

STANDING RULES OF THE NEW HOPE IMPROVEMENT ASSOCIATION

1 INTRODUCTION

The Standing Rules of the New Hope Improvement Association (hereinafter referred to as the Association) provide for the orderly governance, the transaction of the business of the Association, and outline the duties of the Officers. This document provides operational process details for areas left unspecified in the Bylaws. Nothing in this document may conflict with the Bylaws of the Association.

2 ADDRESS

2.1 PHYSICAL ADDRESS

New Hope Improvement Association
4014 Whitfield Road
Chapel Hill, NC 27514

2.2 MAILING ADDRESS

New Hope Improvement Association
PO Box 16013
Chapel Hill, NC 27516-6013

2.3 ELECTRONIC ADDRESS

<https://www.newhopeimprovement.com>

3 PURPOSE

The purpose of the Association is described in the Bylaws.

4 STANDING RULES MAINTENANCE

4.1 FREQUENCY OF MAINTENANCE

This document shall be reviewed annually. Updates may be made if needed during the year.

4.2 APPROVAL PROCESS

Updates to this document must be approved by the Board during a scheduled meeting by a two-thirds (2/3) majority vote of the Board.

4.3 ACCESSIBILITY

This document and updates shall be made available to the membership via the Association web site.

4.4 SUSPENSION OF RULES

When appropriate, the Standing Rules may be suspended for a Board or Membership meeting by the majority vote by the Board or Membership, without previous notice. The reason for suspension of Standing Rules shall be specified in the minutes of the meeting.

5 AREA

The area of the Association is described in the Bylaws Section 5.

6 MEMBERSHIP

6.1 ELIGIBILITY

Adults 18 years and older who live or own property in the New Hope Improvement Association Area as defined in Bylaws Section 5, and who are interested in the civic, cultural, social and other activities of the Association, are eligible to become voting members of the Association upon completion of an application and payment of annual dues as defined in the Bylaws and Standing Rules Section 7.

Any adults, aged 18 years and older, living outside the Association area who are interested in the civic, cultural, social, and other activities of the Association are eligible to become non-voting members of the Association upon completion of an application and payment of dues.

6.2 MEMBERSHIP APPLICATION

All members (both voting and non-voting) are required to complete an application form that can be found on the Association's web site or at the Association building.

6.3 ACCEPTANCE

All persons who have completed the application and are current on the payment of dues are accepted as members of the Association.

6.4 RESIGNATION

Any member may resign from the Association in writing at: New Hope Improvement Association, PO Box 16013, Chapel Hill, NC 27516-6013 or electronic mail (hereafter email) to: contact at newhopeimprovement.com

6.5 EXPULSION

Any member of the Association may be expelled for just cause following the procedure outlined in Bylaws Section 6.5.

6.6 DEATH AND RELOCATION

Notification of deaths and relocations of members are to be sent to PO Box 16013, Chapel Hill, NC 27516-6013 or by email to: contact at newhopeimprovement.com.

7 DUES

7.1 AMOUNT OF DUES

The amount of dues will be set by the Board, and the membership will be notified at the Annual Meeting. The dues for 2017 are \$10.00 per each adult member listed on the Association application.

7.2 DUES NOTICES

The Treasurer will notify current members or recent members after January 1st of each year that their membership has expired. The notices may be sent by email or by United States Postal Service. The Treasurer has the authority to send out a second and third notice of delinquent dues as needed. Nonpayment of dues nullifies membership privileges. The amount of dues shall appear on the application form.

7.3 DUES COLLECTION AND DEADLINES

Dues are to be collected as defined in the Association Bylaws Section 7.3. Dues to the Association may be paid by cash, check (made to the order of New Hope Improvement Association or NHIA) or electronically on the Association's web site located at <http://store.newhopeimprovement.com/>. Checks along with the paper applications shall be mailed to NHIA, PO Box 16013, Chapel Hill, NC 27516-6013; cash may be paid at a meeting. Membership and its privileges upon payment of dues are governed by the Bylaws of the Association.

8 BOARD OF DIRECTORS

8.1 OFFICERS

8.1.1 PRESIDENT

The President has the general supervision of the work of the Association.

The President sets the agenda for meetings with input from the Officers and Committee chairs. The President presides at all meetings.

The President is an ex officio member of all committees except the Nominating Committee. The President shall appoint committees as needed. The President shall appoint the Audit Committee as directed in Standing Rules Section 9.4.

The President will be the co-signer along with the Treasurer for all financial holdings.

At the Annual Meeting, the President will present a report on membership, events, and the work of the Association that occurred during the year.

The President is responsible for maintaining all relevant records during tenure in office and passing on these records to the new President on the day of installation.

8.1.2 VICE PRESIDENT

Vice President shall preside over Board and Association membership meetings in the absence of the President.

The Vice President performs those responsibilities delegated by the president.

8.1.3 SECRETARY

The Secretary shall be responsible for the clerical records of the Association, especially the minutes of board and membership meetings. The minutes shall contain a summary of the discussion, motions, votes, and any follow-up requirements.

The Secretary should be familiar with Robert's Rules of Order. The Secretary shall assist the President in making sure that motions are made and seconded and that a vote is held for a motion with a second. When motions are made and not seconded, the minutes shall reflect that information.

The Secretary is responsible for maintaining the records of the Association.

The Secretary is the registered agent of the Association. As agent, the Secretary shall receive and archive all legal notices for the Association.

8.1.4 TREASURER

The Treasurer shall be responsible for all finances and financial records, and the choice of financial institution for the Association. A report on the revenues, expenses, assets of the Association shall be presented at each regularly scheduled Board and Membership meeting.

The Treasurer shall inform the incoming Treasurer of the duties and responsibilities of the office. The Treasurer shall present all documents, check book(s) and other materials relating to the position to the incoming Treasurer on the day the successor begins his/her term.

The Treasurer shall be co-signer with the President for all financial holdings.

The Treasurer shall pay all bills authorized by the Board. No bill can be paid without proper documentation of the goods or services provided to the Association. The Treasurer shall reimburse members for expenditures approved by the Board when an explanation and receipt are provided.

Yearly, the Board may authorize the Treasurer to pay recurring bills without prior authorization by the Board. The Treasurer may make use of electronic banking to pay bills.

The Treasurer shall prepare a budget to be presented at the Annual Meeting. The proposed budget should contain the assets, expected revenues, and proposed expenses for the upcoming year.

At the close of the fiscal year (October 1 – September 31), the Treasurer shall prepare a summary of the financial status of the Association. The report shall include revenues, expenses, and assets.

The Treasurer shall provide the financial records to the Audit Committee.

The Treasurer shall file the required Internal Revenue Service forms for a non-profit organization each March.

In the event of the death or disability of the Treasurer, the President shall promptly appoint a Member-at-large to fulfill the function of the Treasurer until the next election.

8.2 ADDITIONAL BOARD MEMBERS

8.2.1 MEMBERS-AT-LARGE

The President shall assign each Member-At-Large to serve on committees as a liaison to the Board.

Members-At-Large are default members of the Nominating Committee as defined in Standing Rules Section 9.1.

8.2.2 FIRE CHIEF

The Chief of New Hope Fire Department is a member of the Board.

8.3 EX OFFICIO MEMBERS

Ex officio members may include former Board members who have been asked to attend one or more Board meeting as consultants to the Board. Ex officio members include the Webmaster. Ex officio members do not have voting rights on the Board.

8.4 BOARD VACANCY

The President shall recommend a voting member of the Association to the Board for appointment to fill the vacant position until the next election, with the exception of the Treasurer who is appointed by the President immediately upon vacancy in the office.

8.5 LEADERSHIP REMOVAL

The procedure for the removal of a member of the Board of Directors is given in Bylaws Section 8.6

8.6 CONFLICT OF INTEREST

Whenever a Board member has a financial or personal interest in any matter coming before the Board, the Board member shall disclose the nature of their interest and withdraw from discussion, lobbying, and voting on the matter. The minutes of meetings shall reflect the disclosure and abstention. See Bylaws Section 8.8.

8.7 BOARD OF DIRECTORS' MEETINGS

The Board of Directors may conduct any of three types of meetings (Regular, Executive Session and Specially called) as specified in Bylaws Section 11.4 The Board of Directors shall meet at least quarterly, and more often if needed.

8.8 AGENDA FOR BOARD, EXECUTIVE SESSION, AND SPECIAL BOARD MEETINGS

The person or persons calling the meeting shall be responsible for notifying all Board members of the meeting time, place, and the business to be acted upon at least forty-eight (48) hours before the meeting. This agenda should generally follow the accepted order of business as is appropriate for the meeting type. The agenda shall list the reports to be received and reviewed, business to be conducted, and contain the motions to be discussed and voted upon during the meeting. If an

Executive Session (only Board members present) is held, that shall be noted in the minutes of the meeting.

9 COMMITTEES

The Bylaws of the Association specify the following standing committees:

Nominating Committee
Communications Committee
Events Planning Committee

The Nominating Committee is elected by the Association membership.

All ad hoc committees are appointed by the President. Ad hoc committees with continuing business such as a Building Rental Committee and Building and Grounds Committee shall be appointed by the President.

An Audit Committee is formed each year. See Standing Rules 9.4

9.1 NOMINATING COMMITTEE

The Nominating Committee has the responsibility of soliciting, encouraging, and identifying voting members who are willing to serve as Officers or Members-At-Large on the Board.

During the first (1st) membership meeting of the year, five (5) Association members will be elected by the voting membership to serve on the Nominating Committee. Only voting members of the Association that are not running for office are eligible to serve on the Nominating Committee. The three (3) Members-At-Large whose terms do not expire that year serve as default Nominating Committee members. At least two (2) non-board voting members of the Association shall be elected to serve on the Nominating Committee. Any voting member wishing to serve on the Nominating Committee must identify him or herself to the Board President prior to the first (1) members meeting of the year. At the beginning of that meeting, the voting membership will be given a ballot with the names of the Members-At-Large and other voting members who wish to serve on the Nominating Committee. The Association members will vote for five (5) persons to serve on the Nominating Committee. The President will announce the Nominating Committee members at the end of that meeting.

The Nominating Committee will meet within sixty (60) days of being elected to elect a Chairperson. The names and contact information of the Chairperson and committee members will be placed on the Association's web site. Persons interested in self-nomination or nominating a voting member for an office or a position on the Board may contact any member of the Nominating Committee.

If a member of the Nominating Committee should decide to run for an Office or Member-At-Large position, he/she must remove himself or herself from the Nominating Committee.

It shall be the responsibility of the Nominating Committee to verify the nominee's eligibility for office and his or her willingness to accept a nomination.

The Nominating Committee will collect nominations through August 31st. All nominations made and verified will be placed on the Association website and presented at the September Membership Meeting. Formal notification of the election, type of election (electronic or paper) and the nominees will be placed on the website twenty-five (25) days before the commencement of the election.

Notification of the election and names of nominees shall be communicated electronically to voting members as well as verbally in the September Membership meeting.

If the Board chooses to use electronic balloting, the Nominating Committee will work with the Webmaster to set up the electronic balloting. Electronic voting will begin October 1st and conclude October 31st. The Nominating Committee is responsible for verifying the votes.

If the Board decides to use paper ballots, the Nominating Committee will prepare paper ballots for the Annual Meeting in November.

The Nominating Committee has the responsibility of securing the integrity of the election.

9.2 COMMUNICATIONS COMMITTEE

The Communications Committee plans and conducts the marketing and advertising of events, meetings, and programs planned and/or sponsored by the Association. The Communications Committee is responsible for notifying the membership of upcoming meetings, programs, and events. The Communications Committee will work with the Events Planning Committee to develop a publicity plan for each Association meeting or program or event. The event coordinator or program planner has final approval of all media content.

The Communications Committee will work closely with the Webmaster to make sure all meeting, event or program information is current on the Associations web site(s), and electronic communication page(s).

The Communications Committee is responsible for developing a list of neighborhoods within the Association area and contact information for those neighborhoods. The Communications Committee shall notify neighborhoods of upcoming events, programs, and meetings.

The Communications Committee shall maintain a list of contacts for electronic media, local newspapers, radio stations, etc. These shall be available for facilitating communications about upcoming activities by the Association.

The Communications Committee shall develop signage for announcement of upcoming Association events, meetings, and programs.

The Communications Committee shall develop a list of locations that flyers or other print media could be placed announcing upcoming Association events, meetings, and programs.

9.2.1 WEBMASTER

The Webmaster is appointed by the President. The Webmaster is a member of the Communications Committee. Unless elected to the Board, the Webmaster is considered an ex officio member of the Board.

The Webmaster is responsible for maintaining the Association's web site(s) and other electronic media.

The Webmaster is responsible for maintaining the electronic records of the Association.

9.3 EVENTS PLANNING

9.3.1 EVENTS PLANNING COMMITTEE

The Events Planning Committee shall work with the President to establish the dates for the standing events (Country Breakfast, Ice cream social, Turkey Run, etc.). The Events Planning Committee will notify Association members of standing events at the first (1st) membership meeting of the calendar year.

The Events Planning Committee shall accept suggestions for events from the membership. The Events Planning Committee is responsible for working with the Communications Committee to develop a publicity plan for each event.

In order to prepare for regularly scheduled events, the Event Planning Committee shall maintain a document that can be used as a guide listing timelines, required materials/supplies, announcements, or advertising required, and persons needed.

9.3.2 EVENT AD HOC COMMITTEE

Each event coordinator shall be appointed by the President with input from the Events Planning Committee and its chair. The coordinator shall form an ad hoc committee by recruiting Association members to assist with the planning, organization, and management of an event.

The coordinator shall provide the Events Planning Committee a follow-up report on cost, attendance, and suggestions for future events.

9.4 AUDIT COMMITTEE

The President shall appoint a three (3)-member committee to review the finances of the Association annually following the completion of the fiscal year. One (1) member shall be an elected member of the Board, and two (2) members shall be voting members of the Association who are not serving on the Board. After reviewing the financial records, the Audit Committee shall present their findings to the Board for approval.

9.5 AD HOC COMMITTEES

The President shall appoint ad hoc committees as needed, including ad hoc committees with continuing business

9.5.1 BUILDING RENTAL AD HOC COMMITTEE

The Building Rental Committee is appointed by the President. The Committee shall maintain the rental calendar and the contracts. The Committee shall collect the rental deposit and the rental fees. The Committee shall work with the Treasurer to deposit any monies collected for rental. The Committee is responsible for making sure that the renter(s) have left the building as he/she/they found it.

9.5.2 BUILDING AND GROUNDS AD HOC COMMITTEE

The Building and Grounds Committee is appointed by the President. This committee is charged with the maintenance of the Association building, both inside and outside, and adjacent grounds. The committee shall compile list(s) of needed and anticipated repairs and the costs associated with repairs and maintenance of the Association building, surrounding grounds, and associated utilities

such as well and septic systems. When possible, the Committee will identify funding to pay for the repairs and maintenance. The Committee shall set work days for cleanup, minor repairs, and maintenance inside and outside the building. The Committee shall work with the Communications Committee to notify the membership of work days and any special skills or materials needed.

10 VOTING AND ELECTIONS

Voting members must reside within the New Hope Improvement Association Area as defined in the Bylaws Section 5. Dues must be current in order to vote on Association matters.

10.1 PAPER AND ELECTRONIC BALLOTS

Voting by the membership of the Association may be by paper ballot and/or by electronic balloting system as determined by the Board. See also Bylaws Section 10 and Standing Rules Sections 9.1 and 11.4.

10.2 MAJORITY AND PLURALITY VOTING

When two (2) or more members are running for the same office or position (in the case of Member-At-Large), the member with the most votes is elected to that office or position.

10.3 WRITE-IN CANDIDATE(S)

Since candidates for offices and Members-At-Large of the Association must make themselves known to the Nominating Committee, write-in candidates will not be counted when included on ballots submitted by mail or electronic balloting.

10.4 IN CASE OF TIED ELECTION

In the case of a tied election, the winner may be determined by a flip of the coin in the presence of both candidates unless the candidate(s) choose not to be present when the coin toss is conducted.

11 MEETINGS

11.1 PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall govern meetings where not in conflict with the Bylaws.

11.2 NUMBER AND DATE OF MEMBERSHIP MEETINGS

A minimum of three (3) Association membership meetings will occur each year. The Board will set the dates for the membership meetings within the first sixty (60) days of the calendar year. The first meeting will occur during January-April of the calendar year, the second meeting will occur in September, and the third meeting will occur in November. More frequent Association membership meetings may be convened at the discretion of the Board.

11.2.1 ANNUAL MEETING

The November meeting is designated as the Annual Meeting. Notice of this meeting must be sent to all members at least four (4) weeks prior to the meeting. The notice shall include an agenda of the meeting and pertinent election information. The notice shall include information about opportunities for membership involvement in and service to the Association. This notice may be sent by email or other electronic communication. For those without electronic mail, notices shall be sent by the United State Postal Service.

11.2.2 SPECIAL MEETING

The President and two members of the Board may call a Special Meeting of the Association membership when there is urgent business that requires immediate attention before the next regularly scheduled meeting of the membership. The notice for the meeting must specify the reason for the Special Meeting, and nothing outside of what is specified can be done at a Special Meeting.

11.4 QUORUM

For votes taken at Association membership meetings, ten (10) percent of the voting membership must be present to establish a quorum.

For an electronic vote, ten (10) percent of the voting membership must respond for the results to be considered a virtual quorum.

For Board meetings, a majority (greater than 50 percent) of the Board must be present to establish a quorum.

11.6 ORDER OF BUSINESS

11.6.1 REGULAR MEMBERSHIP MEETINGS

Welcome and call to order
Approval of Minutes
Reports of President, Vice President, Treasurer, and Secretary
Reports from Standing Committees
Reports from ad hoc Committee(s)
Any consent agenda items
Old and Unfinished Business
New Business
Questions and Comments
Announcements
Adjournment

11.6.1.1 REPORTS CONTAINING RECOMMENDATIONS AND/OR MOTIONS

Any report containing recommendations should list these at the end of the report, so that the recommendations may be voted upon by the Board for acceptance or rejection.
Any report containing motions should be read in its entirety at the appropriate time during the meeting. Then the motion is presented under New Business so that the membership may consider and vote upon the motion.

11.6.2 ORDER OF BUSINESS FOR THE ANNUAL MEETING

Welcome, introductions, and call to order
Approval of Minutes
Annual reports of President, Vice-President, Treasurer, and Secretary
Annual reports from all Standing Committees
Annual reports from ad hoc committees with continuing work
Unfinished business
New business

Nominating Committee presentation of candidates for Office and Member-At-Large positions or presentation of newly elected officers resulting from electronic voting

Announcements

Adjournment

Refreshments

11.7 AGENDA

An agendum is to be sent to all voting members at least one (1) week before membership meetings. This agendum is prepared by the President with input from other Officers, Members-At-Large, and Committee chairs. It serves as an outline for business to be conducted at the Membership meeting.

12 APPROVAL

These standing rules were approved on Month/Day/2016.