

**BY LAWS OF HADDON HEIGHTS GOOD NEIGHBORS, INC.**

**Article I. Name, Address and Slogan:** This organization shall be known as Haddon Heights Good Neighbors, Inc. Its address shall be Haddon Heights Borough Hall, 625 Station Ave., Haddon Heights, N.J. 08035

**Its slogan shall be: "Love thy neighbor as thy self"**

**Article II. Description and Purpose:**

- This organization is a nonprofit, non-sectarian corporation organized to aid residents of Haddon Heights Borough, New Jersey, in time of need by providing appropriate services and monetary assistance on a short-term emergency basis.
- Residents of Haddon Heights can request assistance one time in a 12-month period and receive up to \$1000.00 for rent, security deposits, utilities and other emergency expenses that the board deems appropriate.
- The type and extent of assistance may vary based upon the emergency situation and funds available and will be determined at the board's sole discretion.
- Referrals to Federal and County agencies for additional services will be made directly to the client by The Investigator. Haddon Heights Good Neighbors is not responsible for the outcome of these referrals as funding varies from agency to agency.

**Article III. Membership:**

- Memberships shall be open to all Haddon Heights religious and service organizations, businesses and interested individuals. During any business year of the organization, anyone contributing funds or other tangible things of value, or anyone participating in the organization's activities shall be a member.
- Notice of membership meetings shall be published at least one week prior to the date of the meeting in any newspaper with circulation in Haddon Heights. Each member attending the organization's meetings shall be entitled to one vote in electing the Board of Trustees.
- Organizations and businesses that are members should have one vote through an authorized representative, but a person belonging to a member organization or employed by a member business shall have a vote, if he or she otherwise qualifies as member.

#### **Article IV. Board of Trustees:**

- The Business of the organization shall be transacted through its Board of Trustees. The Board of Trustees shall set policies and guidelines for carrying out the organization's activities.
- Trustees shall meet at such times as the business of the organization requires.
- The Board of Trustees shall consist of five (5) persons. They shall be elected by the membership's nominations from the floor at the first organizational meeting in June, 1981 and thereafter, at the annual organizational meeting of the membership.
- A vacancy in the board shall be filled by a vote of the membership at the next regular meeting following the occurrence of the vacancy. A Trustee elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.
- The initial board shall serve until the January membership meeting. Thereafter, Trustees shall serve for one year or until their successors are duly elected; whichever is later.
- Three (3) Trustees shall constitute a quorum for the transaction of business.
- The Board of Trustees shall appoint the officers of the organization by majority vote at the June, 1981 meeting and thereafter, at the annual organization meeting. The Board shall fill vacancies among the officers at the next regular meeting following the occurrence of the vacancy. A Trustee may also serve as an officer.

#### **Article V. Officers:**

- The officers shall be President, Vice-President, Secretary, Corresponding Secretary, Treasurer, and Investigator. An officer shall serve for one year, or until a successor is elected; whichever is later. Officers may succeed themselves in the same or any other office.
- **The President shall:**
  - 1. Preside at all membership meetings**
  - 2. Oversee the organization between meetings**
  - 3. Appoint all committee chairpersons**
  - 4. Be ex-officio member of all committees**
  - 5. Report on the state of the organization at each regular meeting**

**The Vice-President shall:**

- 1. Act as President in the absence or incapacity of the President and in such case have full authority to exercise the powers of President as described in this article**

**The Secretary shall:**

- 1. Keep a faithful written record of all of board and membership meetings**
- 2. Be custodian of the corporate records and of the seal of the corporation**

**The corresponding secretary shall:**

- 1. Attend to the correspondence of the corporation**
- 2. Send out all notices**
- 3. Prepare a register of members' contact information**

**The Treasurer shall:**

- 1. Keep account of all money, credits and property of the corporation which shall come into his or her hands**
- 2. Keep an accurate account of all monies received and disbursed**
- 3. Keep a record of all purchases made by the corporation**
- 4. Render a statement of cash balance and financial condition of the organization at each meeting**

**The Investigator shall:**

- 1. Keep a record of all requests for assistance**
- 2. Investigate all requests for assistance**
- 3. Disburse funds accordingly**

**4. Report all activities at regular meetings**

**5. Coordinate activities as the organization may from time to time devise**

All checks of the organization will be signed by two appointed board members and therefore, each check must have two signatures.

Books will be audited annually.

**Article VI. Meetings:**

Regular meetings shall be held on the first Wednesday of January, May, September and November at 7:00 p.m. Special membership meetings may be called by the president on one week's notice to the membership. Five members shall constitute a quorum for regular or special meetings.

Annual reports and elections shall be held at the January meeting, except for the initial elections held in June, 1981.

**Article VII. Committees.**

A chairperson for each committee shall be appointed by the president and shall report to the president. Chairpersons shall be responsible for the organization, membership and operation of their respective committees.

**The organization shall have the following standing committees:**

- **Publicity Committee:**

This committee shall be responsible for providing newspaper and other media coverage of the organization's activities. Its chairperson shall report to the president at each regular membership meeting.

- **Ways and Means Committee:**

This committee shall devise, implement, promote and follow through on activities necessary to raise funds for the work of the organization. It shall recommend its fund raising proposals at the September meeting each year.

**Article VIII. Parliamentary Authority:**

"Robert's Rules of Order Newly Revised" shall govern all membership and board meetings.

**Article IX. Amendments to the By Laws:**

These By Laws may be amended upon a two-thirds vote of the members attending a regularly scheduled meeting.

**Article X. Dissolution:**

Dissolution of this organization shall occur in accordance with the New Jersey State Statutes then in effect.