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**ORGANIZATION AND BYLAWS**  
**Shepherds Vineyard Voluntary Neighborhood Association**

**ARTICLE I: PURPOSE**

RETURNED TO CUSTOMER

Section 1: Name of Organization

The name of the organization shall be the "Shepherds Vineyard Voluntary Neighborhood Association". The organization shall function and operate as a neighborhood association, and hereinafter be referred to as the Association.

Section 2: Purpose of the Association

The purpose of the Association is to protect, preserve, and enhance the unique and charming characteristics of the oldest planned subdivision in Huntersville; To promote a clean, safe, family friendly neighborhood environment; To strive to continuously inform and involve all interested residents in decision making representing the interests of the majority; To maintain a close working relationship with police and town officials in areas impacting Shepherds Vineyard and its residents; Inform residents of Shepherds Vineyard Subdivision about issues of general concern to the neighborhood through newsletters, association meetings, website, and other means; Promote a sense of community through neighborhood activities; Encourage the enhancement of property value and aesthetics in the neighborhood; Represent the interests of the neighborhood to relevant governmental and civic agencies and assist in the planning and development of the neighborhood and its Environs; Promote community safety through the neighborhood watch program, the dissemination of information, education and other means.

The Association shall do nothing to contravene the rights of any lot owner in the Shepherds Vineyard Subdivision. The Association is not a spokesperson for the Shepherds Vineyard Subdivision.

Section 3: Boundaries

The area of the Association is the Shepherds Vineyard Subdivision as further described in Map Book 21, Page 838 and Map Book 21 Page 839 of the Mecklenburg County Register of Deeds.

**ARTICLE II: MEMBERSHIP**

Section 1: Membership Qualifications

Membership in the Association shall be open to all residents of Shepherds Vineyard Subdivision and to all non resident property owners 18 years of age and older. Membership shall be voluntary.

The Association shall have the right to establish dues for voting members. A vote on establishing dues can occur only at the annual meeting where the Leadership Council is elected. All dues established for any type of membership are voluntary. The dues are collected annually by April 1<sup>st</sup>. Due to the voluntary nature of the Association, any member may withdraw from membership at any time (but not be entitled to refund of dues).

The Association shall represent those individuals who choose to be members in the Association. The Association shall maintain a roll of all members which shall be updated as needed. The membership list shall not be disseminated to any person or organization for any purpose, however, the list shall be made available for review to any member upon request at a day and time set by the Leadership Council.

#### Section 2: Membership Voting

Members of the Association present at any general or special meeting shall be entitled to one vote on each matter submitted to a vote of the membership. Only dues paying members have the right to vote.

A quorum shall be necessary for the transaction of Association business. A Quorum shall be defined as 10% of the total votes cast in the most recent Association election.

An affirmative vote of more than fifty percent (50%) of the members constituting a quorum shall be binding on the Association.

In the event that dues are established for voting members, that shall in no way inhibit the right of other residents and non resident property owners from speaking or otherwise contributing to Association business or activities.

#### Section 3: Membership Lists

The membership list and information gathered by the Association is to be used solely for conducting Association business. This information shall not be released or sold to individuals or organizations for any reason whatsoever. The membership list shall not be disseminated to any person or organization for any purpose, however, the list shall be made available for review to any member upon request at a day and time set by the Leadership Council.

### ARTICLE III: FINANCES

#### Section 1: Income

The Association may raise funds by charging dues, selling advertising space in the newsletter, voluntary contributions, and/or by fundraising events (raffles, etc.)

#### Section 2: Expenditures

The fiscal year of the Association shall run from January 1st to December 31st.

The Leadership Council shall adopt a budget by the end of January of each year describing the planned expenditures and projected income for the fiscal year.

The budget shall be published on the website and in the first newsletter after adoption.

The Leadership Council shall accept comments and suggestions from the general membership for alteration of the budget, but the final decision with respect to the budget is the sole province of the Leadership Council.

Expenditures not included in the budget may be approved by majority vote of a quorum of Leadership Council members, provided such expenditure is published in the next newsletter or made public at the next general meeting, whichever occurs first.

Any donation received for which the donor has specified a particular use, shall be used for the specified purpose or returned to the donor. Such donations may be accepted or rejected at the discretion of the Treasurer of the Association unless overruled by a majority of the members of the Leadership Council committee.

#### **ARTICLE IV: MEMBERSHIP MEETINGS**

##### **Section 1: General Membership Meetings**

Meetings of the general membership shall be held at least annually at a time and date set by the Leadership Council.

##### **Section 2: Leadership Council Meetings**

Meetings of the Leadership Council shall be held at least quarterly.

##### **Section 3: Member Privileges**

The privilege of introducing motions and participating in floor debate shall be limited to members of the Association. If dues are levied, then all members shall still be entitled to introduce motions and participate in debate, but only those members who have paid their dues would be eligible to vote.

#### **ARTICLE V: LEADERSHIP COUNCIL**

##### **Section 1: Number of Leadership Council Members**

The Leadership Council shall consist of a minimum of three and a maximum of eight co-equal members, one of whom shall serve as treasurer and one of whom shall serve as secretary.

## Section 2: Terms of Office

All Leadership Council members shall serve one year terms, January through December, with no limits on re-election.

## Section 3: Eligibility for Leadership Council

Only persons eligible to vote in the Association shall be qualified to hold an elected or appointed position.

## Section 4: Duties of the Leadership Council

The Leadership Council shall manage the affairs of the Association in the interim between general meetings. The Leadership Council shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendation on behalf of the Association; shall strictly comply with these bylaws.

## Section 5: Election of Leadership Council

Leadership Council members shall be elected annually by a vote of the membership at its annual meeting. The names of all candidates for the Leadership Council shall be placed in nomination. Election requires a majority vote of the membership present. Only members who pay dues shall be entitled to serve on the Leadership Council.

## Section 6: Leadership Council Vacancies

The Leadership Council may fill any vacancy on the council by majority vote of the council. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.

## Section 7: Duties of the Leadership Council Members

Leadership Council members shall: prepare the agendas for all general meetings and for Leadership Council meetings, preside at general meetings, be an ex-officio member of all committees, authorize all expenditures of Association money, authorize all statements made on behalf of the Association, and represent the Association before the city council or other governing bodies, serve as parliamentarian of the Association, oversee the creation and distribution of Association publications, including the website, oversee the creation and distribution of newsletters.

Leadership Council Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings, shall be responsible for all correspondence of the Association, shall make records of the Association available for inspection by members for any proper purpose at any reasonable time, shall maintain a current Address List for the Association.

Leadership Council Treasurer shall be responsible for payment of Association expenses and handling Association money, including donations and receipts from fund raising activities. The Treasurer shall maintain accounts of the Association, keep an accurate record of receipts and expenditures, and report the status of all accounts at Leadership Council and general meetings, and will also maintain a current Dues-Paid Membership List for the Association. A complete Financial Statement will be rendered once per calendar year and published on the web site and in the newsletter.

#### **Section 8: Leadership Council Meetings**

The Leadership Council shall meet at least seven days prior to any general or special membership meeting to prepare the agenda of the general meeting, and at any other time as necessary. All Leadership Council members shall be entitled to vote. A quorum for Leadership Council meetings shall be the number of Leadership Council members in attendance; decisions shall be made by majority vote. Leadership Council members shall be notified of Leadership Council meetings by email or by telephone in advance.

#### **Section 9: Emergency Powers of the Leadership Council**

In such cases where the Leadership Council is required to provide Association response before the question is presented to the membership, the Leadership Council must indicate to the questioner that this is the case, and shall present the action taken at the next special or general meeting or within a reasonable time for ratification by the membership where circumstances dictate.

Any Leadership Council member may be removed from office for cause at any meeting by two-thirds of the voting members, providing that notice has been furnished to the member and all other Leadership Council members at least two weeks before said meeting.

### **ARTICLE VI: COMMITTEES**

The Leadership Council shall establish both standing and ad hoc committees as it deems necessary. Committees shall make recommendations to the Leadership Council for Leadership Council actions. Committees shall not have the power to act on behalf of the Association without specific authorization from the Leadership Council .

### **ARTICLE VII: PROCEDURE FOR CONSIDERATION OF PROPOSALS**

#### **Section 1: Submission of Proposals**

Any resident including non resident property owners and any city agency may propose in writing items for the consideration and/or recommendation to the Leadership Council. The Leadership Council shall decide whether proposed items will appear on the agenda of either the Leadership Council, standing committee, special committee, general meeting, or special meeting.

## Section 2: Notification

The proponent and members directly affected by such proposals shall be notified in writing, at least seven days in advance, of the place, day, and hour that the proposal will be reviewed.

## Section 3: Attendance

The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

## Section 4: Dissemination

The Association shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

## **ARTICLE VIII: PUBLIC MEETINGS AND PUBLIC RECORDS**

The Association shall abide by all North Carolina Statutes relative to public meetings and public records. Official action taken by the Association must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote taken. A summary of dissenting views should be transmitted along with any recommendations made by the Association to the city and county.

## **ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS**

All amendments to these bylaws must be proposed in writing and submitted to members at least seven days before voting on their adoption may proceed. Notice of proposal to amend the bylaws, specifying the date, time, and place for consideration of the proposal, must be provided to all members at least seven days before voting. Adoption of and amendments to these bylaws shall require a two-thirds vote by the members present at the general meeting.

## **ARTICLE X: TRANSPARENCY AND OPENNESS STATEMENT**

Section 1: All annual meetings of the association shall be open to all members and all Shepherds Vineyard residents including non resident property owners irrespective of whether dues are paid.

Section 2: Within the discretion of the Leadership Council for location and time, all financial records shall be open for review to any member of the association that is current on requested payments by the association.

NOTHING CONTAINED IN THIS DOCUMENT SHALL ABRIDGE ANY RIGHTS OF ANY LANDOWNER IN THE SUBDIVISION KNOWN AS SHEPHERDS VINEYARD.

Adopted this 19 day of October, 2011.

SIGNATURES:

<u>George Bonding</u>	<u>701 Southland Road</u>
<u>Tess Griffith</u>	<u>603 Canadice Rd</u>
<u>[Signature]</u>	<u>101 Higgins Ct.</u>
<u>[Signature]</u>	<u>204 Aurora Lane</u>
<u>[Signature]</u>	<u>302 Southland Rd.</u>
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