

**Constitution and By-Laws
Fairmount Hill Neighborhood Association
Hyde Park, MA**

Preamble

We, the residents and friends of the Fairmount section of Hyde Park hereby join together to form the Fairmount Hill Neighborhood Association in order to assist each other and actively participate and use whatever means and resources available to make the Fairmount area (and Hyde Park) a better place in which to live and raise a family.

Article I: Name and Office

Section 1: This Association shall be known as the Fairmount Hill Neighborhood Association, hereafter referred to as the FHNA.

Section 2: The principal office shall be the residence of the Chair of the Board. The principal business and mailing address shall be ~~P.O. Box 212, Hyde Park, MA 02137.~~

Article II: Boundaries

The FHNA shall include in its direct concern and program the residents of the Fairmount Hill area of Hyde Park, roughly bounded by the Truman Parkway, Dana Ave. and the Milton/Hyde Park boundary. Additionally, the FHNA shall include Logan Square and Cleary Square in its concern and program.

Article III: Membership, Dues and Assessments

Section 1: All property owners and residents on and near Fairmount Hill and all persons interested in its welfare shall be eligible for membership in the FHNA and, upon paying the dues fixed for the current year shall be entitled to participate in all of its deliberations and functions.

Section 2: Dues for the coming year shall be fixed by the Board of Directors no later than 28 September and notice given to all current participating members along with notification of the April general meeting. Current and new members shall be allowed to pay their annual dues up to and including the beginning of the September annual meeting and still be eligible to participate.

Section 3: Assessments may be levied on the Association only upon the affirmative vote of 2/3 of the Board Members present at any duly-called and constituted meeting of the Association.

Article IV: Meetings, Notices and Quorums

Section 1: Regular meetings of the FHNA shall be held at least twice a year, with the election of the Board to be held at a meeting in mid-June.

Section 2: Special meetings may be called by the Chair or upon written request of at least 10 Members. Upon such request the Chair shall call the special meeting at the time and place specified in such request or petition.

Section 3: No less than 7 days notice of any meeting shall be given to the Membership. Such notice shall specify the purpose, date, time and place of the meeting.

Section 4: A quorum for the transaction of business at any Membership meeting shall consist of not less than 1/3 of the Membership, not including the Board of which at least 6 must be present with 1 presiding officer. In the event a quorum is lacking, the Chair or presiding officer may direct the meeting to be rescheduled, or direct the Secretary to submit any matter of business, including elections or amendments to these articles by the Membership by mail ballot; and a majority vote of the members, who return properly executed ballots to the Secretary by the designated date shall decide the issue.

Section 5: At any meeting that a quorum is present a majority of the Members shall, except where a larger vote is required by law, by the agreement of the Association, or these by-laws, decide any question or election brought before such meeting.

Article V: Procedure

Section 1: All meetings of the FHNA shall be conducted informally in line with Fairmount Hill tradition but, when necessary or when determined by the Chair, Robert's Rules of Order shall apply.

Section 2: The agenda for all regular business meetings shall be as follows: 1. Call to Order. 2. Reading of the Minutes. 3. Treasurer's Report. 4. Correspondence. 5. Progress Reports. 6. Committee Reports. 7. New Business.

Section 3: All elections shall be by written ballot. Nominees must be present to be considered for nomination. All other business shall be by hand vote.

Section 4: Every standing and special committee, prior to the Annual Meeting will file with the Secretary a written report of its activities during the preceding year.

Section 5: No Board member or Member shall have the authority to make any contract or commit the Association to any course of action without the expressed prior written authorization of the Membership. In emergency situations, the Chair may act with the advice of the Board, and must submit a report of the transaction at the next Membership meeting.

Section 6: These By-laws of the Association may be added to, amended, repealed or rewritten by the Members at any meeting at which a quorum is present, a 2/3 secret ballot vote being necessary, provided notice of the proposed change is given to the entire membership at least 30 days in advance thereof.

Article VI: Officers

Section 1: An elected Board of Directors of 11 to 15 members shall govern the FHNA. The Board shall elect from its membership a Chair, Vice Chair, Secretary, Treasurer and Communications Officer. The members of the Board shall be elected to 1-year terms and not more than 2 consecutive terms. The officers of the Board shall be elected to 1-year terms and not more than 3 consecutive terms. A quorum of the Board shall be no less than 3 members of the Board of which one must be a presiding officer. The Board Members have the option of voting out a Board Member who misses 3 scheduled Board Meetings. The individual(s) who was the next highest vote getter at the previous election will fill vacated spot(s) on the Board. The new Board Member will serve out the remainder of the term of the vacated Member.

Section 2: The Chair shall be the presiding officer of the Association and the Board of Directors and shall be an ex-officio member of all committees; and shall carry out the programs and policies of the Association as determined by the Membership. The Chair shall turn over all papers to his/her successor.

Section 3: The Vice Chair shall act in the absence of the Chair and shall assist the Chair in carrying out the duties of that office.

Section 4: The Secretary shall be responsible for the accurate record of all proceedings of the regular business meetings of the Association and of the Board, and such minutes shall be recorded in the official log of the Association and of the Board. The Secretary shall deliver all records to his/her successor.

The Secretary shall maintain an up-to-date list of all members of the Association and shall notify same of all business meetings of the association; as well as retrieve all incoming mail to the Association and make sure that it received by the appropriate parties. The Secretary shall deliver all records to his/her successor.

Section 5: The Treasurer shall be responsible for receiving and disbursing the funds of the Association as directed by the Membership, and shall keep accurate record of the Association's financial transactions' and shall deposit the Associations funds in such bank as the Membership shall direct; and shall make a timely report of monies paid out and on deposit. All expenditures of the Association made by the Treasurer must be approved by a majority of the Board. The Chair will advise the bank of the name and title of an officer of the FHNA who will be authorized to sign checks in the absence of the Treasurer. The Treasurer shall deliver all records to his/her successor.

Section 6: The Communications Officer is responsible to produce the notification of all the monthly general FHNA meetings via email, flyer drop, and postings on the website and possible US Post mailings. All notices will be generated by the Communications Officer in a timely manner. A press release will be transmitted via facsimile to the local neighborhood print media outlets and to all local elected officials. The Communications Officer will notify the local police department and secure the meeting location. The goals of the position:

- ✓ To advance the communication between committee groups and the association;
- ✓ To promote the social, cultural, recreational, and educational activities of the FHNA.

Article VII: Committees

Section 1: Committee members shall include at least 1 Board member and as many Members that would like to participate. Committees shall meet as often as needed as determined by the Board, Association, or Committee members.

Section 2: Committee on Public Safety

Focus will be on concerns and issues of Public Safety that affect the Membership. Any Member may bring something to the attention of this committee and they will work on contacting the proper authorities to solve the issue.

Section 3: Committee for Social and Events

Focus will be on promoting new Membership in the FHNA, as well as, greeting new residents and acquainting them with the area and the Association. The Committee shall also be responsible for organizing at least two neighborhood gatherings to promote fun and getting to know our neighbors. Additional committees, for Book, Pets and Historical Hyde Park will come under the direction of this committee.

Section 4: Committee on Zoning

The Zoning Committee of the FHNA provides a review process in all matters pertaining to the City of Boston's zoning code. The Zoning Committee evaluates all requests for variances and will work with the City's zoning-related agencies which include the Inspectional Services Department (ISD) and the Boston Redevelopment Authority (BRA).

This Committee will consist of Fairmount Hill residents interested in the topic, but do not work for the City Zoning agencies. Because it serves in an advisory capacity, the committee will work with the Mayor's Office, all Elected City Officials and other City Departments to ensure timely notification to residents and to seek guidance or further explanation of zoning laws if necessary. The committee will also provide assistance to neighbors with zoning questions or concerns within the FHNA boundaries.

Good Faith Notification

The most important step regarding variance requests is to contact the neighbors that will be most affected by the variance. Therefore every person who plans to present to the Zoning Committee must notify the affected neighbors of the meeting about their plans. The Zoning Committee will then organize a meeting date for the neighborhood.

If any resident of the Fairmount Hill Neighborhood notices a residential zoning code violation or is unsure of the zoning code, a member of the zoning committee can assist. The zoning committee's members will work with residents to determine whether or not it is a violation. It is recommended that you speak with your neighbor as a first step in order to bring the violation to the attention of the individual, as they may be unaware of the offense. If that is not an option, please contact the zoning committee or Inspectional Services directly to report the violation for resolution.

Section 5: Committee for Quality of Life

Focus will be on issues that Members feel affect the quality of life of the FHNA and the Hyde Park Business District. Any Member may bring something to the attention of this committee and they will work on contacting the proper authorities to solve the issue. This will encompass Garden and Green Space awareness committees.