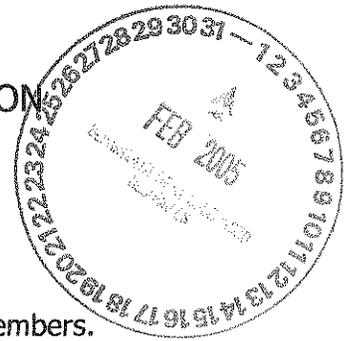


BYLAWS  
of the  
GLENN HEIGHTS NEIGHBORHOOD ASSOCIATION  
UPDATED JANUARY 18, 1994  
UPDATED JANUARY 10, 2005



**ARTICLE I MEMBERSHIP**

1. The membership of the Association shall be composed of Voting Members.

There shall be one vote per household and the voting member shall be a person who either resides or owns real property within the Glenn Heights Neighborhood. A voting member (one per household) shall be entitled to one vote providing that member is current and in good standing by the Annual Meeting by having paid their annual dues and by attending one meeting during the year.

2. Dues will be determined by the Neighborhood Board. Charter membership dues for the formation of the organization and the first election of officers shall be \$5.00 per household. Thereafter dues shall not exceed \$5.00 per household per year. The Board can choose to waive the annual dues
3. Membership shall expire at the close of the annual meeting in January each year and shall not retain any privileges or voting rights.

**ARTICLE II OFFICERS**

1. The officers of this Association shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. The duties of the Officers shall be as follows:
  - 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 necessary for the operation of the business of the Association and shall act as official spokesperson of the Association. The President shall implement the decisions of the Neighborhood Board.
  - b. The Vice President shall, in the absence of the President, assume all of the duties of that office.
  - c. The secretary shall keep a permanent record of all the Neighborhood Association meeting minutes, and all legal documents and legal transactions of the Association. The Secretary for the Glenn Heights Neighborhood Association shall transcribe the minutes of each Neighborhood Association meeting, and shall transfer one copy of each set of minutes to the President and to the Historian of the Association. Copies shall be transferred as herein described within twenty-five (25) calendar days of respective meetings.
  - d. The treasurer shall keep in his possession all receipts and a permanent record of all financial business of the Association. An up-to-date financial report shall be submitted at each meeting.

- e. The Historian shall keep in his possession a permanent record of all items, publicity and history of the Association.
2. The Neighborhood Board shall be composed of the officers, in addition to four (4) Voting Members who shall be elected by the Association. In addition, the immediate past president shall serve as an ex-officio member to the board.
3. An Officer shall not hold more than two consecutive terms in any one office and no member shall hold more than one office at a time. Except for the Historian Officer who shall be exempt from the one year term / two consecutive terms, as long as that person is fulfilling the duties and responsibility of this position and is willing to accept the duties for a longer period of time.
4. All records of the Officers are the property of the Association.

### **ARTICLE III COMMITTEES**

1. The Membership Committee shall be composed of 2 to 3 members for the purpose of enrolling members to the Association and maintaining all records of membership.
2. The President shall be an ex officio member of all committees, and shall appoint any special committees necessary for the operation of the business of the Association.

### **ARTICLE IV MEETINGS**

1. The January Membership Meeting shall be the Annual Meeting. The purpose of this meeting shall be:
  - a. The presentation of Officers' Annual Report.
  - b. The election of Officers.
  - c. The installation of officers.
  - d. Other business as required.
2. Special meetings can be called when a specific issue arises and brought to the attention of the Officers. A group of not less than five percent (5%) of the Voting Members may call a special meeting at any time if the officers are unable or unwilling to do so.
3. The Neighborhood Board shall meet at a time and place designated by the President as often as necessary. A majority of the Neighborhood Board shall be more than half of the membership of the Neighborhood Board present at that specific meeting.

### **ARTICLE V NOMINATION, ELECTIONS, ANNUAL REPORTS, AND INSTALLATION OF OFFICERS**

1. Nominations of Officers and Neighborhood Board shall be made from the floor of the Annual Meeting held in January.
2. Election of Officers and Neighborhood Board shall be held on the same day as nominations.

3. Upon installation of Officers whose term begins at the close of the Annual Meeting, all documents, records and any materials pertaining to the duties of the office which are in possession of the outgoing officers shall be submitted to the newly-elected officers with fifteen (15) days of installation.
4. Any vacancies occurring during the year of any Officer or member of the Neighborhood Board shall be filled by appointment of the Neighborhood Board. Any transfer of documents due to vacancy or leave of absence shall occur within ten (10) calendar days of the Officer's vacancy or leave of absence.
5. Any member of the Neighborhood Board who is absent for three (3) consecutive meetings of the Council shall be eliminated from the Council automatically.

**ARTICLE VI FISCAL RESPONSIBILITY**

1. Withdrawal of funds of the Association may not be made without at least two (2) signatures of any of the five Officers, one of whom must be the Treasurer.
2. If it becomes necessary for the Treasurer to relinquish that office, the records and funds of the Association shall be reviewed by a committee of at least two (2) appointed by the President from among the members of the Neighborhood Association.
3. The books shall be reviewed annually prior to the Annual Meeting.

**ARTICLE VII AMENDMENT OF BYLAWS**

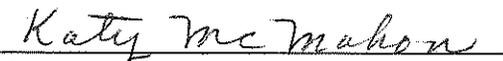
1. These Bylaws may be amended in concurrence with or upon recommendation of the Neighborhood Board by a two-thirds majority of the Association members present.
2. Proposed amendments shall be sent to all members of the Association at least ten (10) days in advance of the meeting where action is to be taken.

Dated the 10 day of January 2005.

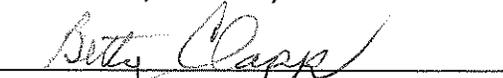
**OFFICERS:**

  
 \_\_\_\_\_  
 Howard Jones, President

  
 \_\_\_\_\_  
 Danial Stumbo, Vice-President

  
 \_\_\_\_\_  
 Katy McMahon, Treasurer

  
 \_\_\_\_\_  
 Susan Cash, Secretary

  
 \_\_\_\_\_  
 Betty Clapp, Historian

**CURRENT BYLAWS**

Approved by NA: 02-01-05  
 Updated in DNR Files: 02-03-05  
 Filed by: TF

- NA folder
- Bylaws Binders