

Name Change
Approved - vote 10/06

Bylaws
~~St. Frances~~ Cabrini
Neighborhood Association

Article I.
Membership

A. The membership shall consist of residents, property owners and businesses, including all renters within the specified boundaries

1. Boundaries are Ft. Lowell Road to Glenn, Country Club Road to Palo Verde.

B. Voting members shall be one vote per person in a household located within the established boundaries. In matters regarding assessments, the property owner will have the lonely vote (as is required by the City of Tucson).

In meetings where both the renter and property owner are present, the renter will have the vote in matters not regarding assessment.

In meetings where only the property owner is in attendance, the property owner will have the right to cast a vote.

The owner of non-residential business property within the neighborhood boundaries will have the right to cast one vote when in attendance at a meeting.

C. Membership shall not be denied to any household/non-residential business on the basis of views or opinions held by such persons or whether those views or opinions are perceived as differing from the goals and purpose of the association.

Article II.
Officers

Officers of the Association shall hold office for the term of 1 (one) year or until their successors are elected at the Annual Meeting. The term of office will begin at the close of the Annual Meeting.

Officers elected will consist of 2 (two) co-chairs, a secretary and a treasurer. These four officers will compose the Board of Directors.

A. The Co-chairs shall call and preside at all meetings, be responsible for notification of members of future meetings, shall act for and in behalf of the membership, shall appoint any committees necessary for the operation of Association business, and will be official spokespersons for the Association in following through on the wishes of the membership.

B. The Secretary shall, in the absence of both co-chairs, assume the duties of the Co-Chairs, including calling and presiding over meetings and notifying members of future meetings.

C. The Secretary shall keep a permanent record of all formal meetings and any legal documents and transactions of the Association. The Secretary shall prepare the minutes of each meeting and present them at the following meeting, or, upon request, prior to the next meeting.

D. The Treasurer shall keep all financial receipts and a written, organized, up-to-date record of all financial business. An up-to-date complete financial report shall be presented at each meeting. A complete financial report shall also be made available to Co-Chairs between meetings, upon request. The Treasurer is responsible for membership (lists and) dues unless a Membership Chair is appointed by the board.

Article III. Meetings

An Annual Meeting shall be held during the month of October at a time and place designated by the board.

A. Seven voting members present at a meeting shall constitute a quorum.

B. At least 50% of the officers plus seven voting members shall have the privilege of petitioning a special meeting at any time.

C. At least a seven day notice shall be provided to each member in advance of any Association meeting, including special meetings. Every reasonable effort will be made to notify members in a timely manner of up-coming meetings through the mail and through announcements at a regularly scheduled meeting.

D. All meetings shall be open to all persons.

Article IV. Nomination, Election, Installation, Replacement and Removal of Officers

A. Nominations of officers shall be made at the Annual Meeting from the floor or through a slate presented from a Nominating Committee previously appointed by the Board.

B. Elections 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 ten days of the installation.

D. Any vacancies of any officer or contact persons occurring during the year between Annual Meetings shall be filled by appointment by the Association Co-Chairs.

E. Any officer may be removed from office for cause by a simple majority of the voting members present.

Article V.
Fiscal Responsibility

A. Expenditure of the funds of the Association may not be made without the signatures of at least one (1) of the officers and the Treasurer.

B. Financial records and funds of the Association shall be audited at least once a year by a Committee of at least two (2) voting members of the Association (at least one of which is not a Board Member) appointed by the Board prior to the installation of the Treasurer for the next year.

C. Annual reports will be presented at the Annual Meeting by the Treasurer.

Article VI.
Amendment of Bylaws

A. Bylaws may be amended by a simple majority vote of 51% of voting members present at the meeting.

B. Proposed amendments to the Bylaws shall be submitted to the Co-Chairs in writing. A proposed amendment will be provided in writing to the membership through a special mailing or through the regular mailing of the newsletter. The proposed amendment will be voted upon at the next Association meeting.

C. Any amendments to the Bylaws approved by the Association will be published in the next newsletter and that publication will serve as notice to members.

Article VII
General

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

Date Adopted: _____

Signature: _____ Co-Chair
Signature: _____ Co-Chair