

BY-LAWS

This neighborhood association is formed to promote and maintain a relationship among neighbors, to form open communication among the home owners and residents, and on issues that affect the areas and lifestyle of our neighborhood.

**CODAK BEHAVIORAL
ATTN: DEEDEE
PREVENTION
3100 N 1ST AVE(85705)**

ARTICLE I

NAME AND BOUNDARIES

- A. The name of this association shall be Western Hills II Neighborhood Association.
- B. The area boundaries shall be, North - Pinal Vista, East - Hancock Vista and Hidalgo Vista to Pinal Vista, West - South Campbell, South -Jason Vista.

ARTICLE II

PURPOSE

- A. The purpose of the Western Hills II Neighborhood Association is to help, protect and to improve the neighborhood, to maintain and continue to be a residential neighborhood free of crime.
- B. To help protect our educational facilities (Cavett Elementary School and Utterback Junior High School), and our recreational facilities as neighborhood institutions.
- C. To provide and encourage neighborhood improvement of property.
- D. To create and form programs for social functions with surrounding neighborhoods and to form a coalition with other neighborhood associations.
- E. To oppose the encroachment of high rise development or industrialization of properties within Western Hills II Neighborhood Association boundaries.

ARTICLE III

MEMBERSHIP

- A. The membership of this association shall be of two (2) categories:
 - 1. Property owners.
 - 1a. Property owners are owners of property within the association boundaries.
 - 2. Renters
 - 2a. Renters are persons who rent property within the association boundaries.
- B. Property owner members may vote on any and all issues, including those that increase or decrease property values within the association boundaries.
- C. Renter members may vote on any and all issues except issues that increase or decrease property values within the association boundaries.
- D. Each dues paying member is entitled to one (1) vote each.
- E. Any member of the association who has sold their property and moved outside the association boundaries shall not be entitled to a refund of dues or transfer of membership to any other party and will lose all rights under these by-laws.
- F. Absentee property owners may be dues paying members with voting privileges, but shall not hold elected office.

Interoffice mailings:TPD So. Station
Capt. Terry Rozema
Lt. Martin Romero
Sgt. Elise Souter
Officer Ricardo Fernandez

ARTICLE IV
DUES

- A. Dues shall be determined by the Western Hills II Neighborhood Association By-Laws committee as needed.
- B. All memberships shall be renewed and members shall not retain any voting rights without such renewal.
- C. Dues shall be (\$4.00) four dollars annually.

ARTICLE V
OFFICERS

A. TERMS:

- 1. The officers of the association shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the annual meeting in January.
- 2. No officer may be elected for more than (2) two consecutive years in the same office.
- 3. No elected officer of the Association will be removed from office without the voting approval of the membership.
- 4. At the end of the elected term of President, if he/she fails to call a meeting for the purpose of electing new officers within 30 days, a committee of the membership will form and call for the election of officers for the Association.

B. DUTIES OF THE OFFICERS SHALL BE:

- 1. **PRESIDENT:** Shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees and/or persons to be approved by the executive committee for the operation of the business of the association and shall act as official spokesperson of the Association.
- 2. **VICE-PRESIDENT:** Shall in the absence of the president assume all duties of that office and other duties assigned by the president.
- 3. **THE RECORDING SECRETARY:** Shall be responsible for taking all minutes at regularly scheduled meetings, making them available to each officer of the executive committee within (15) fifteen days after the meetings, and maintain all necessary records and files pertaining to the office, shall read minutes of previous meetings at each regularly scheduled association and Executive Committee meetings.
- 4. **TREASURER:** Shall keep all Financial receipts and permanent record of all financial business of the association. Shall submit an up to date financial report at each meeting and shall be responsible for the membership and the money.

C. **EXECUTIVE COMMITTEE:** Shall consist of all officers of the association.

ARTICLE VI

MEETINGS:

- A. Meetings shall be held quarterly at a time and place so designated by the president and all meetings be held indoors at a public facility. Additional meetings shall be called at the discretion of the president or at the request of a minimum of (10) ten members in good standing.
- B. Written notice shall be mailed at least (5) five days in advance of any association meetings.
- C. The President will appoint a sergeant-at-arms if needed at meetings for keeping order.
- D. All activities will be conducted with membership approval.

ARTICLE VII

NOMINATIONS, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS.

- A. A call for nominations of officers may be made from the floor the day of elections of officers.
- B. Voting can take place by secret ballot of the members present or show of hands or standing.
- C. Upon installation of officers, whose term begins at the close of the annual meeting, all documents, records and any material pertaining to the duties of the office as designated in the by-laws which are in the possession of the outgoing officer, shall be submitted to their newly elected counterparts within fifteen (15) days of their installation.
- D. Any vacancies occurring during the year of any office of the association shall be appointed by the president to serve the remainder of the term of office.
- E. In case of temporary absence of an officer all documents shall be turned over to the president within five (5) days and a temporary replacement shall be appointed by the president.
- F. Any officer of the association who is absent for two consecutive quarterly meeting shall be automatically eliminated from his or her duties, unless absence is due to medical reasons, or other valid emergencies.

ARTICLE VIII

FINANCIAL RESPONSIBILITY

- A. Withdrawal of funds of the association may not be made without the signature of the treasurer and either the president or the vice president.
- B. Any person elected or appointed to conduct business on behalf of the association shall be entitled to mileage and other expenditures incurred on behalf of the association. Mileage sheets shall be withdrawn from the association treasury.
- C. A voucher shall be required for all withdrawals of the funds of the association.
- D. Association funds can be withdrawn for social functions, operating expenses or association business.

**ARTICLE IX
AMENDMENTS**

- A. These by-laws may be amended concurrent with or upon the recommendation of the association.
- B. Proposed amendments shall be sent to all association members at least ten (10) days in advance of the meeting where action is to be taken, or shall be read at the preceding meeting.
- C. Two thirds of all voting members shall constitute a quorum for the purpose of amending By-Laws.

Approved and Adopted by the voting members at this public meeting on Jan 7th 2000

Doris J Foster
Ms. Doris Foster, President

Darcie Gwyn
Ms. Darcie Gwyn, Vice-President

Clay Penix
Mr. Clay Penix, Secretary

Mr. Alton Thomas, Treasurer

CURRENT BYLAWS

Approved by NA: 1/7/00
Updated in DNR Files: 11/15/04
Filed by: M Lead
 NA folder
 Bylaws Binders