



## **BYLAWS OF BARRIO HOLLYWOOD NEIGHBORHOOD ASSOCIATION**

Approved October 1, 2015, Revised September 7, 2018

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### **GOALS & OBJECTIVES:**

- \* To be an available resource for neighbors.
- \* To inform and educate the neighborhood regarding social and human growth programs available.
- \* To maintain a relationship with and to serve as the contact for outside agencies.
- \* To participate in, and support Community building activities.
- \* To empower our neighborhood through involvement in the larger community of the City of Tucson and Pima County.
- \* To support and preserve Manzo Elementary School and our religious and neighborhood institutions.
- \* To support our local businesses and enterprise.
- \* To advocate for development which enhances the livability of the neighborhood.
- \* To be an active voice in the planning of neighborhood improvements with focus on preserving the cultural, historical and architectural heritage of the neighborhood.
- \* To promote sustainable and regionally appropriate practices.
- \* To encourage the revitalization and preservation of the inner city neighborhoods of Tucson Az.

### **ARTICLE I: NAME & BOUNDARIES:**

This Neighborhood Association shall be known as the Barrio Hollywood Neighborhood Association (BHNA).

The area served by the Barrio Hollywood Neighborhood Association is bounded as follows:

North: Speedway Blvd. East: Santa Cruz River South: St. Marys Rd. West: Silverbell Rd.

### **ARTICLE II: MEMBERSHIP:**

A. The membership of this Association shall be residents within the boundaries of the Neighborhood.

A voting member shall be a person who is at least 18 years of age. Residence is defined as having an address in the Neighborhood. No voting member shall have more than one vote for any purpose or any reason during any single vote.

B. Membership shall not be denied on the basis of views or opinions contrary to the goals and objectives of the Association.

### **ARTICLE III: OFFICERS:**

The Officers of this Association shall hold office for a term of two years or until their successors are elected or appointed. The term of office shall begin at the close of the Annual Meeting at which elections are held. Each Officer is responsible for filing an officer release form with the Office of Integrated Planning; City of Tucson Department of Neighborhood Resources.

Officers shall be at least 18 years of age and a member of the Association.

The Officers of the Association shall be President, Vice President, Secretary, Treasurer and Public Relations Coordinator.

Officers of the Association will comprise the Board of Directors and are responsible for attending regularly monthly meetings in addition to scheduled closed meetings of the Board. Board members may be appointed as needed based on recommendation of the board majority and with approval of members at a regularly scheduled general membership meeting.

PRESIDENT (CHAIRPERSON):

The President (Chairperson) shall act as the official spokesperson for the Association. The President shall call and preside at all meetings and shall act for and in behalf of the membership of the Association.

The President, on recommendation by the board majority and with the approval of members at a regularly scheduled general membership meeting, shall appoint any special committees necessary for the operation of Association business and shall serve as ex-officio members of all committees. In case of a tie vote the President and the board will make final decisions.

VICE-PRESIDENT (VICE-CHAIR)

The Vice-President (Vice Chairperson) shall, in the absence of the President assume all of the duties for the office.

SECRETARY:

The Secretary shall keep a permanent record for 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 electronic file copies.

The Secretary shall submit minutes of the annual meetings to Neighborhood Resources at the City of Tucson's Office of Integrated Planning Department including the minutes of the annual meeting when leaving office.

THE TREASURER:

The Treasurer shall keep all financial receipts and a permanent record for all financial business of the Association. As applicable, a current financial report will be given at the regular monthly meetings.

PUBLIC RELATIONS COORDINATOR:

The Public Relations Coordinator shall be responsible for overseeing and maintaining communication vehicles for the Association. These may include mailing lists, a website, Facebook and similar social media vehicles. All such communication devices including future improved electronic methods shall remain the property of the Association to be transferred in entirety upon leaving office. A permanent record of neighborhood events shall be kept by the public outreach coordinator either written or electronically or any combination of the two.

ARTICLE IV: COMMITTEES

The President (Chairperson) shall have the power to appoint committees as necessary to implement the purposes of the charter and shall be an ex-officio member of all committees.

#### ARTICLE V: MEETINGS:

Regular monthly meetings shall be held the first Thursday of the month. The annual meeting shall be the first regular monthly meeting of the calendar year.

All members present shall constitute a quorum.

The schedule of meetings including time and location shall be made available at the annual meeting and by all media available to notify the neighborhood on a regular basis.

#### ARTICLE VI: NOMINATION & ELECTION, ANNUAL REPORTS & INSTALLATION OF OFFICERS:

A. Nomination and election of Officers shall occur every two years at the annual meeting.

B. To be eligible to vote in an election, voter must be a member of the Association as defined in Article II "Membership" of these bylaws. Proof of address or residency must be shown upon request of the chair or a designated election official.

C. Nominations shall be made from the floor at the beginning of the annual meeting. Upon accepting nomination, each nominee shall have the option of a two minute brief statement. One ballot shall be distributed to each eligible voter upon sign in for the meeting. In the event of multiple nominations for a single office, voting shall take place by secret ballot and the ballots shall be collected and tallied by a pre-designated third party approved by a majority of the board members present.

D. In the event of a voting tally discrepancy, the Chair may call for election results to be suspended until votes are validated and recounted. The final vote must be provided to the neighborhood no later than the next monthly meeting.

E. No proxy voting shall be allowed.

F. Officers shall be announced at end of the annual meeting and terms shall begin immediately. Upon installation of the Officers, all documents, records and any materials, written and electronic; pertaining to the duties of the Officer shall be submitted to the newly elected counterpart within two weeks. Each Officer is responsible for filing an officer release form as stated in Article III of these bylaws.

G. The outgoing secretary, as stated in Article III of these bylaws, shall submit minutes of the annual meeting to the City of Tucson Department of Integrated Planning.

H. Any vacancies during the term of any Officer shall be filled by appointment by the Board of Officers.

I. Any Officer of the Association may be removed from office, for cause, by a majority vote of the association members. The vote for removal must be held at a regularly scheduled monthly meeting and placed on the agenda.

#### ARTICLE VII: COMMUNICATIONS:

All electronic communication and social media posts under the name of the BHNA shall be monitored by the PR Coordinator. The Board of Officers reserves the right to limit posts which may be detrimental to the Association with a minimum of a two (2) board member consensus.

#### ARTICLE VIII: FISCAL RESPONSIBILITY

A. Expenditure of funds of the Association may not be made without written approval of a minimum of two (2) Officers of the Board.

B. No officer, representative, spokesperson or member shall have financial liability for the Association.

ARTICLE IX: AMENDMENT OF BYLAWS

These bylaws may be amended by a majority vote. Proposed amendments shall be made available to all members, by all means available, a minimum of two weeks in advance of the meeting where the action is to be taken.

ARTICLE X: GENERAL:

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 these bylaws or any special rules that the association may adopt.  
B. If any part of these 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.

DATE ADOPTED:

These bylaws were approved by a majority vote at the Barrio Hollywood Neighborhood Association monthly meeting of October 1st, 2015.

DATE REVISED:

These bylaws were approved and revised by a majority vote at the Barrio Hollywood Neighborhood Association monthly meeting of September 6, 2018.

- S.H.D. Ep  
BHNA