



CURRENT BYLAWS

Approved by NA: 09/12/05

Updated in DNR Files: 09-12-05

Filed by: TF

NA folder

Bylaws Binders

BYLAWS OF ARROYO CHICO NEIGHBORHOOD ASSOCIATION

PURPOSE

This Association is established to provide enhanced communication and information on issues affecting the Arroyo Chico Neighborhood and its members and to encourage interaction and cooperation among neighborhood residents and other neighborhood associations. Open communication and accurate information encourages informed decisions regarding the quality of life, public safety, neighborhood preservation and development, and the common well-being of the residents of this neighborhood and the community.

ARTICLE I MEMBERSHIP

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
- B. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
- C. Fundraising decisions, including the imposition of dues, will be determined by the voting members. Yearly dues may be monetary or an exchange of services.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE II OFFICERS

The voting members of the neighborhood association shall nominate and elect the officers of the association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President, Vice-President, Secretary, Treasurer and two (2) Area Representatives. The officers of the association will comprise the Board of Directors.

** Each officer may hold office for a maximum of 3 years unless extended by majority vote of the voting members. effective 8/16/05*

- A. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association and shall act as official spokesperson for the association.
- B. The Vice President shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the Department of Neighborhood Resources (DNR).
- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
- E. The Neighborhood Area Representatives shall be two (2) Voting Members, shall be elected by the voting membership, and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in the charter.
- F. Any officer can be removed from office by a 2/3rds majority vote of the membership after a special meeting has been requested at least ten (10) working days in advance. DNR requires that meetings involving the recall of officers be mailed through this office.
- G. Block Captains may be identified to represent the respective blocks within the Association area. Block Captains shall distribute and gather pertinent information to the residents of their block and relay issues raised by the residents they represent to the membership of the Association and its officers.

ARTICLE III COMMITTEES

- A. The attending membership, through consensus, shall have the power to appoint committees as necessary to implement the purposes of the charter.
- B. The President, or a designee, shall be an ex-officio member of all committees.
- C. Every effort will be made to appoint committee-members who are knowledgeable or possess expertise or a strong interest in the issues that the respective committees will research or manage.

ARTICLE IV MEETINGS

An annual meeting shall be held on the third Tuesday of January, at a time and place designated by the Board of Directors.

- A. Not less than 20 percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. A quorum shall consist of the attending members but not less than 10.
- C. At least a ^{7 days, effective 8/16/05} ~~fifteen (15)~~ days notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

ARTICLE V NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- A. Nominations of officers shall be made from the floor at the annual meeting or a slate presented from a nominating committee would also be acceptable.
- B. Election of officers shall be held on the same day as the nominations.
- C. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within fifteen (15) days of the installation.
- D. Any vacancies occurring during the year of any Officer shall be filled by recommendation by the remaining Board of Directors and acceptance of the attending voting members.
- E. Any officer may be removed from office for cause by a majority vote of the voting members present at an open Neighborhood Association meeting.

ARTICLE VI FISCAL RESPONSIBILITY

- A. Expenditure of Association funds over \$50 may not be made without the signatures of at least two (2) Officers and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood Association appointed by the Board of Directors prior to a new Treasurer taking office.

ARTICLE VII AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of attending members.
- B. Proposed amendments shall be sent to all members at least fifteen (15) days in advance of the meeting where action is to be taken.

ARTICLE VIII GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of this Charter and Bylaws or any special rules that the association may adopt.
- B. If any part of the Charter and Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. No officer, representative, spokesperson or member shall have any financial liability for the association.

DATE ADOPTED:

SIGNATURE/TITLE

SIGNATURE/TITLE