

Desert Aire/Loma Linda Neighborhood Association

Neighborhood Boundaries, are inclusive of the following:

- On the north: South side of 16th St., including the Vail Middle School.
- On the south: North side of Douglas, continuing with south and north sides of 21st St.
- On the East: East side of Sydney.
- On the West: West side of Magnolia.

Mission Statement: To communicate with neighborhood members on issues regarding the neighborhood, and to provide a forum for discussion of neighborhood issues.

Bylaws

ARTICLE I. Membership

- A. The membership of this association shall be residents, property owners, or businesses within the neighborhood.
- B. The 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. Dues shall be determined by the voting members. Yearly dues are to be \$0 per voting member.
- 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 officers of this association shall hold office for a term of one (1) year or until their successors are elected. The term of office shall begin at the close the Annual Meeting. The officers of the association shall be a Chairperson; a Vice Chairperson; a Secretary; a Treasurer, if deemed appropriate; and an Historian, if deemed appropriate. The officers of the association will comprise the Executive Committee.

- A. The Chairperson shall call and preside at all meetings, shall act for and on behalf of the membership of the association, shall appoint any special committees necessary for the operation of association business and shall act as official spokesperson for the association.
- B. The Vice Chairperson shall, in the absence of the Chairperson, assume all of the duties of that office and shall be responsible for publicity and notification 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, shall maintain a file copy of same, and shall submit a copy of these minutes to the Dept. of Neighborhood Resources (DNR) or other so named city department responsible for supporting neighborhood associations.
- 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.

ARTICLE III. Committees

- A. The Chairperson shall have the power to appoint committees as necessary to implement the purposes of the charter.
- B. The Chairperson shall be an ex-officio member of all committees.
- C. A committee of Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of voting members, shall be appointed from within the membership and shall serve to gather and disseminate information critical to the implementation of the purpose stated in the charter. Every effort will be made to ensure that Neighborhood Advocates serve specific blocks or streets within the association boundaries.



ARTICLE IV. Meetings

An annual meeting shall be held during the month of September at a time and place designated by the Chairperson.

- A. Not less than 15 voting members shall have the privilege of petitioning a special meeting at any time.
- B. Voting members present shall constitute a quorum.
- C. At least 5 working day 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 open to all interested parties.

ARTICLE V. Nomination, Elections, Annual Reports, and Installation of Officers

- A. Nominations of officers shall be made from the floor at the annual meeting and/or a slate presented by the nominating committee.
- B. Election of officers shall be held on the same day as 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 5 working days of the installation.
- D. Any vacancies occurring during the year of any officer or member of the advocates shall be filled by appointment by the executive committee.
- E. Any officer may be removed from office for cause by a majority of the voting members.

ARTICLE VI. Fiscal Responsibility

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the four (4) 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 Advocates appointed by the Chairperson/President prior to a new Treasurer taking office.

ARTICLE VII. Amendment of Bylaws

- A. These bylaws may be amended by a majority vote.
- B. Proposed amendments shall be sent to all members at least 5 working days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

ARTICLE VIII. General

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Executive Committee 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: 10/24/05

Chairperson: Walter C. Rest

Vice-Chairperson: James C. Walcutt, Jr.

