

CONSTITUTION AND BY-LAWS
OF
HILTONIA ASSOCIATION

CONSTITUTION

ARTICLE I
NAME

Name

The name of this organization shall be the HILTONIA ASSOCIATION.

ARTICLE II
PURPOSE

Objectives

1. Protect and promote the welfare and character of the Association area.
2. Advance civic and social interest.
3. Function on non-sectarian, non-political and non-racial principles.
4. Provide support for worthwhile charitable, civic, and cultural projects within the City of Trenton.

ARTICLE III

MEMBERSHIP

Section 1, Eligibility

Members must be adult (18 years of age or older), residents, or owners of property within the area defined in the By-Laws of the Hiltonia Association.

Section 2, Forfeiture

Forfeiture is defined as non-payment of dues as set forth in the By-Laws of the Hiltonia Association. ~~Membership is forfeited by nonpayment of dues.~~

Deleted: N

ARTICLE IV
OFFICERS

Section 1, Names

The officers of the Association shall be: President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Section 2, Election

Deleted: 11/20/2005

1. These officers shall be elected by a secret ballot from the membership of the Association annually, at the January meeting, for a term of one year, and shall take office immediately upon election.
2. No officer shall succeed himself or herself in any one office after a period of two consecutive years in that office.

ARTICLE V

COMMITTEES

Section 1, Standing Committees

1. The standing committees of the Association shall be: Executive Committee, Civic Committee, Hospitality Committee, Membership Committee, Program Committee, Publicity Committee, Worthy Projects Committee, and the Hilltone Committee
2. The Chairperson of each Standing Committee shall provide reports to the Executive Committee as appropriate.
3. The Chairperson of each Standing Committee shall maintain a book of all Committee activities in order to provide future committee members a history of the Committee.

Formatted: Bullets and Numbering

Deleted: and

Deleted: <#>¶

Section 2, Special Committees

1. Special Committees empowered to deal with matters not under the jurisdiction of the Standing Committees shall be appointed by the President as the necessity arises.
2. The Nominating Committee shall be considered to be a Special Committee. It shall consist of five members. The Chairperson shall be appointed by the President at the September meeting.
3. The Auditing Committee shall be considered a Special Committee of two members who shall be appointed by the President at the November meeting.
4. The Chairperson of each Special Committee shall provide reports to the Executive Committee as appropriate.

Deleted: to be appointed by the President at the September meeting.

ARTICLE VI

MEETINGS

Section 1, Regular Meetings

1. A regular meeting shall be held on the second Tuesday of January, March, May, September, and November.
2. In the event that circumstances prohibit the holding of a regular meeting on the specified date, another date within that calendar month or the succeeding calendar month shall be selected by the President.

Deleted: r, January, March and May

Section 2, Special Meetings

1. The President may call a special meeting after first having secured the approval of the Executive Committee; or upon receipt of a petition signed by 15 members of the Association, he or she shall call a meeting.

Deleted: 11/20/2005

2. Notice of any special meeting and its purpose must be given to all of the members at least three days before the date for which it is called, provided however, that the three-day requirement may be waived in the event that time becomes of the essence.

Section 3, Meeting Notices

Regular and Special Meeting notices shall be delivered to members so as to arrive at least three days prior to the meeting date. This shall be accomplished by the ~~Publicity Committee.~~

Deleted: Corresponding Secretary with the Assistance of the

ARTICLE VII AMENDMENTS

Section 1, Amendments

1. Any member may propose an amendment to the Constitution or By-Laws at any regular meeting.
2. Such an amendment may not be voted upon earlier than the regular meeting subsequent to the one at which it is proposed.
3. Every member of the Association shall receive a copy of the proposed amendment at least three days prior to the vote on it.
4. A majority vote of the membership present at the regular meeting shall be necessary for the adoption of the amendment.

ARTICLE VIII ADOPTION

Section 1, Adoption

1. This Constitution and By-Laws shall become effective by a majority vote of the members present at a regular meeting.
2. The adoption of this Constitution and By-Laws shall ratify and affirm the officers and committee members in office at the time of adoption.

ARTICLE IX DISBANDMENT

Section 1, Disbandment

1. This Association shall not disband as long as 15 active members in good standing wish to carry on.
2. In case of disbandment, the monies and properties of the Association shall, after all outstanding obligations have been settled, be turned over to a charity designated by the then existing members. That charity shall be recognized as such by the U.S. Internal Revenue Service.

Deleted: 11/20/2005

BY-LAWS

ARTICLE I
BOUNDARIES

Boundaries

The boundaries of the Association shall be Cadwalader Drive, Hilvista Boulevard, Cornwall Avenue, and Stuyvesant Avenue from the Trenton City line to a point opposite Cadwalader Drive.

Deleted: .

ARTICLE II

DUES

Section 1, Amount

Dues shall be \$10.00 per calendar year, per member, payable at any time prior to the time of the vote at the January membership meeting for the election of officers for that year, and shall not be prorated.

Section 2, Arrearages

After report of the Membership Committee and decision by the Executive Committee that the dues of any member who is in arrears in payment for a period of one year or more are not collectable, that member shall forfeit his or her membership.

ARTICLE III

DUTIES OF OFFICERS

Section 1, President

1. He or she shall preside at all regular and special meetings.
2. He or she shall be chairperson of the Executive Committee and shall appoint the chairperson of all other standing committees.
3. He or she shall appoint all special committees, and shall designate the chairperson of each special committee.
4. He or she shall appoint an Auditing Committee, consisting of two members, at the November meeting of each year.
5. He or she is empowered to make appointments to any elective office upon the vacation of such office for any reason; the appointee to serve the balance of the unexpired term for that vacated office.
6. He or she shall be an ex-officio member of all standing committees, with the exception of the Nominating and Auditing Committees.
7. He or she shall appoint a Nominating Committee at the September meeting of the Association.
8. The President shall allocate duties to the First Vice President and second Vice President.
9. The President shall, at his or her discretion, appoint a Sergeant at Arms.

Formatted: Indent: Left: 0.25", Hanging: 0.38", Tabs: 0.63", List tab + Not at 0.5"

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.25", No bullets or numbering

Deleted: 11/20/2005

Section 2, First Vice President and Second Vice President

1. The First Vice President shall perform the duties of the President in the absence of that officer.
2. The Second Vice President shall perform the duties of President in the absence of both President and First Vice President or if so designated by the President.
3. The First Vice President shall complete the unexpired term of the President in the event that a vacancy occurs.
4. In the event the First Vice President is unable or refuses to serve, the Second Vice President shall complete the unexpired term as specified.
5. Both shall be an ex-officio members of any committees with the exception of the nominating and auditing committees.
6. Both shall serve the President with the duties assigned and allocated.

Deleted: ¶
¶
¶

Deleted: 11

Section 3, Corresponding Secretary

1. The Corresponding Secretary shall carry on such correspondence for the organization as the President, the Executive Committee or the Association may direct.
2. It shall be the duty of the Corresponding Secretary to keep an attendance record of each regular and special meeting and to keep a permanent record thereof.

Deleted: ¶

Section 4, Recording Secretary

1. The Recording Secretary shall keep in the Minute Book of the Association an accurate record of its proceedings and shall be responsible for their preservation.
2. The Recording Secretary shall be the secretary to the Executive Committee.

Deleted: <#>The Corresponding Secretary will cause notices to be delivered to the active members so as to arrive at their homes at least three days prior to each regular and special meeting. The Publicity Committee will assist in this function.¶

Formatted: Highlight

Section 5, Treasurer

1. The Treasurer shall have custody of the funds of the Association which shall be deposited in an institution approved by the Executive Committee.
2. The Treasurer shall maintain a Cashbook in which shall be recorded all receipts and disbursements.
 - a. Disbursements shall be reaffirmed by the Association members at a regular or special meeting.
 - b. All disbursements shall be made by check, signed by the Treasurer and counter-signed by the President or Vice President.
3. At each meeting the Treasurer shall submit a report, and shall render an Annual Report at the January meeting covering the preceding calendar year.

Deleted: s

Deleted:

Deleted: 11/20/2005

4. ~~At least once~~, each year, he or she shall issue notices to the entire membership that the annual dues are payable by January 1, for the ~~current~~ calendar year.
5. At the November meeting, the Treasurer shall present a budget of cash receipts and disbursements anticipated during the next calendar year.

Deleted: By August 1

Deleted: of

Deleted: following

ARTICLE IV
STANDING COMMITTEES

Section 1, Executive Committee

1. Membership
 - a. The President shall be chairperson of the Executive Committee.
 - b. The Executive Committee shall consist of all the elected officers, the immediate Past-President, and the Chairpersons of the Civic, Membership, Program, and Publicity, ~~Hilltone~~, and Hospitality Committees.
2. Duties
 - a. The Executive Committee may determine the size of the Standing Committees: the Chairperson shall select the members of their own committees.
 - b. It shall act in an advisory capacity to these committees and shall approve or reject activities proposed by them.
 - c. In all matters affecting the policy of the Association it shall present recommendations for adoption or rejection by the Association.
3. Meetings
 - a. It shall be the duty of the Chairperson to call meetings of the Executive Committee prior to each regular meeting of the Association, and such other meetings as he or she deems necessary.
 - b. He or she shall notify members of the Executive Committee at least three days prior to the date of the meeting; or the three-day requirement may be waived in the event that time becomes of the essence.
 - c. Six members present shall constitute a quorum.

Deleted:

Section 2, Civic Committee

1. It shall negotiate with governmental agencies for the maintenance and improvement of facilities and services secured through public funds.
2. It shall act for the Association in any necessary negotiations with property owners or governmental agencies whose plans may affect the welfare of the Association.

Deleted: ¶

Deleted: ¶
<#>It shall publicize in the local newspapers within one week after each meeting, that much of the business conducted at the meeting that is not considered to be confidential.¶

Section 3, Publicity Committee

Deleted: 11/20/2005

1. It shall cooperate with the officers and all committees in publicizing any meetings, social, educational, revenue raising ventures or membership drives undertaken by the Association. Such publicity shall be delivered to the all residents so as to arrive at their homes at least three days prior to the meeting or event.

Deleted: <#>It shall publicize the position taken by the Association on any civic matters affecting the area.¶

2. It shall publicize any special events of the Association and any other matters on the direction of the Executive Committee.

3. It shall prepare and keep a record of the published items of the activities of the Association.

4. It shall arrange for guest speakers at general meetings.

Deleted: <#>It shall assist the corresponding secretary in mailing notices to members concerning meetings.¶

Section 4, Membership Committee

1. It shall invite all eligible persons to join and participate in the Association.

2. It shall be the duty of the Membership Committee to assist the Treasurer in the collection of dues.

3. It shall make every reasonable effort to induce delinquent members to renew membership.

4. It shall prepare and keep updated the membership file.

Deleted: <#>It shall furnish the Treasurer and Corresponding Secretary with a membership list.¶

5. It shall furnish the President, Treasurer and Chairperson of the Nominating Committee with a membership list.

Formatted: Bullets and Numbering

Deleted: e

6. It shall prepare and keep up-to-date a membership file, including a list of paid members as of January 1 for the calendar year.

Deleted: Corresponding Secretary

Section 5, Social Committee

Deleted: Program

1. The Social Committee shall plan and direct all entertainment, recreational, and social activities.

Deleted: Program

2. It shall notify the Chairperson of the Publicity Committee of all programming in sufficient time to give general notice.

Deleted: l and educational

Deleted: , including a program for the meetings.¶

Section 6, Hospitality Committee

Deleted: <#>It shall be in charge of all fund raising projects, not specifically assigned to other committees.¶

1. It shall procure a meeting site and act as host at each meeting.

Deleted: Corresponding Secretary and the

2. It shall welcome new residents to the community.

Deleted: W

3. It shall invite new residents to participate in the Association.

Deleted: I

Section 7, Worthy Projects Committee

Deleted: 11/20/2005

1. The committee shall recommend to the Executive Committee and the membership, projects or contributions which will benefit Hiltonia, the area adjacent to Hil~~l~~tonia or the City of Trenton.

2. The committee shall propose an annual budget to be presented to the Executive Committee for inclusion in the budget.

Formatted: Bullets and Numbering
Deleted: ~ ided funds ar~e~

Section 8, Hilltone Committee

- 1. The Hilltone Committee shall provide in a newsletter format information pertinent to the Association or the City of Trenton.
- 3. It shall publicize any special events of the Association and any other matters on the direction of the Executive Committee.
- 4. A final draft of the Hilltone newsletter shall be provided to the Executive Committee prior to publication.
- 5. It shall publicize the position taken by the Association on any civic matters affecting the area.

Section 9, Children's Activities Committee

- 1. The Children's Activities Committee shall plan and direct all entertainment, recreational, educational, and social activities for the children of the Association.
- 2. It shall notify the Chairperson of the Publicity Committee of all programming in sufficient time to give general notice.

ARTICLE V

SPECIAL COMMITTEES

Deleted: L

Section 1, Auditing Committee

1. It shall be the duty of the Auditing Committee to examine the records and books of the treasury, just prior to the rendering of the Treasurers Annual Report, and render a written report to the Executive Committee at the January meeting of the Executive Committee.

Deleted: ~
Deleted: r
Deleted: v~

Section 2, Nominating Committee

- 1. Membership
 - a. The Nominating Committee shall consist of five members. The Chairperson will be nominated by the President at the September meeting.
- 2. Duties
 - a. It shall present at the November meeting its report including slate of candidates as required in Article V of the Constitution.

Deleted: 11/20/2005

b. The Nominating Committee shall not present the name of any member as a candidate without first having obtained his or her assurance to serve if elected.

Section 3, Fundraising Committee

1. It shall be in charge of all fund raising projects, not specifically assigned to other committees.

Section 4, Other Committees

Deleted: 3

Any other special committees are to be appointed at the discretion of the President.

ARTICLE VI
NOMINATIONS AND ELECTIONS

Section 1, Nominations

Immediately after the report by the Nominating Committee the President shall call for nominations from the floor. Any member may make nominations for any elective office, but nominations may be made only at the November meeting.

Deleted: t

Deleted: ,

Any member making a nomination from the floor must first have obtained the assurance of the nominee to serve if elected.

Section 2, Elections

1. In the event of multiple candidates, the President shall appoint an Election Board of five members, whose duty it shall be to prepare ballots containing the names of all nominees, to conduct the election at the January meeting, and to tabulate the results and to report them to the President at the same meeting.

Formatted: Indent: Left: 0.25", Hanging: 0.25", Tabs: 0.5", List tab + Not at 0.75"

Deleted: When all nominations have been made,

2. Voting must be done in person at the January meeting.

3. Election to any position or office shall be determined by the nominee receiving the greatest number of votes.

Deleted: majority

4. In the event of a tie vote for any position or office, balloting shall be resumed until the deadlock is broken.

5. All nominees for office must be members in good standing at the time of nomination, that is to say, each nominee must have paid his or her current year dues prior to nomination.

6. To be eligible for election to an office, a member must have paid his or her dues for the current year at any time prior to the time of the vote at the January membership meeting for the election of officers for that year.

Deleted: -

7. To be eligible to vote for officers at the January meeting, a member must have paid his or her dues for the current year at any time prior to the time of the vote at the January membership meeting for the election of officers for that year as required by

Deleted: 11/20/2005

Article II of these By-Laws. Further, all voting must be done in person and no proxies will be permitted

ARTICLE VII
PROCEDURE

Order of Business

1. The order of business at Regular, Special and Executive Meetings shall be:

~~a. Reading of minutes of previous meeting.~~

b. Communications.

~~c. Report of the Treasurer.~~

~~d. Committee Reports.~~

~~e. Unfinished Business.~~

~~f. New Business.~~

2. Roberts' Rules of order shall govern the parliamentary procedure of the Association on all points not covered by the Constitution or By-Laws.

Deleted: (1) .

Formatted: Not Highlight

Deleted: ¶
¶
(2)

Formatted: Not Highlight

Deleted: (3) .

Deleted: (4) .

Deleted: (5) .

Deleted: (6) .

ARTICLE VIII
QUORUM

Quorum

Fifteen members shall constitute a quorum at any regular or special meeting.

Deleted: 11/20/2005