

DUFFY NEIGHBORHOOD ASSOCIATION BYLAWS

Adopted at Annual Association Meeting September 9, 2008

Duffy Neighborhood encompasses the following area:
Bounded on the North by the South Side of Speedway,
Bounded on the South by the North Side of Fifth (5th) Street,
Bounded on the West by the East Side of Rosemont,
Bounded on the East by the West Side of Craycroft.

MISSION

The Duffy Neighborhood Association exists for the overall betterment of the neighborhood, by promoting and encouraging safety and security for its residents and their families, and to enhance harmony among the residents and businesses within the neighborhood.

ARTICLE I

MEMBERSHIP

Membership is open to all residents, property owners, and businesses located within the Duffy Neighborhood. Those people under 18 years of age are considered Junior Members, and although they do not have a vote, are encouraged to attend meetings, voice concerns, and participate in discussions. Each voting member has one vote per motion at any Duffy Neighborhood Association meeting that they attend. (This is each person, not each household.) No proxy votes will be accepted.

ARTICLE II

COUNCIL

The Duffy Neighborhood Association Council will consist of at least three (3) members from various parts of the Neighborhood to be elected at the Annual Meeting to sit on the Council for a period of one year. These members will be elected by a majority vote of the members present at the Annual Meeting (so designated as *Election of Council Members*.) Notice of this meeting will be given to the Department of Neighborhood Resources (DNR) for mailing to Duffy Neighborhood Association members at least eighteen (18) working days prior to the election. (Production of newsletters and notices is an Association matter. DNR provides copying and postage. Association member are asked to perform the labor associated with copying, folding and stuffing.) All Council seats will be up for election every year; any voting Duffy Neighborhood Association member, including any member having just served on the Council, is eligible for nomination for a new Council term. Voting for Council members will be by written ballot if more than one person is nominated for a position, otherwise voting will be by voice (acclamation) or by show of hands.

CURRENT BYLAWS

Approved by NA: Sept 9, 2008
Updated in DNR Files: Sept 25 2008
Filed by: Beth

- NA folder
- Bylaws Binders

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Any member of the Association may be nominated for a term on the Council, or may nominate herself or himself. All nominations must be seconded in order to be listed in the group of persons to be voted on for election to the Council.

Any Council member who is absent from the schedule Duffy Neighborhood Association General Meetings or from Council Meetings more than three times without having notified one of the officers of the Association council prior to the meeting, will be automatically removed from her or his Council seat and that vacancy will be filled by election at the next General Neighborhood Association meeting.

CODE OF ETHICS FOR COUNCIL MEMBERS:

1. Each Council Member shall abide by the following Code of Ethics:
 - A. Refrain from any use of her/his office which is motivated by, or gives the appearance of being motivated by, the desire for private gain for herself or himself or other persons, including particularly those with whom she/he has family, business or financial ties.
 - B. Not use any inside information obtained as a result of her/his service for private or personal gains, either by direct action on her/his part or by counsel, recommendations, or suggestions to others, including particularly those with whom she/he has family, business or financial ties.
 - C. Not use her/his position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to her/him or persons with whom she/he has family, business, or financial ties.
 - D. Not receive or solicit from persons having businesses with the Duffy Neighborhood Association anything of value as a gift, gratuity, loan, or favor for herself/himself or person with whom she/he has family, business, or financial ties.
 - E. Shall disclose to the Duffy Neighborhood Association Council any family, business, or financial interest she/he has in matters considered by the Council, and shall refrain from making a recommendation or voting thereon.
 - F. A violation of any of the above provisions shall subject the Council Member to removal from the Council if, after due notice and hearing, a majority of the Council Members votes in favor of removal.

Council Officers: Council Members elected by the General Membership as described previously, will fill each of the positions described below.

Chairperson: Chair all meetings and serve as one of the contact persons of the Association and set agendas for all Council and General Association Meetings. Submit a copy of minutes of the Annual Duffy Neighborhood Association meeting, Officer's Release Form, and approved bylaws to DNR within two weeks of the General Meeting.

Co-Chairperson: Assist Chairperson, act and perform duties of Chairperson when that officer is not able to be present at Council or General Association Meetings.

Secretary: Record minutes of all Duffy Neighborhood Association Council and General Meetings, pass out and collect sign-in sheets at the General Meetings, act as record

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keeper and Parliamentarian. Report to the Duffy Neighborhood Association Membership at each General meeting, the minutes from the last meeting. Prepare and mail correspondence as directed by the Council or Duffy Neighborhood Association.

Treasurer: Keep all financial records (including receipts) as well as handle deposits and dispersal of funds per directions of Council and or in compliance with motions passed by members at Duffy Neighborhood Association General meetings. Report to the membership at each General meeting the state of the Duffy Neighborhood Association funds. Any expenditure over the amount of one hundred dollars (\$100.00) must be pre-approved by two members of the Council.

Community Relations Person: Acts as Primary Contact person for the Duffy Neighborhood Association. Is responsible for ensuring the creation and mailing of meeting notices and/or newsletters to Duffy Neighborhood Association members about any upcoming Duffy Neighborhood Association General Meeting.

Committees: If at any time, the Duffy Neighborhood Association membership or Council decides that a committee is needed to gather information and make recommendations to the Council and/or Duffy Neighborhood Association, to carry out an appointed function, members of that committee may be selected in any one or more of the following ways: A) suggestions for a specific person(s) to serve on the committee because of her/his specific expertise or interest may be accepted from any member. B) Any member of the Association may volunteer to serve on a specific committee.

LIABILITY OF MEMBERS

The private property of any and all Members shall be exempt from execution or other liability for any debts or actions of the Duffy Neighborhood Association. No Member shall be personally liable or responsible for any debts or liabilities of the Duffy Neighborhood Association.

ARTICLE III MEETINGS

The voting members present shall constitute a Quorum.

There will be an Annual Meeting during the month of September that will include the election of Council Members as described in the Article II.

There will be at least three Duffy Neighborhood Association General Meetings (January, April and September.) Notice of these meetings will be given to DNR for mailing at least eighteen (18) days prior to the meeting, and will include date, place, and time of the meeting, as well as the name of the contact person. Production of newsletters and notices is an Association matter. DNR provides copying and postage. Association member are asked to perform the labor associated with copying, folding and stuffing. At least three (3) Council members must be in

attendance at any Duffy Neighborhood Association General Meeting in order to conduct business.

Council and designated committee meetings will be held one month prior to General Meetings in order to conduct business as directed by the membership of Duffy Neighborhood Association General Meetings. Council and General Meetings are open to the public.

Motions brought before the membership of the Duffy Neighborhood Association at General Meetings will be decided by majority vote of those members present and voting at the time of the meeting. No proxy votes will be accepted.

Meetings will follow the generally accepted parliamentary procedures as set forth in "Robert's Rules of Order" A typical meeting agenda would be:

- Call to Order
- Review of Minutes of last Meeting
- Reports of Council Members
- Old Business
- New Business
- Any additions to the agenda from the floor
- Committee reports
- Discussion of items listed on notice of Association Meeting
- Call for adjournment

ARTICLE IV
AMENDMENT OF BYLAWS

These Bylaws may be amended by a two-thirds majority vote of members of the Duffy Neighborhood Association present at a meeting specifically called for that purpose, with advance notification to the Association membership. Newsletter will be sent, or request to mail notification will be made, to the DNR at least eighteen (18) working days prior to the meeting.

ARTICLE V
ADOPTION

These Bylaws shall be adopted by a majority vote of all members of the Duffy Neighborhood Association, in attendance at the Annual General meeting, notification of which states the proposed adoption.

Samuel chairperson
SIGNATURE/TITLE

Julien Evans co-chair
SIGNATURE/TITLE

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