

**PHEASANT HILLS ASSOCIATION BYLAWS  
APPROVED AS AMENDED  
JANUARY 16, 2007**

**NAME:** Pheasant Hills Association

**PURPOSE:** To create, promote, and encourage neighborhood and community interest, pride and social activity.

**MEETINGS:** A minimum of one meeting per year is called by the president and is open to the general membership

**DUES:** The Executive Officers establish annual dues for the membership based on the needs of the association.

**FISCAL YEAR:** The association fiscal year runs from February 1 through January 30. New officers will take office February 1.

**ELECTIONS:** Association elections are completed by January 30. Each household has one vote for each adult over 18. Elections are for: president, vice-president, secretary, treasurer, and four members of the board of directors.

**MEMBERSHIP:** Open to households in the Pheasant Hills Subdivision. Membership outside the designated area is subject to approval by 2/3's of the membership at a general meeting after presentation by the membership committee. Subject parties are then invited to accept membership.

**ORGANIZATION:** Consists of the following officers, board of directors (elected by the majority of the membership) and standing committees (appointed by the president).

I. **EXECUTIVE OFFICERS:** president, vice-president, secretary, and treasurer.

II. **BOARD OF DIRECTORS:** The board of directors consists of five members. The past president is a board member and the remaining four are elected each year. (In the event that the past president cannot serve, the former vice-president, secretary, treasurer shall serve, in that order) The board makes decisions by a simple majority and can over-rule any presidential decision. The board must approve all non-customary expenditures over \$500.

III. **STANDING COMMITTEES:** The president appoints all standing committee chairpersons and has overall responsibility for committee actions and expenditures. The standing committees are: membership, luminary, entertainment, children's activities, beautification, civic affairs, neighborhood watch, garage sale, communications, and welcoming. The president may also establish other special committees as needed for his/her term of office.

III-A. **MEMBERSHIP COMMITTEE:** The treasurer of the association collects the annual membership dues and membership information. The membership committee keeps records of membership and oversees the creation and distribution of the neighborhood directory. The directory contains the names, addresses and phone numbers of each household in the subdivision, regardless of membership status. It also includes a subdivision map and other important information for the membership. The directory is published every 18 months and is distributed to the entire subdivision, regardless of membership status. The membership

committee also appoints also appoints area chair people and is responsible for the maintenance of that sub-organization.

- III-B. **ENTERTAINMENT COMMITTEE:** Consists of dedicated association members for a two-year term. The entertainment committee will oversee and assist sub committees for each individual entertainment activity. Past activities have consisted of: progressive dinner, TGIF parties, annual picnic, and annual spring dinner/dance. The committee will decide which activities to conduct each year, with activities not being limited to those listed above. The committee, with approval from the president, will appoint chairpersons for each sup committee. Each sub committee will have its own chairperson. The sub committee chairpersons will serve a one-year term. The sub committees will organize, advertise, and encourage participation at social functions.
- III-C. **BEAUTIFICATION COMMITTEE:** maintains the entrances to the Pheasant Hills Subdivision
- III-D. **LUMINARY COMMITTEE:** purchases and distributes the luminaries at Christmas time.
- III-E. **CIVIC AFFAIRS COMMITTEE:** gathers and reports factual information regarding civic affairs of general interest and concern to the membership (particularly the activities of City Council, board of Education, and Planning and Zoning).
- III-F. **NEIGHBORHOOD WATCH:** is the link to the membership to the city police department concerning theft, vandalism, etc. It is the business of all members to be aware of their neighbor's property and to report to the police any unusual activities in the neighborhood. Neighborhood Watch members are assigned a number that will be used when placing calls to the police department instead of using a name.
- III-G. **GARAGE SALE COMMITTEE:** advertises to the membership when the annual subdivision garage sale will be, preferably the first weekend after Mother's Day each year. They collect garage sale fees and distribute excess funds (after expenses) to a charity in the community. They provide a master list of all garage sale locations, and identifying sign for each participant and advertise in the media and with local merchants.
- III-H. **COMMUNICATIONS COMMITTEE:** contacts committee chairpersons and officers about information pertinent for the Pheasant's Tale newsletter. The communications committee keeps the membership informed of all meetings and each publication deadline. The committee performs the layout and editing of the newsletter, website, and prints copies and distributes them to the membership. The Pheasants Tale is published a minimum of four times per year. The purpose of the newsletter is to keep membership informed of information concerning Pheasant Hills and the community.
- III-J. **CHILDREN'S ACTIVITIES COMMITTEE:** consists of dedicated association members for a two-year term. The children's activities committee is responsible for organizing, advertising, and coordinating the activities for the children of Pheasant Hills. Traditional children's activities include an annual Easter egg hunt, and a Halloween party. Additional children's activities will be provided upon recommendation and approval of the committee.
- III-K. **WELCOMING COMMITTEE:** contacts new neighbors as they arrive in the neighborhood and welcomes them. The committee delivers a packet of information regarding Pheasant Hills and the City of Loveland and answers any questions that may arise.

**NOMINATION BOARD:** The nomination board consists of the immediate past president of the association (as chairman) and four other persons. If the immediate past president is unavailable or declines the appointment, then the succession for the chairmanship shall be extended first to the president, then to the vice-president, then to the secretary, etc. until the position is filled. The nomination board members present a slate of nominations for officers to the general membership at least three weeks prior to the election. The president may be nominated for a second successive term of office but not a third. All other offices and committee members may be renominated for the office presently held or for any other office.

**SUCCESSION OF OFFICERS:** In the event of relocation or resignation of the president, the vice-president immediately assumes the duties and responsibilities of the presidency for the remainder of the term. In the event of a vacancy on the office of the vice-president, secretary or treasurer, the president may appoint anyone who is an active member of the Pheasant Hills Association as acting vice president, acting secretary, or acting treasurer for the remainder of the term. In the event of relocation of any committee chairperson, the president shall appoint a new chairperson to fill the vacancy.

**AMENDMENTS:** The bylaws are amended by a majority vote of members present and voting by ballot or show of hands at the general meeting of the Pheasant Hills Association. Changes will take effect immediately following the majority vote of the membership present at the general meeting.

**DISBANDMENT:** The organization called the Pheasant Hills Association may be dissolved and terminated by a majority of the membership voting at a meeting announced for this purpose. In the event of disbandment, all remaining assets shall be donated to a civic/public charitable organization decided by the members present.

