

Approved by Board May 27, 2008
Updated by Board April 10, 2009
Filed by Beth [Signature]
[Signature] [Signature]

BYLAWS
of
Dodge/Flower Neighborhood Association

Article I. NAME

The name of this Association shall be Dodge/Flower Neighborhood Association. It shall encompass the area bounded on the North by Glenn Street, on the East by Alvernon Way, on the South by Grant Road, and on the West up to but not including Palo Verde Blvd.

Article II. PURPOSE

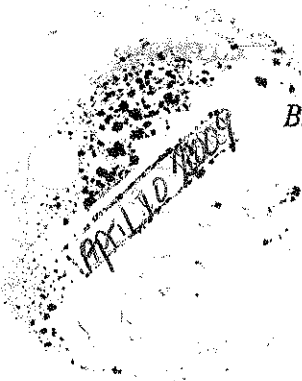
This organization is organized to promote a safe family environment, a sense of community, and neighborhood pride. Dodge/Flower Neighborhood Association shall not discriminate against nor support any organization that discriminates against any classification of persons. Dodge/Flower Neighborhood Association will be involved in the affairs relating to the culture, safety and improved quality of life in Dodge/Flower Neighborhood Association Neighborhood.

Article III. MEMBERSHIP

A. *The membership of this association shall be composed of two categories:*

1. *Resident Members are any renters or homeowners whose primary residence is within the boundaries of Dodge/Flower Neighborhood Association. One qualified resident of each household who is 18 years or older is entitled to one vote.*
2. *Business/Corporate Members are any Business Owners or Statutory Agents of corporations which operate within the boundaries of Dodge/Flower Neighborhood Association. Each qualified Business Owner is entitled to one vote per business. Each qualified Statutory agent is entitled to one vote per corporation. Any qualified business which is also a qualified corporation shall be allowed only one vote. An individual owner of multiple rental units will be entitled to one (1) vote regardless of the number of units owned.*

B. *Dues - Attendance or dollar contributions can qualify as Dues for the purpose of membership. Members who have attended at least 4 regular meetings in the 12-month period preceding the Annual Meeting shall qualify as paid in full for dues*



purposes. Members who do not wish to qualify by attendance, shall pay dues, the amount of which is to be determined at each annual meeting. Members in Good Standing are qualified to vote in all elections. Dues shall be accepted prior to elections at the Annual Meeting.

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

Article IV. LEADERSHIP

In lieu of traditional "officers," a Leadership Team directs the association. The Leadership Team is comprised of two facilitators, a treasurer, a notetaker, and a varying number of appointed or existing positions. The members of the Team shall be qualified Members in Good Standing and shall hold office for a term of one (1) year or until their successors are elected. A Member in Good Standing is any Member who has paid annual dues, or attended 4 meetings in the 12 months preceding the Annual Meeting. The term of office shall begin at the close of the annual meeting. The duties of the Team members shall be as follows:

- A. **Facilitators**: The 2 (two) Facilitators shall call and preside at all meetings; maintain compliance with association bylaws; shall appoint any special committees necessary for the operation of the Association; and shall act as official spokespersons for the Association to outside persons and other organizations.
- B. **Notetaker**: The Notetaker shall maintain an accurate attendance record; have on hand the Association's bylaws; in written minutes give the type of the meeting and its time and place, business transacted, wording of all motions, name of the mover and the seconder, results of the vote, and the time of adjournment; hand over to a successor all records, documents, and materials pertaining to the office at the end of the term.
- D. **Treasurer**: The Treasurer shall collect all dues, keep a record of membership; validate all vouchers presented for payment; disburse money as authorized in the bylaws, file receipts for and keep accurate record of all financial transactions; present an up-to-date financial report at each meeting; maintain a bank account in the Association's name; and prepare a yearly financial report and present it to an auditing committee as designated by the bylaws. All records of the officers are the property of the Association.
- E. The **Neighborhood Advocates** (or Block Captains) shall be composed of an appropriate number of Voting Members, shall be approved by the voting membership, and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in mission

statement. A good faith effort shall be made to insure that Neighborhood Advocates serve specific blocks or streets within the Association boundaries.

Article V. COMMITTEES

- A. The Leadership Team shall have the power to appoint committees as necessary to implement the purpose of the Association.*
- B. The Leadership Team shall be an ex-officio member of all committees.*

Article VI. MEETINGS

An Annual Meeting shall be held during the month of May at a time and place designated by a majority of the members present at a preceding meeting.

- A. Not less than sixty-six percent (66%) of the Voting Members shall have the privilege of petitioning a special meeting at any time.*
- B. The Voting Members present shall constitute a quorum. In the absence of a quorum, all resolutions and provision are considered provisional until such time as they are ratified at a duly-constituted meeting.*
- C. At least a seven (7) day notice shall be provided in advance of any association meeting. A good faith effort shall be made to notify interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, personal contact, phone calls or announcement of regularly scheduled meetings.*
- D. The Leadership Team of the Association shall meet when agreed upon by the Team.*
- E. All meetings shall be open to any interested persons.*

ARTICLE VII. NOMINATIONS, ELECTIONS, ANNUAL REPORTS, INSTALLATION OF OFFICERS, NEWSLETTERS AND WEB SITES.

- A. Nominations of Leadership Team members must be made at least 30 days prior to the Annual Meeting. Nomination shall be made in writing and submitted to the Leadership Team. If a Nominee chooses not to run or is unable to serve for any reason, nominations for replacement may be taken from the floor at the Annual Meeting. Nominees for election must be Members in Good Standing of the*

Association for at least 30 days prior to the annual meeting, and must have been Members in Good Standing for at least twelve months out of the two years preceding the annual meeting. A Member in Good Standing is any Member who has paid annual dues, or attended 4 meetings in the 12 months preceding the Annual Meeting.

- B. Elections of the Leadership Team will be held at the Annual Meeting. Neither Absentee nor Proxy ballots shall be accepted.*
- C. Each voter must have valid photo identification to be made available upon request.*
- D. Any voting member can act as an election teller at the meeting if a secret ballot is taken. In the event an election teller is nominated for any office, the teller will be replaced by an alternate to be appointed by the Leadership Team.*
- E. Upon installation of the Leadership Team 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 possession of the outgoing officers shall be submitted to their newly elected counterpart within seven (7) days of the installation.*
- F. In the event a Leadership Team member or advocate cannot complete his/her duties, a replacement Team member or advocate shall be appointed by the Leadership Team and approved by the voting Members. The interim Team member or advocate may be a qualified Member in Good standing. A Member in Good Standing is any Member who has paid annual dues, or attended 4 meetings in the 12 months preceding the Annual Meeting.*
- G. Any Team member may be removed from office for cause by a majority of the voting members present at a meeting called for that purpose.*
- H. The Association Newsletter or postcard and Website will be used to distribute information and to announce the times and locations of scheduled meetings and the Annual Meeting. A Newsletter will be mailed at no charge to those who formally request to receive it. Formal requests may be submitted to the secretary at any monthly meeting. Name and address are required. Newsletters and meeting notices will be mailed in accordance with the policies and procedures adopted by Community Services Department (CSD).*
- I. The Newsletter will be formulated by the Newsletter Committee to be appointed by the Leadership Team. The Newsletter Committee shall have editing power as well as the power to refuse publication of an article until it has been approved by the officers of the Association. As per the CSD mailing guidelines, the newsletter will contain no business advertisements.*

ARTICLE VIII. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the Association may not be made without the signature of one of the Facilitators 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 appointed by the Facilitators, prior to the new treasurer taking office.*

ARTICLE IX. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority of voting members present at a regularly scheduled meeting or a special meeting called for that purpose.*
- B. Proposed amendments shall be presented to all officers and voting members at least seven (7) working days in advance of the meeting where action is to be taken or shall be read at a previous meeting.*

ARTICLE X. GENERAL

- A. The rules in the current edition of Robert=s Rules of Order shall govern the Association, the Leadership Team and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of the Bylaws or any special rules that the Association may adopt.*
- B. 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.*
- C. No Team member, representative, spokesperson or member shall have any financial liability for the association.*

ARTICLE XI. RATIFICATION

The original Dodge/Flower Neighborhood Association was formed on September 28, 1999. Original Articles of Incorporation and original bylaws were ratified on that date. First amended Bylaws of Dodge/Flower Neighborhood Association were ratified on January 14, 2003. Current amended Bylaws of Dodge/Flower Neighborhood Association are hereby ratified on this date by the signatures of the current team members.

Facilitator: Barbara Titman

9-22-08
Date:

Facilitator: Dewey VanDerBurg

9/22/08
Date

Notetaker: _____

Date

Treasurer: _____

Date