.</li><li>- Eureka Dr.</li><li>- Crescent St.</li><li>- Wellen Ave</li><li>- Lorentz Ave.</li><li>- Smith Ave.</li><li>- Sharon Ave.</li><li>- Glenn St.</li><li>- Trent St.</li></ul>
---	--	--



B. "resident" shall refer to any individual maintaining a personal residence in the neighborhood for 12 months or longer or resident who maintains an owner-occupied property in the neighborhood.

C. "property owner" shall refer to any individuals who in full or in part holds title or deed to property in the neighborhood.

#### **ARTICLE IV: Full Membership**

Only residents and/or property owners 18 years of age or older may be extended full membership in this association. Qualified individuals shall be extended full membership upon the submission of a written request, the verification of residence and/or property ownership, and payment of annual membership dues.

Full membership entitles the individual full voting privileges on all association matters, attendance and discussion privileges for themselves and members of their immediate family at all association and board meetings, eligibility to be nominated and elected as an officer, the ability to serve as a committee chairperson or spokesman for the association and is subject to all assessments as outlined in Article XIII.

#### **ARTICLE V: Associate Membership**

Those other than residents and property owners of the neighborhood can be extended an associate membership in the association. Any full member may nominate such an individual at a full meeting of the association. This nomination must be approved by a majority vote of the full membership present in person or by written proxy. Once approved, the individual will be extended an associate membership upon payment of either

1. an annual fee of \$20, prorated semi-annually, or
2. service to the Association at the discretion of the Board of Directors.

Associate membership entitles the individual to attendance and discussion privileges at all association meetings, participation in activities sponsored by the association and receipt of association newsletters and announcements. The associate member would not be extended voting privileges on association meeting nor attendance privileges board meetings.

#### **ARTICLE VI: Guest and Visitors**

Non-member guests and visitors may attend association or board meetings at the invitation of and accompanying any full or associate member.

#### **ARTICLE VII: Membership Renewal**

All memberships must be renewed in January of each calendar year as follows:

- A. Full member - payment of a membership renewal fee of \$20.
- B. Associate members - as outlined in Article V.

Those who have not met the above conditions by the last day of January forfeit their membership as of that date and must reapply as outlined in Articles IV and V.

#### **ARTICLE VIII: Officers**

The officers of the association shall consist of a President, Vice President, Secretary and Treasurer. Any full member of the association may be nominated for any of these offices except those members currently serving as an elected public official. Election of officers will be conducted at the first association meeting in February with terms beginning the first day of March and extending through the following February.

Rules and responsibilities for each officer are as follows:

- A. President - Shall act as chief spokesperson for the association, be responsible for calling and conducting all meetings of the Board and Association, and insure the adherence to the association's by-laws.
- B. Vice President - shall act as President in the absence of that officer and be responsible for overseeing the operations of all standing and special committees.
- C. Secretary - shall record all minutes from meetings of the Board and Association, oversee the maintenance of membership and attendance records and conduct any roll call or full membership votes as outlined in this document.
- D. Treasurer - shall be bound at the expense of the association, bear prime responsibility for the collection of fees, and assessments and the payment of liabilities and submit financial reports at each meeting of the Association and Board.

#### **ARTICLE IX: Board of Directors**

The Board of Directors shall consist of all elected officers, the immediate past president, and all standing committee chairpersons. Meetings of the Board shall be held at least once per quarter with the announcement of time and location to be made in the preceding month's newsletter. Such meetings shall be open only to full members and their guests as outlined in Article VI.

The Board collectively shall be responsible for the ongoing operations of the association including the establishment of both long and short range goals, the discussion of major policy issues, the determination and implementation of association policy, the selection of committee chairpersons and the expenditure of association funds except in the following:

1. cases involving legal action of where such action is anticipated.
2. cases requiring an assessment of the membership
3. cases requiring deficit spending
4. cases involving the endorsement of political candidate or issues during public elections or referendum.

Association policy or action in such cases must first be established by a two-thirds vote of the Board of Directors and then be verified by a similar vote of the full membership at a regular or special meeting of the Association. Meetings at which such a vote would take place must be announced to the full membership through the newsletter at least two full weeks prior to the scheduled date. Special meetings of the Board may be called by the President and required at least 24 hour advance notice of time, place and purpose.

#### **ARTICLE X: Committees**

Standing committees shall consist of the following:

- A. Membership Committee - shall be responsible for the recruitment of new members, membership renewals and assisting the secretary and treasurer in the maintenance of records and the collection of fees.
- B. Watchdog Committee - shall be responsible for being alert to all situation having a possible effect upon the neighborhood, for conducting a non-biased review of such situations, and for insuring that the association is represented at all meetings relevant to the neighborhood.
- C. Community Service Committee - shall be responsible for developing programs of service to the neighborhood and for directing the participation of the association in community service projects.
- D. Communications Committee - shall be responsible for forming, duplicating and distributing communications to all full and associate members, neighbors, and friends of the association.

Special committees may be appointed by the Board.

#### **ARTICLE XI: Association Meetings**

Meetings of the full Association shall be held at least once per year with special association meeting held in February for the purpose of electing officers. The purpose of such meetings other than the February meeting shall be primarily to update the membership on the association's activities, to allow for the free exchange of ideas among members and for the purposes of voting on matters requiring the approval of the full membership or as per action by the Board of Directors.

Special meetings of the association may be called by a majority vote of the Board of Directors and require notification of the membership at least on week prior to the proposed date.

#### **ARTICLE XII: Voting**

Voting shall be by hand, voice or roll call at the ruling of the presiding officer and only at a meeting of the Board or Association. A quorum for the purposes of voting at Association meetings shall be twelve (12) full members or fifty percent (50%) of the full membership – whichever is less – either present or represented by proxy. A quorum for purposes of voting at Board meetings shall be two-thirds of the full members, either present or represented by proxy.

#### **ARTICLE XIII: Proxies**

Proxies by members must be presented in writing and/or by e-mail from the sender's address on file. Proxies should be addressed and sent to the Secretary and will be validated and counted against the membership roster with assistance from the Membership Chair or Vice President.

A member may issue two types of proxies to be represented by another attending member for purposes of determining a meeting quorum and for voting purposes:

- A. General Proxy - which gives the person holding the proxy the right to vote as the holder sees fit on all issues and motions.
- B. Limited Proxy - which allows the proxy issuer to vote on specific issues but the proxy holder must cast the member's vote the way the signer designated it by proxy.

The Board of Directors shall have the authority to set the requirements and procedures managing proxies.

When used for purposes of electing officers, the issuing member must provide their proxy rights to someone other than for whom they are casting their vote.

Proxies are non-revocable, unless the member can otherwise show the holder acted in bad faith against the issuers' general intent.)

#### **ARTICLE XIV: Censure and Expulsion**

A member's privileges may be revoked in part or in full by unanimous vote of the Board of Directors or by two-thirds vote of a quorum of the full members at a regular or special meeting for a stated period of up to three months. This may either be reversed or extended for up to one year by a similar vote of either the Board or full membership.

#### **ARTICLE XV: Amendments**

This document may be amended by a two-thirds vote of a quorum of the full members, , as defined in "Article VII – Voting", at a regular or special meeting of the association, providing written notice of the proposed change is submitted to all members at least 30 days prior to the date of such a meeting.