



9th Street, East Market Street, Meade Avenue, and East High Street as shown in the map above.

### **Article 3: Purposes of the LHNA**

The purposes of the LHNA shall be:

1. The cultivation of a good community spirit and the conservation and purposeful enhancement of our area as an attractive, safe, and enjoyable place that is **welcoming to ALL people** to live, to raise families, and to age in place, regardless of race, ethnicity, national origin, religious affiliation, sexual preference, gender identification, age, disability, or income.
2. As a neighborhood open to all people, the LHNA recognizes that openness requires a sincere and ongoing commitment to significantly increasing the availability of **affordable housing within the Little High neighborhood** as well as within the greater Charlottesville community as a whole. The LHNA sets a goal of having 20% affordable housing *within* the LH neighborhood and the Board shall do what it can to help reach this goal.
3. **Helping those in need** whether within our neighborhood or within the broader Charlottesville / Albemarle community. This includes but is not limited to: providing practical assistance to elderly neighbors by helping rake leaves and shovel snow for any neighbors requesting assistance; active participation in area food and clothing drives; establishing, where possible, formal or informal partnerships with other neighborhood associations and / or recognized public aid organizations of any kind; helping promote the neighborhood's small businesses and other organizations.
4. **Environmental stewardship** in support of city and federal environmental goals. This includes promotion of measures to reduce our greenhouse gas emissions by promoting walking and bike riding, reducing stormwater run-off, and preserving and improving the tree canopy and flora generally. Existing as well as future building in the neighborhood should be assessed in terms of these environmental goals.
5. **Preservation and publication of neighborhood history**. This involves collecting and compiling documents, photos, and text describing various aspects of the neighborhood's recent and distant history and making these resources available to all residents via the neighborhood website ([www.littlehighneighborhood.org](http://www.littlehighneighborhood.org)), Instagram, Facebook, and by any other appropriate and accessible media platforms. As a neighborhood anchored on an antebellum Plantation house ("The Farm") built and run by enslaved persons, the

LHNA acknowledges a responsibility to gather and present the neighborhood's legacy of slavery and racism honestly and fully.

6. The **promotion of programs** that will enhance neighborhood and community spirit.
7. The **representation** of neighborhood interests to all organizations including the various governing bodies and their instruments, for purposes outlined above.

#### **Article 4: Neighborhood Association Membership**

Any person residing in the Little High Neighborhood as defined in Article 2 shall be considered a member of the Little High Neighborhood Association. No resident person shall be denied membership based on that person's ability or willingness to pay dues recommended by the Little High Neighborhood Association Board.

Any resident person 16 years of age or older may be enrolled as a voting member ("Voting Member") of this Association upon signifying his or her or their interest to the Treasurer or Chair and providing contact information in the form of full name and physical address, telephone number and email address.

#### **Associate (non-resident) Members**

A person at least 16 years of age who is NOT a resident of the Little High Neighborhood who agrees with the LHNA's purposes and will support the Association in accomplishing them may be enrolled as an associate member ("Associate Member") at the discretion of the LHNA board.

Associate Members have the same privileges and duties as Voting Members, except that Associate Members shall NOT be allowed to vote. Privileges and duties of Associate Members may be amended as specified in the Bylaws.

#### **Article 5: Board**

- A. The LHNA Board is an unpaid part-time and volunteer organization.
- B. Any resident of the Little High neighborhood 16 years of age or older who is a member of the neighborhood association is eligible to serve on the Board.

- C. **Number of Board members:** Board membership should consist of between **7 and 13 voting members of the LHNA**. Between elections, vacated seats may be filled via appointment by the Board.
- D. Information on joining the LHNA Board must be made available on the official neighborhood website ([LittleHighNeighborhood.org](http://LittleHighNeighborhood.org)), the official email list, and other suitable media.
- E. **Joining the Board:** Any neighborhood resident qualifying as a Voting Member of the LHNA may join the Board by making a written request to the Chair or to the Board generally, by election at annual meetings, or by invitation of the Board.
- F. Requests to join the Board and Appointments to the Board should, whenever possible, be considered with respect to the goal of having a diverse Board representative of all neighborhood residents. Part of the diversity requirement is to attempt to have representatives from the different geographical parts of the neighborhood in order to more fully represent the neighborhood in Board discussions.
- G. Families or partners are encouraged to share a position on the Board but will have only one vote between them.
- H. All members of the Board shall serve for a term of three years immediately upon election or appointment, and shall be eligible for re-election or reappointment.
- I. Individual Board members may be removed by a 4/5 vote of the other members of the Board. Removal from the Board may be appealed to the LHNA membership.
- J. Representatives of companies or businesses located or doing business within the LH neighborhood are entitled to attend LHNA Board meetings but will have NO voting rights.

## **Article 6: Board Duties & Responsibilities**

**Reimbursement but no compensation:** No member of the LHNA Board may receive compensation for service on behalf of the Neighborhood Association. Members may, however, be reimbursed for pre-approved expenditures incurred on direct behalf of the NA.

Likewise, no member of the LHNA Board may accept money for any assistance or service provided to any neighborhood resident. This does not preclude reimbursement for verifiable costs incurred for specific purchases undertaken at the specific request of individual residents.

**Attendance:** Board members must attend at least  $\frac{2}{3}$  of monthly meetings in any year to retain voting privileges. Voting privileges can be regained by meeting the  $\frac{2}{3}$  requirement. When a Board member is unable to attend at least 25% of the monthly meetings in a given year, a new Board member must be elected or appointed.

A **quorum** for voting requires a minimum of 70% of the voting members of the Board be present. A quorum is NOT required for discussion of Board business.

**Board meetings** shall be **open** to the LHNA membership and shall be held on a regular schedule and announced to the general membership in advance.

## **Article 7: Officers**

The officers of the LHNA shall be a Chair (or President), a Vice-Chair (or Vice President), a Secretary, and Treasurer. If the Board prefers, the Chair and Vice-Chair may share responsibilities equally as co-Chairs (or co-Presidents). If needed, additional offices may be added by a 4/5 vote of the Board.

Officers of the Board shall be elected by a 4/5 vote of the other members of the Board. In the absence of a 4/5 vote on the Board, the election will be turned over to the LHNA membership as a whole.

An election involving the LHNA membership must be announced at least two weeks in advance via email and every other available medium. A minimum of 60 voting members must participate for the election to be legitimate. Voting may be done in person or via email or other electronic means. Anonymous votes will NOT be counted.

All officers of the Board shall serve for a term of two years immediately upon election or appointment, and shall be eligible for re-election.

## **Article 8: Duties of Officers**

The Board shall be charged with conducting the business of the Association.

- The **Chair** (or **President**) shall preside over meetings and represent the Association in all matters pertaining to the Association.

- The **Vice-Chair (or Vice President)** shall preside over all business matters in the absence of the Chair. The Vice Chair shall be the Chair's stand-in on all committees and at all meetings.
- The **Secretary** shall record and promptly distribute the minutes of the LHNA Board meetings as specified by the Association bylaws and maintain an active record of meetings, elections, decisions, and correspondence as an archive of the Association. If the secretary is absent, it is his/her responsibility to find a replacement.
- The **Treasurer** shall have charge and custody of and be responsible for incoming and outgoing funds, receipts, and monies due to or being paid by the Association. The Treasurer will sign checks on behalf of the Association and make deposits at an approved financial institution. All expenditures and reimbursements must be approved by the Board **prior to** disbursement of funds. The Treasurer will be prepared to make reports as requested of fund balance and use. The Association Fiscal Year will run from January 1st to December 31st.
- All members of the LHNA Board must disclose any business relationships they may have or any other circumstances that may create a **conflict of interest** as the phrase is commonly understood. Board members may NOT vote on any matter involving even the appearance of a conflict of interest.
- **Communications:** At least one of the Board officers and / or any other member of the Board is responsible for maintaining the neighborhood website, Facebook page, Instagram page, maintaining the neighborhood email list and sending out emails to the neighborhood on matters of general interest to residents.
- Should the Chair become unable to complete the term of office for any reason, the Vice Chair shall succeed for the unexpired term. All other vacancies among the Board officers and Board members may be filled by appointment by the Board from among Association members.
- The Chair or in his/her absence the Vice Chair, or in the absence of both, the Secretary, shall preside at all meetings of the Association.
- In the month of January, the Treasurer shall present a financial report which will be disseminated via email and / or the neighborhood website.

## **Article 9: Bylaws**

The Board shall prepare and adopt a set of Bylaws which, with this Constitution, shall govern the policies and procedures of the Association.

Any Bylaw may be adopted, deleted, or revised by an affirmative vote of **at least three-fourths of the Board** provided there is a quorum. The absence of a quorum shall postpone the vote until the next Board meeting at which there is a quorum.

### **Article 10: Changes to the Constitution**

- A. All proposed amendments to the Constitution shall be signed by five Voting Members of the Association and shall be submitted in writing to the Board.
- B. All proposed amendments shall, after due consideration by the Board, be offered for discussion at the next Association meeting. The Board shall have at least thirty days for consideration of any proposed amendment and shall submit the proposed amendment to the Association at the first meeting following the lapse of this period of thirty days. This thirty day waiting period may be waived by a unanimous vote of the Board. The membership is to be notified in writing by the Secretary of proposed amendments to the Constitution together with two weeks' notice of the meeting at which the vote is to be taken.
- C. Significant changes or revisions to the Constitution must be approved by a vote of three-fourths of the Board and then submitted to the LHNA for comment and for approval.