

CONSTITUTION OF THE SUBURBAN HILLS HOMEOWNERS ASSOCIATION,
KNOX COUNTY, TENNESSEE

ARTICLE I

NAME OF THE ORGANIZATION

Section 1. The name of the organization shall be the Suburban Hills Homeowners Association- Knox County Tennessee, hereinafter referred to as the Association.

ARTICLE II

PURPOSE

Section 1. The purpose of the Association shall be to encourage all members to take an active part in planning and carrying out approved activities and projects. These will include encouraging and promoting residents to maintain or improve their property, living conditions, and the security, as well as safety of all residents and All Association rules and regulations shall be in harmony with this purpose.

ARTICLE III

MEMBERSHIP

Section 1. Those persons residing in or owning residential property in Suburban Hills Subdivision, Wimbledon I, and Wimbledon II and Price subdivision shall be eligible for membership in the Association.

Section 2. Nonresident property owners, upon payment of dues may vote and participate in association business, but may not hold office.

Section 3. Active members shall be from resident households in Suburban Hills Subdivision including Wimbledon I, Wimbledon II and Price subdivision who have paid the Annual association dues. They may vote, hold office and otherwise participate in the business of the Association.

ARTICLE IV

OFFICERS

Section 1. The Executive Officers of the association shall consist of the President, Vice President, Secretary, Treasurer, four directors, the most recently retired President, and Chairpersons of the following Standing Committees: Newsletter; Directory; Grounds, Roads and Maintenance; Watchdog; Social; and Membership and Street Representatives.

Section 2. All officers except the Directors shall be elected to office by the active membership for a term of one year. Directors shall be elected for a two-year period with terms staggered so that two Directors are elected each year. All officers and Directors shall be active members of SHHA. Standing Committee Chairpersons shall be appointed by the President for a term of one year.

Section 3. Nominations, for all offices, shall be submitted by the Nominating Committee at the Annual business meeting. Additional nominations for each office may be made from the floor.

Section 4. Election to all offices shall be by a simple majority of a quorum of active members, present and voting at the annual business meeting.

Section 5. Terms of office shall begin on January 1.

ARTICLE V

FEES

Section 1. Fees may be recommended for special purposes as requested by the Executive Committee or during a membership meeting. The amount and purpose of each fee must first be submitted in writing to the active members of the Association at least one week prior to the meeting at which they will be discussed. Requests must be approved by a majority of the active members present and voting.

ARTICLE VI

BYLAWS

Section 1. This Association shall adopt such bylaws as may be necessary for the proper conduct of its affairs and the interpretation and execution of this Constitution.

ARTICLE VII

AMENDMENTS

Section 1. The Constitution and Bylaws Committee shall periodically review, and may recommend changes to, the Constitution and Bylaws. Proposed amendments may also be submitted to the Constitution and Bylaws Committee by a petition of 10% of the active members. Committee recommendations and other proposed amendments will be reviewed, by the Executive Committee, for purposes of clarification.

Section 2. Any proposed amendments to the Constitution or Bylaws must be submitted to all the active members in writing at least 14 days prior to the time the amendment will be considered.

Section 3. The Constitution and Bylaws may be amended at any annual meeting or special meeting by the approval of the majority of those active members of the association casting votes. A list of active members voting will be maintained and each household will be limited to one vote. All ballots shall be distributed and collected at the annual business meeting, by the Constitution and Bylaws Committee for counting and the results announced by the Vice President.

ARTICLE VIII

RULES OF OPERATION OF ASSOCIATION

Section 1. The rules contained in the most recent edition of Robert's Rules of Order will govern the association in all cases where they are applicable and are not inconsistent with the Constitution and Bylaws of the Association.

Section 2. A quorum shall consist of twenty-five active members attending any regular or special called meeting of the Association.

Constitution and Bylaws Amended and Approved November 15, 2003

BYLAWS OF THE SUBURBAN HILLS HOMEOWNERS ASSOCIATION

KNOX COUNTY, TENNESSEE

ARTICLE I

DUTIES OF THE OFFICERS

Section 1. The President shall:

- A. Preside over all business meetings of the Association membership and the Executive Committee;
- B. Coordinate the work of the Executive Committee;
- C. Appoint Chairpersons and members of Standing Committees as provided for by the bylaws, and appoint such other special committees as the President deems necessary to carry out the functions of the Association;
- D. Submit a complete list of committee appointments, and chairpersons to the Newsletter and Directory Committee by January 31 for inclusion in the annual Suburban Hills Homeowners Association Directory;
- E. Approve bills in excess of \$50 but less than \$100 not previously approved by the Executive Committee;
- F. Be ex-officio member of all committees.
- G. Serve no more than 2 consecutive terms

Section 2. The Vice President shall:

- A. Assume the duties of the President in the absence of the President;
- B. Assume the office of President in the event it becomes vacant and serve for the remainder of the unexpired term. An acting Vice President will then be appointed by the Executive Committee to serve until the forthcoming annual meeting;
- C. Assist other members of the Executive Committee in coordinating activities of the Association;
- D. Act as chairperson of the Constitution and Bylaws Committee.
- E. Serve as Chair of Nominating Committee
- F. Serve no more than 2 consecutive terms

Section 3. The Secretary shall:

- A. Keep minutes of meetings;
- B. Collect, record, and disseminate all decisions made by the Association;
- C. Maintain records for the new Secretary in a bound and orderly form;
- D. Maintain information about the Association's functions including its Constitution and Bylaws.
- F. Serve no more than 2 consecutive terms

Section 4. The Treasurer shall:

- A. Collect and be the custodian of all funds and keep a record of income and expenditures;
- B. Present periodic financial reports to the Executive Committee;
- C. Present to the active membership an annual report of all financial transactions;

- D. Submit financial records for audit when requested by the Executive Committee or by petition of one-fourth of the active residential membership;
- E. Maintain funds readily accessible to meet current expenditures;
- F. Invest excess funds as directed by the Executive Committee;
- G. Be custodian of all records of membership.
- H. Serve no more than 2 consecutive terms

Section 5. The Directors shall:

- A. Give leadership as needed to special activities of the Association;
- B. Assist in the development of action plans and/or special projects.
- C. Advise officers on issues facing the Association.

Section 6. The Chairperson of each Standing Committee shall:

- A. Provide leadership to their committee in the area for which he/she are responsible;
- B. Provide regular progress reports.

ARTICLE II

STANDING COMMITTEES

Section 1. The Executive Committee shall:

- A. Be composed of the President, Vice President, Secretary, Treasurer, four Directors, the most recently retired President, and chairpersons of the following Standing Committees: Newsletter; Directory; Grounds, Roads and Maintenance; Watchdog; Social; Membership and Street Representatives;
- B. In the event of vacancies occurring in offices other than the President, be empowered to fill the vacancies for the unexpired term;
- C. Meet on a regular Schedule, but not less than every 75 days;
- D. Act only with the limits of the Constitution and Bylaws in all matters pertaining to the welfare and promotion of the Association.
- E. Be open to any active member who wishes to attend any Executive Committee meeting.
- F. Approve all checks written in excess of \$100.
- G. Encourage participation of all members within SHHA and to keep committees accountable and functioning within the parameters established and goals set.

Section 3. The Constitution and Bylaws Committee shall:

- A. Be composed of two or more members, plus the Vice President as Chairperson. In addition, two petition signers of any respective amendment, will be appointed by this committee to participate;
- B. Be responsible for making necessary changes in the Constitution and Bylaws as voted on and approved by members of this Association according to the following procedures:

- (1) Recommend and/or receive proposed petitions for revisions to the Constitution and Bylaws;
- (2) Present suggested revisions to the active membership;
- (3) Incorporate annually all Association approved amendments of the Constitution and Bylaws into the most recently approved Constitution and Bylaws of the Association;
- (4) Send promptly the newly revised copies, with the revision date on top of the front page, to all active members.

Section 4. The Nominating Committee shall:

- A. Be composed of at least two Active Non-Executive Committee members appointed by the President with a Director as chairperson;
- B. Submit the names of one or more nominees for each office to be filled. All nominees must be active members and approve their nomination for a specific office before their name is submitted;
- C. Publish in the Association newsletter the proposed slate of officers a minimum of two weeks before the annual business meeting.

Section 5. The Audit Committee shall:

- A. Include two or more members at the discretion of the President;
- B. Audit the financial records of the Association at least annually or when directed to do so by the Executive Committee or by a petition of one-fourth of the active members.

Section 6. The Directory Committee shall:

- A. Include two or more members at the discretion of the President;
- B. Publish a directory for the membership which may include the following type of information:
 - (1) Date of Publication;
 - (2) Purpose of Association;
 - (3) Current Officers of the Association;
 - (4) Association committees and Chairperson of each;
 - (5) Active members of the Association with the following information: names, address, telephone number, email address, type of employment, where and by whom employed, hobbies, and names of children living in the home;
 - (6) An alphabetical listing of all residents of Suburban Hills Subdivision;
 - (7) Fire Department telephone number and important numbers such as Police and Ambulance,
 - (8) A map of the Suburban Hills Community with marked streets;

Section 7. The Newsletter editor and staff shall:

- A. Regularly publish and distribute a newsletter to keep members of the Association informed about:
 - (1) Meetings of the Executive Committee;

- (2) Zoning and other Issues of concern to the Association and community;
- (3) Community activities and upcoming events;

B. Publicize proposed amendments to the Constitution and Bylaws.

Section 8. The Membership and Street Representative Committee shall:

- A. Include two or more members as needed at the discretion of the President;
- B. Maintain an up-to-date roster, in consultation with the Treasurer and Directory Committee chairperson, of the active members;
- C. Contact active members to notify them of Association meetings, activities, and projects;
- D. Welcome new residents and non-members into the community and inform them of the Association's purpose and activities, as well as how to become members of the Association;
- E. Obtain information from Suburban Hills residents, both members and non-members, on community problems and needs;
- F. Visit non-members or inactive members giving them information on why they should join the Association along with individual forms to be filled out and submitted along with annual dues;
- G. Advise editor of newsletter of personal information of members such as births, deaths, weddings, new members;

Section 9. The Grounds, Roads and Maintenance Committee shall:

- A. Include two or more members as needed at the discretion of the President;
- B. See that community entrances, grounds, streets, street signs, and other community property is kept in good condition at all times.

Section 10. The Watchdog Committee shall:

- A. Include two or more members as needed at the discretion of the President;
- B. Keep a sharp watch for undesirable industry or other undesirable structures or activities that might adversely affect the Suburban Hills Community in any way and notify the Association so that the necessary measures may be taken to prevent their occurrence or development;
- C. Be watchful of adverse zoning;
- D. Maintain community Hot Line;
- E. Advise Association members of any security concerns.

Section 11. The Social Committee shall:

- A. Include two or more members as needed at the discretion of the President;
- B. Be responsible for all social functions under the guidance of the Executive Committee and act as host at banquets and other social functions.

(1) Social functions should be self-supporting. However, annual expenditures shall be approved by the Executive Committee.

ARTICLE III

ARTICLE III

MEETINGS

Section 1. One annual business meeting will be held between September 1 and December 1. The Executive Committee will hold additional meetings at least every 75 days. The President may call additional meetings if urgent business justifies membership opinion or approval.

Section 2. The President is responsible for giving at least 14 days notice of membership meetings to all active members.

ARTICLE IV

MEMBERSHIP

Section 1. Payment of annual dues entitles each individual residential and non-residential household to one vote.

ARTICLE V

DUES AND FEES

Section 1. Annual dues shall be determined by the Executive Committee. Dues must be paid by January 31 of each calendar year in order those members names appear on the active membership list of the community directory. Members making payment after that date will become active members of the Association, but will not be listed on the active membership list of the directory for that year.

Section 2. Any resident moving into the subdivision after August 21st may pay annual dues and become an active member through the following calendar year.

Section 3. All residents are encouraged to join the Association. All dues and fees shall be paid to the Association and given directly to the treasurer.

Section 4. All residents are encouraged to join the Association. Annual dues may be given to the street representative or to the treasurer.

ARTICLE VI

DISSOLUTION OF THE ASSOCIATION

Section 1: The Association may be dissolved upon recommendation from the Executive Committee and a quorum of active members attending a duly publicized meeting called for the specific purpose of dissolution.

Section 2: Any remaining funds in the Association Treasury or other assets shall be distributed to non-profit organizations in Knox County as directed a quorum of active members voting at a special meeting called for such purpose.