

Charter of the Hiawatha Hills & Teresa Terrace Neighborhood Association

ARTICLE I - NAME AND BOUNDARIES

Our multi-community Neighborhood Association will be named the Hiawatha Hills & Teresa Terrace Neighborhood Association and will include the area bounded by the following:

- North:** by the northernmost lots in the Teresa Terrace development, located on Kelso Place;
- East:** by the outermost edge of the properties on the eastern side of N. Broken Arrow Trail and the properties along W. Tippecanoe Trail (to where the street ends; homes on both sides)
- South:** by Ironwood Hill Avenue (northern side of the street)
- West:** by N. Shannon Road

ARTICLE II - PURPOSES

The Hiawatha Hills & Teresa Terrace Neighborhood Association exists:

- to provide a forum and vehicle to communicate information, develop knowledge and foster collaboration among neighbors on issues of interest to the community;
- to represent residents and property owners and to present collective positions on issues as they arise;
- to ensure residents within the neighborhood association receive timely information regarding the potential impact of community issues, both within the association boundaries or in surrounding areas which may impact established use transition zones;
- to ensure preservation of the neighborhood integrity and lifestyle established by the original Hiawatha Hills and Teresa Terrace developments with special attention to—and consideration for—the original conservation and low-impact Tucson Mountain Corridor land use patterns and the low density zoning of our neighborhoods;
- to facilitate and focus neighborhood planning where open land exists in order to best support uses in keeping with the character and nature of our existing neighborhoods;
- to oppose developments which would measurably increase traffic hazards for schools, churches and residents in our own and in adjoining neighborhoods;
- to collaborate, share communication and combine efforts with other local area neighborhood associations and community groups on projects of mutual interest or shared impact potential.

ARTICLE III - ORGANIZATIONAL STRUCTURE

Membership qualifications, officers, and committees of the association and the selection and duties thereof shall be defined in the bylaws.

ARTICLE IV - MEETINGS

There shall be an annual meeting and such other meetings as deemed necessary to conduct the business of the association.

ARTICLE V - TERM OF CHARTER

Upon approval, this charter shall remain in effect until revoked or amended by a majority of the voting members present at a meeting called for that purpose.

ARTICLE VI - DISSOLUTION OF ASSOCIATION

This association may be dissolved by a majority of voting members present at a meeting called for that purpose. Any assets of the association may be transferred to a successor organization or such other non-profit organization as designated by the voting members at time of dissolution.

Approved: Brett Wolgemuth Chairperson
(printed name) Printed Executive Office Title

Approved: Tammy Carter Secretary
(printed name) Printed Executive Office Title

[Signature] 10/13/18
Signature & date
[Signature] 10/13/18
Signature & date

Bylaws of the Hiawatha Hills & Teresa Terrace Neighborhood Association

OCT 25 2018 AM 11:03

ARTICLE I. MEMBERSHIP

Membership in the Hiawatha Hills & Teresa Terrace Neighborhood Association (hereafter referred to as The Association) is open to all our neighbors. Neighbors are defined as residents or other legal entities that own or occupy property within the boundaries established by the Association Charter.

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.

Membership in the Association is strictly voluntary. No neighbor will be required to participate.

Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

The Association has not established a dues assessment. Membership Dues (need for, amount and frequency) will be decided by the voting members at the annual meeting. Payment of such dues shall be voluntary, with non-payment having no impact on membership eligibility or voting privileges.

Membership Quorum: The majority of members present at the meeting (there is no minimum quorum).

ARTICLE II. ASSOCIATION LEADERSHIP

Members of the Hiawatha Hills & Teresa Terrace Neighborhood Association will form a Steering Committee of no fewer than five (5) members. All members of the Steering Committee must be neighborhood residents (owning or renting) within the Charter-defined neighborhood boundaries. In the case of a Steering Committee vacancy, the remaining members of the Steering Committee are authorized to recruit and fill the open position.

Steering Committee (Leadership) Nomination and Elections

All members of the neighborhood will be notified of the annual meeting and at that time may nominate (or self-identify) candidates for service on the following year's Steering Committee. Nominations of Steering Committee Members shall be made from the floor at the annual meeting, or by a slate of nominees presented from a nominating committee, or a combination of the two nominating methods described above.

Election of the Steering Committee shall be held at the annual neighborhood meeting (decided by simple majority) on the same day as the nominations.

Term Association Leadership shall serve 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 or upon appointment. In the case of a Steering Committee vacancy occurring during the term of any Officer, such vacancy may be filled by appointment by the remaining members of the Steering Committee.

Removal Any Leadership Member can be removed from office for cause by a two-thirds majority vote of the Voting Members present at a meeting. Notice will be provided to all residents at least ten (10) working days in advance of any meetings involving the recall of officers.

Bylaws of the Hiawatha Hills & Teresa Terrace Neighborhood Association

OCT 25 2018 AM 11:10

ARTICLE II. ASSOCIATION LEADERSHIP (continued)

Steering Committee Executive Officers

The officers of The Association shall be a Chairperson, a Vice Chairperson, Secretary, Communications Officer and a Member-at-Large. Officers will be members of the Steering Committee and will serve in the appointment as assigned within the Steering Committee. Executive Officers shall hold office for a term of one (1) year, concurrent with Steering committee membership term. Each term of office shall begin at the close of the Annual Meeting.

The Chairperson shall call and preside at all meetings, shall act for and in 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.

The Vice Chairperson shall serve in support of the Chairperson and, in the absence of the Chairperson, shall assume all of the duties of that office. In coordination with the other Steering Committee Members, a meeting agenda will be developed by Vice Chairperson no later than one week prior to meeting date.

The Secretary shall keep a permanent record of all formal meetings, legal documents and legal transactions of the association and be responsible for keeping any financial receipts along with a permanent record of all financial business. A financial status report for the Association shall be submitted at each meeting. The Secretary shall record the minutes of each meeting and maintain a file copy of same, providing (if required) a copy of the minutes to the appropriate City of Tucson dept.

The Communications Officer shall keep a roster of the membership with contact information for same and will work in conjunction with the other Steering Committee Members to communicate Association business, including (but not limited to) meeting announcements, meeting agendas, study sessions or action opportunities.

The Member-at-Large shall serve in support of the activities of the Steering Committee as an Executive Officer, with specific duties and responsibilities as needed to support the work of the Steering Committee and service to Association membership.

On 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 fourteen (14) days of the installation.

Committees Leadership shall have the power to appoint committees as necessary to implement the purposes of the charter. Committees will be formed on the basis of the neighborhood interest and volunteer action. The Leadership committee will appoint an ex-officio member from the leadership team to work with each committee formed.

Bylaws of the Hiawatha Hills & Teresa Terrace Neighborhood Association

OCT 25 2018 AM 11:10

ARTICLE III. MEETINGS

An Annual Association meeting will be held for all members at a time and place designated by the Leadership. Notice will be given to all addresses within the geographic boundaries as set forth in Article 1 of the Charter for the Hiawatha Hills & Teresa Terrace Neighborhood Association. This annual meeting shall be held during the month of October with the first priority item of business to be the annual election of the steering committee.

A ten (10) day notice shall be provided in advance of any association general or annual meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by phone, email, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.

Special meetings of all members (including urgent issues which must be dealt with prior to the annual gathering) may be called at any time by the Executive Officers to address neighborhood issues in a timely manner, with such meeting notification to all members as early and thoroughly as practical and reasonable for the situation.

Steering committee meetings will be held as needed, with a quorum of three (3) necessary for any decisions requiring a leadership vote. In the event a steering committee member is on travel and cannot attend in person, technology is approved for participation from a remote location via telephone, video or internet connection.

ARTICLE IV. FISCAL RESPONSIBILITY

No officer, representative, spokesperson or member shall have any financial liability for the association.

ARTICLE V. AMENDMENT OF BYLAWS, PARLIMENTARY AUTHORITY AND INCLUSION STATEMENT

These bylaws may be amended by a majority vote by the neighbors present at the annual meeting, a general neighborhood meeting, or a meeting called specifically for the purpose of modifying the Bylaws. Proposed amendments shall be sent to all 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.

Parliamentary authority will be established with the current edition of Robert's Rules of Order which shall govern the association, the Steering 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.

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.

The Hiawatha Neighborhood & Teresa Terrace Neighborhood Association will not discriminate against any person on the basis of race, color, religion, gender, sexual orientation, gender expression, citizenship, marital status, age, national origin, ancestry, or physical or mental handicap.

Approved: Brett Wolgarmuth Chairperson [Signature] 10/13/18
(printed name) (printed Executive Office title) (signature & date)

Approved: Tommy Carter Secretary [Signature] 10/13/18
(printed name) (printed Executive Office title) (signature & date)