



BYLAWS
of the
BARRIO SAN ANTONIO ASSOCIATION

*Ausling
McCallum
3-8-05*

ARTICLE 1. MEMBERSHIP

1. The membership of this association shall be composed of Voting Members.

A Voting Member shall be any person 18 years of age or over, who resides in or owns residential property within the Barrio San Antonio.

A Voting Member shall be entitled to one vote providing that that Member is current and in good standing at the Semi-Annual Meetings.

Each person who attends a Barrio Association meeting as a Voting Member or representative of a Voting Member, shall have no more than one vote whether he/she is a Voting Member or represents a Voting Member.

2. Semi-Annual Barrio Association Meetings shall be open to persons or organizations interested in the progress of the neighborhood but they shall not be accorded any voting rights.

ARTICLE 2. OFFICERS and BARRIO ASSOCIATION COUNCIL

1. The Officers of this 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 Spring semi-annual meeting. The duties of the Officers shall be as follows:
 - a. The President 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 the business of the Association; and shall act as the official spokesperson of the Association. The President shall implement the decisions of the Barrio Association Council.
 - b. The Vice-President shall, in the absence of the President, assume all of the duties of that office. In addition, the Vice-President shall be Chairperson of the Membership Committee.

- c. *The Secretary shall keep permanent records of the minutes of all the Barrio Association meetings including special meetings; and of Membership records, all legal documents, and all legal transactions of the Association. The Secretary shall transcribe the minutes of each meeting and transfer one copy to the President within 25 calendar days of the respective meeting occurrence.*
- d. *The Treasurer shall keep possession of all receipts and a permanent record of all financial business of the association. A current financial report shall be submitted at each meeting. In addition, the Treasurer shall serve as Chairperson of the Fund-Raising Committee.*
2. *The Barrio Association Council shall be composed of a range of 5 to 9 Voting Members in addition to the Officers. The Council shall, to the best of its abilities, represent the unique diversity of the neighborhood. They shall be elected by the Voting Membership and shall serve in guiding and advising the Officers of the Association in all matters. They shall make policies which are consistent with the purposes defined in the Charter and are determined by a majority vote of the Council."*
3. *An Officer shall not hold more than 2 consecutive terms in any one office, and no member shall hold more than one office at a time.*
4. *All records of the Officers are the property of the Association.*

ARTICLE 3. MEETINGS

1. *Membership meetings shall be held semi-annually in March and October with other meetings called as needed by the Barrio Association Council. The date, time and place of the meetings shall be designated by the Barrio Association Council.*
 - a. *Not less than 15 Voting Members shall have the privilege of petitioning a special meeting at any time.*
 - b. *The Voting Members present shall constitute a quorum.*
 - c. *Ten days' notice, but in no case less than 2 days' notice,*

shall be provided in advance of any membership meeting.

BARRIO SAN ANTONIO ASSOCIATION BYLAWS p.3

- d. The March semi-annual meeting shall have the designated purposes of the presentation of Annual Reports by all Officers; the election of Officers and Association Council; and the installation of the same.*
- 2. The Barrio Association Council shall meet each month at the time and place designated by the Council, or as often as necessary.*
 - a. Any 2 members of the Council may petition the President for a special meeting of the Council at any time.*
 - b. A quorum of the Barrio Association Council shall be those present at the Council meeting.*

ARTICLE 4. NOMINATIONS, ELECTIONS, ANNUAL REPORTS, AND INSTALLATION OF OFFICERS

- 1. Nominations of Officers and Barrio Association Council shall be made From the floor of the semi-annual meeting held in March.*
- 2. Election of Officers and Council shall be held on the same day as nominations.*
- 3. Three members and a Chairperson from the existing Barrio Association Council shall be appointed by the President at the March meeting to act as election tellers.*
- 4. In the event an election teller is nominated for any office, he/she shall be removed as election teller and replaced by an alternate.*
- 5. Upon installation of the Officers whose terms begin at the close of the March meeting, all documents, records and any materials pertaining to the duties of the office as designated by the bylaws, which are in possession of the outgoing officers, shall be submitted to their newly elected counterpart within 15 days of the installation.*
- 6. Any vacancies occurring during the year of any Officer or Member of the Barrio Association Council shall be filled by appointment of the Council.*

7. *In the case of a leave of absence of an Officer, all documents pertaining to the Officer's various Barrio Association Council functions shall be transferred to the person appointed to fill the office for the duration of the absence. The transfer shall occur within 10 calendar days of the Officer's leave of absence being approved.*
8. *Any member of the Barrio Association Council who has unexcused absences from 3 consecutive meetings of the Council may be eliminated from the council by direction of the Officers and Council.*

ARTICLE 5. FISCAL RESPONSIBILITY

1. *Withdrawal of funds of the Association requires at least one of the Officers' as well as the Treasurer's signatures.*
2. *All withdrawals must have the majority approval of the Barrio Association Council.*
3. *A contingency fund shall be established for the purpose of maintaining operating expenses defined as postage and miscellaneous meeting expenses. The Treasurer must have the approval of the Council to renew the contingency fund. Financial records and funds of the Association shall be audited at least once a year by a committee of at least 2 members of the Voting Membership. This committee shall be appointed by the President and the audit should be completed before a new Treasurer takes office.*
4. *If it becomes necessary for the Treasurer to relinquish that office the records and funds of the Association shall be audited by a committee of at least 2 appointed by the President from the Voting Membership.*

ARTICLE 6. AMENDMENT OF BYLAWS

1. *These bylaws may be amended in concurrence with or upon recommendation of the Barrio San Antonio Council by a two-thirds majority of the Council.*
2. *Proposed amendments shall be available for review by the Council*

and all Voting Members at least 10 days in advance but no less than 2 days in advance of the meeting where action is to be taken.

CURRENT BYLAWS

Approved by NA: 03-14-05
Updated in DNR Files: 03-14-05
Filed by: TF
 NA folder
 Bylaws Binders