



SHERWOOD FOREST NEIGHBORHOOD ASSOCIATION, INC.

BYLAWS

ARTICLE I – Name

The name of this organization is the Sherwood Forest Neighborhood Association, Inc. (“Association”). The fiscal year of the organization runs from January 1 to December 31.

ARTICLE II – Purpose

The purpose of Sherwood Forest Neighborhood Association is to improve the quality of life of the residents and property owners of Sherwood Forest.

ARTICLE III – Membership

1. The membership of the Association shall consist of all persons over the age of eighteen (18) years or business entities that reside or own property within the geographical location bounded by Kilbourne Road, Devine Street, Beltline Boulevard and Rosewood Drive in the County of Richland, State of South Carolina that have paid such annual dues as may be ordained and established by the Association and have completed such form as the Association may use for purposes of registering members.
2. Each member as defined in section III.1 shall be entitled to one (1) vote at any meeting of the Association, regardless of the number of properties owned by that member.

ARTICLE IV – Officers Serving on Executive Committee

1. Elections. The Association shall hold annual elections as required for President, Vice-President, Treasurer and Secretary (two-year terms) in the last quarter meeting of a calendar year. Officers shall be elected by a majority vote of the Association members present at a meeting called for the purpose of electing officers, as set forth in the meeting notice. Officer candidates will submit a brief biography, reasons why they want to serve, along with image for posting on Association digital media.

2. The President shall serve as chief executive officer of the Association, preside at all General and Executive Committee meetings, coordinate with city and county functions and officials, engage with other neighborhood associations, and collaborate with Association Committee leaders.
3. The Vice President will assume the duties of the President in his or her absence or inability to perform. They will lead the block captains, collaborate on inviting all neighbors and businesses to participate, and take on various special projects in line with the Association's purpose.
4. The Treasurer prepares and presents an annual budget, forecasting goals for income and expenses by month, managing banking relationships and reporting quarterly status of achieved progress to Executive Committee and the General Membership. The Treasurer is responsible for submitting annual financial reports to the IRS and SC Secretary of State to maintain the 501(c)(3) charity status.
5. The Secretary shall make and maintain a permanent electronic record of all business transacted at Executive Committee and General quarterly meetings of the Association.
6. In addition to the above duties and any other duties provided in these Bylaws, the officers shall have such authority and perform such duties in the management of the Association as may be granted to them by the Association.
7. The officers may meet as often as the Executive Committee deems necessary to execute the Association's purpose by: supporting and reviewing the Association committee projects; determining the Association's community and government involvement; reviewing and evaluating the Association budget; and setting the quarterly meeting agenda.
8. Any officer who fails to faithfully discharge their duties or commits malfeasance may be asked by the President to resign or be removed from office by a majority vote of the Association members present at a meeting set for that purpose. Any officer that moves from or sells such property they own that lies within the geographical boundaries set forth above shall be deemed to have resigned his or her position. Interim officers shall be elected by a majority vote of the Association members present at a meeting called for the purpose of electing such interim officers, as shall be set forth in the meeting notice. Interim officers shall serve out the remaining term of any officer who resigns or is removed from office by the Association.

ARTICLE V – Membership Meetings

1. General Meetings of the Association shall be held quarterly or with such frequency as the Executive Committee deems necessary to carry out the Association's business, but not less than annually.

2. Notice of all meetings shall be given to all members via electronic means that will state the time and place, at least five days before such a meeting. The members present shall constitute a quorum. Proof of notice shall be maintained by the Secretary.

3. Notice of meetings called for the purpose of electing officers shall set forth which officer position (and description of responsibilities) will be filled at the meeting. Notice of meetings called for the purpose of adopting, amending or repealing Bylaws of the Association shall set forth the text of the particular Bylaws to be adopted, amended or repealed.

ARTICLE VI – Event of Dissolution

In the event of dissolution of the Association, all real and personal property then owned by the Association shall be conveyed, transferred and paid over to such charitable corporations or purposes in such shares, amounts and proportions as the Association shall select and determine as being most in furtherance of the Association's purposes and in no event shall any of the assets of the Association accrue to the individual benefit of any officer, member or any other private individuals except that the Association may, in its discretion, pay reasonable salaries for work actually performed and may reimburse members and officers for reasonable out-of-pocket expenses.

ARTICLE VII – Amendments of Bylaws

The Association shall have power to amend, repeal or adopt Bylaws by majority vote at any meeting called for such purposes, as set forth in the meeting notice.

ARTICLE VIII – Use of Association Funds

1. The Association's funds shall be used in keeping with the purpose stated in Article II of these Bylaws and as agreed to by the Association member's vote.

2. The Executive Committee shall be empowered to expend the Association's funds without prior approval of the Association's members for purposes that fall within the day-to-day operations of the Association. By way of example, spending for items such as administrative fees imposed by any governmental authority, utilities and any other ongoing expenses incurred by the Association as part of its existence and daily operation.

3. All extraordinary expenses for projects or events that are outside of the normal day-to-day operations of the Association shall be put before the Association for a vote at a regular or specially called meeting of the Association's membership prior to being incurred.

END

Updated and adopted by members attending Quarterly Meeting: August 13, 2025.

Changes from previous version of Association Bylaws dated 2005

Article II: PURPOSE: reduction of verbiage

Article IV, sec 2-5: significant additions to officer duties

Article IV, sec 7: more specifics in Executive Committee role

Article V, sec 2: electronic distribution of meeting notices vs postal

Article VIII, Sec 1: how funds are spent

Minor changes throughout to enhance readability