

## FAIRGROUNDS NEIGHBORHOOD ASSOCIATION CHARTER

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We, the residents of the Fairgrounds Neighborhood, do hereby unite to create the Fairgrounds Neighborhood Association (FNA) to provide us an effective forum to make informed decisions on issues which affect our quality of life.

### ARTICLE I. NAME AND BOUNDARIES

The name of this association shall be Fairgrounds Neighborhood Association. It shall encompass the area bounded on the North by Ajo Way, Park Avenue on the East, on the South by Irvington Road, and South Sixth Avenue on the West.

### ARTICLE II. PURPOSES

- A. To ensure the preservation and the integrity of the neighborhood, improve and enhance its qualities, retain its established land use patterns and ensure its safety;
- B. To provide a vehicle for neighborhood planning where open land exists which shall be in keeping with the character of the neighborhood and which shall enhance the lifestyle of the neighborhood and encourage the revitalization and preservation of our inner city neighborhood;
- C. To address issues that concern and provide support for the senior citizens, the developmentally disabled and the physically challenged populations within our neighborhood;
- D. To prevent unwanted commercial intrusion and undesirable industrial encroachment throughout the neighborhood;
- E. To protect and preserve our neighborhood school and ensure the health, welfare, and well-being of our children;
- F. To maintain the residential arterial designation of streets and oppose developments which would measurably increase traffic hazards for the residents in the neighborhood;
- G. To establish a cooperative alliance with other neighborhood associations for the achievement of common goals and provide for and encourage desirable neighborhood improvements;
- H. To ensure a safer and cleaner environment;
- I. To respond to neighborhood emergencies that affect the neighborhood's safety and welfare as a clearinghouse for information and research and as an organization that voices the concerns of neighborhood residents;<sup>1</sup>

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<sup>1</sup> Revised February 13, 2006

- J. To influence location of businesses and services in the area which are compatible with the residential character of the neighborhood and to promote existing businesses;
- K. To aid in the safety and prevention of cruelty to animals and advocate that owners be responsible for the conduct and welfare of their pets;
- L. And to perform other activities and offer other services as may be in the furtherance of our neighborhood's interests.

### **ARTICLE III. ORGANIZATIONAL STRUCTURE**

Membership qualifications, officers and committees of the association and the selection and duties thereof shall be defined by the By-laws.

### **ARTICLE IV. MEMBERSHIP**

- A. The membership of this association shall be composed of two (2) categories: Voting Members and Associate Members.
- B. Voting rights shall be defined in the By-laws.

### **ARTICLE V. OFFICERS**

- A. The officers of the association must be residents of Fairgrounds Neighborhood Association and shall be as follows: Co-Chairs, Secretary, Treasurer, and Sergeant-at-Arms.
- B. Duties of the officers shall be provided for in the By-laws.
- C. The affairs of the association shall be conducted by an Executive Board. The number of members, the manner of their election and their powers and duties shall be prescribed in the By-laws.

### **ARTICLE VI. BY-LAWS**

By-laws shall be adopted at the annual meeting called for this purpose and thereafter may be amended as stated in the By-laws.

### **ARTICLE VII. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Parliamentary Procedure shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the Charter and By-Laws and any special rules of order the association may adopt.

## ARTICLE VIII. MEETINGS

- A. There shall be an annual meeting and a minimum of two (2) additional monthly meetings within the calendar year and such other special meetings as deemed necessary to conduct the business of the association.
- B. A quorum shall consist of five (5) Voting Members.

## ARTICLE IX. AMENDMENT OF CHARTER

This Charter may be amended by a two-thirds (2/3) majority vote of a quorum present at a meeting of FNA Voting Members.

## ARTICLE X. TERM OF CHARTER

Upon approval, this charter shall remain in effect until revoked or amended by a two-thirds (2/3) majority vote of a quorum present at a meeting of FNA Voting Members called for that purpose.

## ARTICLE XI. DISSOLUTION OF ASSOCIATION

This association may be dissolved by a two-thirds (2/3) majority vote of a quorum present at a meeting of FNA Voting Members called for that purpose. Any assets of the association may be transferred to a successor organization or such other non-profit organization as designated by the Voting Members at the time of dissolution, unless otherwise specified by the funding source.

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## FAIRGROUNDS NEIGHBORHOOD ASSOCIATION BY-LAWS

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### ARTICLE I. MEMBERSHIP

- A. The membership of this association shall be composed of two (2) categories: Voting Members and Associate Members.
  - i) A Voting Member shall be a person eighteen (18) years of age and who either owns real property or resides within the Fairgrounds Neighborhood, or represents a business, agency, or organization who either rents or owns real property within the Fairgrounds Neighborhood; who is interested in working towards the safety and well-being of the neighborhood; and who abides by federal, state, and local laws, and agrees with Article II of the FNA Charter. A Voting Member shall be entitled to one (1) vote providing that member is current and in good standing at the time of the Annual Meeting to be held in September. Each person who attends FNA meetings as a Voting Member shall have no more than one (1) vote. Businesses, agencies, and organizations shall have no more than one (1)-designated vote.

- ii) An Associate Member shall be a person, business, agency, or organization other than a property owner or resident interested in FNA progress and who abides by federal, state, and local laws, and agrees with Article II of the FNA Charter and shall not be accorded any voting rights.

B. Dues, if any, shall be determined by the Voting Members.

## ARTICLE II. OFFICERS

A. The officers of this association shall comprise the Executive Board and shall hold office for a term of one (1) year. The term of office shall begin at the close of the Annual Meeting. The officers of the Association shall be Co-Chairs, Secretary, Treasurer, and Sergeant at Arms. The duties of the officers shall be as follows:

- i) The Co-Chair shall call and preside at all meetings, act for and in behalf of the membership of the association, appoint any special committees necessary for the operation of the business of the association.
- ii) In the absence of one Co-Chair, the other Co-Chair shall assume the duties of that office.
- iii) The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting for presentation at the following FNA meeting. The Secretary shall be responsible for determining membership categories according to Article I of these By-Laws.
- iv) The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for preparing all required tax documents.
- v) The Sergeant at Arms, under the direction of the President, helps to maintain order and decorum at meetings. The Sergeant at Arms acts as doorkeeper and is responsible for the comfort and convenience of the assembly.

B. No member shall hold more than one (1) office at a time.

C. All records of the Executive Board are the property of the Association and shall be accessible to the FNA membership and the general public.

## ARTICLE VIII. COMMITTEES

- A. The Co-Chairs shall have the power to appoint committees as necessary to implement the purposes of the charter and shall submit the names of committee members to the Executive Board for approval by a majority vote.
- B. The Co-Chairs shall be an ex-officio member of all committees.

## ARTICLE IX. MEETINGS

- A. There shall be an Annual meeting each September and a minimum of two (2) additional meetings within the calendar year, at a time and place designated by the Co-Chairs. Special FNA meetings as deemed necessary to conduct the business of the association may be called at the discretion of the Executive Board.
  - i) Not less than forty (40) percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
  - ii) To conduct business, a majority vote of the Voting Members present at either Annual, regular or special FNA meetings shall constitute a passing vote.
  - iii) At least a three (3) day notice shall be provided in advance of the Annual, regular and special FNA meetings.
- B. All meetings shall be conducted in accordance with Robert's Rules of Parliamentary Procedure as stated in the Charter.
- C. Only a motion, a second and a vote is needed to table a discussion until a subsequent meeting. There shall be no debate on such a motion.
- D. The Co-Chair reserves the right to set a time limit for discussion at all meetings.
- E. The September meeting shall be the Annual Meeting. The purposes of this meeting shall be (1) the presentation of an annual report: (2) the election of officers, and the installation of officers.
- F. The Executive Board shall meet prior to each meeting.
  - i) A majority vote of the Executive Board may petition the Co-Chair for a special meeting at any time.
  - ii) A quorum of the Executive Board shall be one (1) more than half (1/2) of the membership of the Executive Board.

## ARTICLE X.

### NOMINATION, ELECTIONS, ANNUAL REPORTS, AND INSTALLATION OF OFFICER

- A. Nominations of Officers shall be made from the floor of the Annual Election Meeting held in September.
- B. Election of Officers shall be a simple majority of votes cast and shall be held on the same day as nominations.
- C. Three FNA members shall be appointed by the Co-Chair at the September Annual Meeting to act as election tellers.
- D. In the event an election teller is nominated for any office, he/she shall be removed as election teller and replaced by an alternate.
- E. 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 By-laws which are in possession of the outgoing Officers shall be submitted to their newly elected counterpart within fifteen (15) days of the installation.
- F. All FNA records are the property of the Association.
- G. Any Executive Board vacancy occurring during the year shall be filled by appointment of the Co-Chair and confirmation by a two-thirds (2/3)-majority vote of the remaining officers.
- H. An Officer may be removed from office for just cause by a two-thirds (2/3) majority vote of the FNA Voting Members present at that meeting.
- I. In the case of the removal of an Officer, all documents pertaining to the Officer's various FNA functions shall be transferred to the person appointed to fill the office. The transfer shall occur within ten (10) calendar days of the Officer's removal.

## ARTICLE XI. FISCAL RESPONSIBILITY

Withdrawal of FNA funds may only be made with the signatures of the Treasurer and one other designated FNA Officer.

- A. At least ten (10) days prior to the Annual Meeting, a committee of at least two (2) FNA Voting Members appointed shall audit financial records and funds of the Association by the Co-Chairs.

ARTICLE XII. AMENDMENT OF BY-LAWS

- A. These By-laws may be amended by a two-thirds (2/3) majority vote of a quorum present at a meeting of FNA voting members.
- B. Proposed amendments can be read and voted on at a meeting.

This Charter and its By-Laws have been duly ratified by voting membership of the Fairgrounds Neighborhood Association on this 2nd day of March, 2006.

Witness:

Lupe J. Rodriguez

Rolaf Buerck

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<sup>7</sup> Revised February 13, 2006