

# CAMERON VILLAGE NEIGHBORHOOD ASSOCIATION

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## BY-LAWS

As Amended by Unanimous Vote November 9, 2009

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### Article 1

**Section 1: Name** The name shall be Cameron Village Neighborhood Association, hereafter referred to as CVNA.

**Section 2: Area** The CVNA is surrounded by Wade Avenue, Oberlin Road, Clark Avenue/Peace Street, and St. Mary's Street.

**Section 3: Limited Membership** CVNA membership is limited to residents and owners of detached single-family homes as further defined in Article III, Section 1.

### Article II

**Section 1: Purpose** To preserve a safe, clean, friendly, and economically viable neighborhood.

**Section 2: Mission** To keep the neighborhood clean, safe, and attractive; and to provide a forum for the discussion of political, social, and other issues of interest to the neighborhood.

### Article III

#### **Membership**

**Section 1: Eligibility.** Any person age 18 or over residing in and/or owning detached single-family homes in the CVNA area shall be eligible for membership and for office.

**Section 2: Voting.** CVNA members shall have the right to cast one vote per resident age 18 or over.

**Section 3: Voting method.** Issues shall be determined by a simple majority of attending members, limited, as defined in Article III, Section 2., to one vote per resident age 18 or over.

**Section 3: Proxy voting.** Members present at meetings may vote the proxy of other family members not present without written approval. Members who cannot be present at meetings who wish to give non-family members their proxy vote on specific issues and for election of officers may do so in writing, signed and dated.

**Section 5: Association meetings.**

**REGULAR MEETINGS** CVNA shall meet four times per year on the second Tuesday of February, May, August, and November at 7:00 PM at a location announced by the President.

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**SPECIAL MEETINGS** The President may call special meetings, and The Executive Committee may call special meetings. A seven-day notice shall be given for special meetings.

**MINUTES** Minutes shall be taken at each association meeting and made available to all members via the Internet, email, and/or U.S. mail.

**Section 5: Membership donations.** CVNA may request voluntary contributions from members periodically to pay for CVNA-sponsored activities.

**Section 6: Membership list.** The Membership/Newsletter Chairperson shall maintain an up-to-date membership list.

## Article IV

### Executive Boards

#### **Section 1: Composition.**

**EXECUTIVE COMMITTEE** Elected members of the Executive Committee of CVNA shall consist of the President, Vice-President, Secretary/Treasurer, and Chairpersons nominated by the president and approved by the membership.

**STANDING COMMITTEES** Standing committee members will be the Safety/Security, Membership/Newsletter, Social, Beautification, and Pedestrian/Traffic. Other committees may be added as deemed necessary by the President.

**COMMITTEE TERMS, MEMBERS, COMPENSATION** Committee members shall serve for the same term as the President. Committee members other than the Chairpersons will be nominated by the president and approved by the membership. Officers and committee members shall serve without compensation.

**Section 2: Elections.** Officers may be nominated in October by any member by submitting candidate names to the President. Elections will be held at the November meeting by the members present. The successful candidates will take office effective January 1 of the following year.

**Section 3: Term.** Officers shall serve a one-year term from January 1 to December 31.

**Section 4: Term limits.** The President and Vice President shall not hold the same office for more than two consecutive one-year terms.

**Section 5: Vacancies.** A vacancy of an elected officer shall be filled by a substitute presented by the Executive Committee to the Association for the remaining period until the next annual election. The association shall vote in the substitute as soon as feasible.

**Section 6: Meetings.** The Executive Committee shall meet on the fourth Tuesday of each month prior to a general association meeting (January, April, July, and October). The President may call special meetings any time or upon telephone requests from three members. In either case, a three-day notice shall be given.

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## Article V

### **Executive Committee (Board) Member Duties**

**Section 1: President.** The President or his/her designate shall plan and preside at all regular and special meetings and supervise the direction of CVNA events and committees. S/he shall keep important records while in office. He shall consult with and keep the Executive Committee informed and obtain their approval for all important pending activities and expenditures. With the Secretary/Treasurer, s/he shall summarize yearly expenses and present a budget for approval by the Executive Committee and the membership early in the year. S/he or his/her designate shall review bills and Bank Statements (if any) before passing them on to the Secretary/Treasurer.

**Section 2: Vice-President.** The Vice-President shall carry out the duties of the President in the event that the President is temporarily unable to fulfill his/her duties. The Vice-President shall also work closely with the President to ensure committees and events function properly.

**Section 3: Secretary Duties.** The Secretary/Treasurer shall prepare and maintain minutes of meetings. Minutes shall be made available to all members via the Internet, email, and/or U.S. mail.

**Section 4: Treasurer Duties.** The Secretary/Treasurer shall collect, distribute, and oversee all funds CVNA deems necessary for its functioning. The Secretary/Treasurer shall present precise fiscal reports to the Executive Committee and its members at meetings, and shall deposit the collection of yearly contributions. The Secretary/Treasurer, under the direction of the Executive Committee, shall ensure that funds are used for the exclusive support of CVNA's mission. Checks shall be signed by the Secretary/Treasurer and by one of the following: President, or if unavailable, by the Vice President or by one of the past Presidents.

**Section 5: Committee Chairpersons.** Chairpersons shall coordinate functions and events pertaining to the nature of their committees in conjunction with the overall purpose of CVNA. The Chairpersons will collect ideas and suggestions from the membership and gather volunteers to help organize events. The Chairpersons will prepare a projection of anticipated expenditures, when appropriate, and obtain approval from the Executive Board prior to the sponsored event.

## Article VI

**Section 1: Amendments.** CVNA By-Laws may be amended at any time. Amendments may be suggested by members or by the Executive Committee. By-Laws amendments shall be determined by a simple majority of attending members, limited, as defined in Article III, Section 2., to only one vote per detached single-family home.

**Section 2: Dissolution.** Upon dissolution of CVNA, any assets remaining after payment of debt and liabilities shall be given to a non-profit community group, as directed by a majority of the Executive Committee.