

Approved by NA: 4/5/09  
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BYLAWS OF THE COLONIA DEL VALLE NEIGHBORHOOD ASSOCIATION

NA 10/08  
 Bylaws Binders

**ARTICLE 1**  
**MEMBERSHIP**

- A The membership of this association shall be residents, property owners or businesses within the neighborhood.
- B Each household or business within the neighborhood shall be entitled to one vote.
- C Annual dues are \$5.00 (5 dollars) and are to be paid on or before the January meeting. Only paid members are allowed to vote on issues pertaining to disbursement of association treasury funds.
- D Membership shall not be denied on the basis of views or opinions.

**ARTICLE 2**  
**OFFICERS**

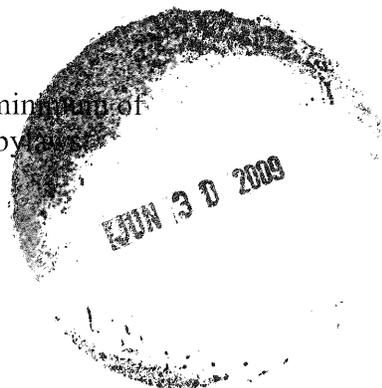
The officers of this association shall hold office for a term of one (1) year or until their successors are elected. The term of office shall begin at the close of the January meeting. The officers of the association shall be a President, a Vice President, a Secretary/historian and Treasurer. The officers, Past President, plus any chairman of the association will comprise the Board of Directors.

- A The 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 headed by Chairman, necessary for the operation of association business and shall act as official spokesperson for the association.
- B The Vice President shall, in the absences of the President assume all of the duties of the office and shall be responsible for publicity and notification of meetings of the association
- C The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall keep a permanent record of events and information relating to the neighborhood and the association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the association Board of Directors, and to the appropriate city office.
- D The treasurer shall keep all financial receipts and permanent record of all financial business of the association. And an up-to-date financial report shall be submitted at each association meeting. The treasurer shall be responsible for keeping records of membership and membership dues.

**ARTICLE 3**  
**MEETINGS**

Meetings shall be held at a time and place designated by the President, the minimum of which shall be the January meeting required in Articles 1, 2, and 4 of these bylaws.

- A The members present shall constitute a quorum.



- B Every effort will be made to notify all interested parties and members of the association of upcoming meetings at least seven days in advance, either by direct mailing, pamphlets, newsletters, signs posted in the neighborhood, or announcements at regularly scheduled meetings.
- C All meetings shall be opened to any interested persons

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

- A Nominations of officers shall be made from the floor at the January meeting or a slate presented from the nominating committee would also be acceptable.
- 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 meeting, all documents, records, in any materials pertaining to the duties of the office as a designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterparts within five days of installation.
- D Any vacancies occurring during the year of any officer shall be filled by appointment of a volunteering member.
- E Any officer may be removed from office for cause by a majority vote of numbers.

**ARTICLE 5**  
**FISCAL RESPONSIBILITY**

- A Expenditures of funds of the association may not be made without the signature of at least two of the four officers and/or the treasurer and one chairperson
- B Financial records and funds of the association shall be audited at least once a year by a committee of at least two volunteer members of the neighborhood association that have been approved by the President.
- C Expenditures of funds exceeding \$100.00 must be presented to the membership and voted on by paid members at the next scheduled meeting.

**ARTICLE 6**  
**AMENDMENT OF BYLAWS**

- A These bylaws may be amended by a majority vote.
- B Proposed amendments shall be sent to all members at least seven days in advance of the meeting where action is to be taken and/or shall be read at the preceding meeting.

**ARTICLE 7**  
**GENERAL**

- A The rules in the current edition of Robert Rules of Order shall govern the association meetings, the Board of Directors and subcommittees in all cases to which they apply and do not conflict with the specific provisions of bylaws or any special rules that the association may adopt.

- B If any part of the 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.
- C No officer, representative, spokesperson or member shall have any financial liability for the association.

Passed: MAY 8, 2009

President, Scott Benjamin:  Date: 5-27-09

Secretary, Deitrich Benjamin:  Date: 5/30/09