

**SEND ALL EL CORTEZ
MAILINGS TO THE
FOLLOWING
ADDRESSES:**

ANDREA ALTAMIRANO
PIMA COUNTY SUPERVISORS
DISTRICT 5
30 W. CONGRESS 11TH, FLR
TUCSON, AZ 85701

REGINA ROMERO
COUNTY ADMINISTRATOR'S OFC
OF YOUTH, FAMILIES &
NEIGHBORHOOD REINVESTMENT
30 W. CONGRESS, 10TH FLR
TUCSON, AZ 85701

BY LAWS

OF

EL CORTEZ HEIGHTS NEIGHBORHOOD ASSOCIATION

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. Dues shall be determined by the voting members. Yearly dues are to be six (6) hours of community service.
- 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 of the Annual Meeting. The officers of the association shall be a Chairperson, a Vice Chairperson, and a Secretary. The officers of the association shall comprise the Board of Directors.

- A. The Chairperson shall call and preside at all meetings, shall act and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the 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 the publicity and notification of meetings of the association. The Vice Chairperson shall be responsible for the membership.
- 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 the same and submit a copy of these minutes to the CNS.

- D. The Street Captains shall be composed of an appropriate number of 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. Every effort will be made to insure that Street Captains serve specific blocks or streets within the association boundaries.

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.

ARTICLE IV. MEETINGS

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

- A. Not less than ten percent (10%) of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. The Voting Members present shall constitute a quorum.
- C. At least a [two-day] seven-day notice shall be provided in advance of any association meeting. Every effort shall 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 any interested persons.

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

- A. Nomination of officers shall be made from the floor at the annual meeting or a slate presented from the nominating committee would also be acceptable.
- 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 thirty (30) days of the installation.
- D. Any vacancies occurring during the year of any officer or member of the Street Captains shall be filled by nomination and approval of the Voting Members.
- E. Any officer may be removed from office for cause by a majority vote of the Voting Members.

ARTICLE VI. AMENDMENT OF BYLAWS

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

ARTICLE VII. 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 the 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 officers, representative, spokesperson or member shall have any financial liability for the association.

DATE ADOPTED: 07/22/03

Cheryl Ward
Chairperson

Lori Pryn
Co-Chairperson

CURRENT BYLAWS

Approved by NA: 7/22/03
 Updated in DNR Files: 9/30/03
 Filed by: M. Ward
 NA folder
 Bylaws Binders