

**JULIA KEEN  
NEIGHBORHOOD ASSOCIATION  
BY-LAWS**

**ARTICLE I. MEMBERSHIP**

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood bounded by North - 22<sup>nd</sup> Street, East- Alvernon, South-Aviation Highway, West-Country Club.
- B. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
- C. The voting members will determine dues. Yearly dues are to a minimum of six (6) hours of community service or thirty dollars (\$30.00).
- D. Member ship shall not be denied on the basis views or opinions contrary to the goals and purposes of the association.

**ARTICLE II. OFFICERS**

The co-chair persons of this association shall hold office for terms of one (1) year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. The co-chairpersons of the association shall be comprised of a representative of the six subdivisions located within our geographic area. The co-chairpersons will choose a facilitator among themselves. They shall also agree upon the length of service of said facilitator. They shall also agree upon the length of service of said facilitator.

- A. The Facilitator shall call and preside at all meetings. The co-chairpersons shall act and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as official spokespersons for the association.
- B. The co-chairpersons shall be responsible for the publicity and notification of meetings of the member association.
- C. A 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 and shall maintain a file copy of it and submit a copy of these minutes to CNS.
- D. Street captains shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in the Charter. Every action will be made in insure that Street Captains serve specific blocks or streets within the association boundaries.

### ARTICLE III. COMMITTEES

- A. The Chairpersons shall have the power to appoint committees as necessary to implement the purposes of the Charter.
- B. The Chairpersons shall be ex-officio members of all committees.

### ARTICLE IV. MEETINGS

The Chairpersons shall hold an annual meeting during the month September at a time and place designated.

- A. Not less than ten percent (10%) of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. The voting Members shall constitute a quorum.
- C. At least a two-day notice shall be provided in advance on any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by phone call, direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be open to any interested persons.
- E. Monthly meetings to be held 1<sup>st</sup> Tuesday of each month.

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

- A. Nomination of officers shall be made from the floor at the annual meeting or a slate presented from a nominating committee would also be acceptable.
- B. Election 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 annual meeting, all documents, records and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within thirty (30) days of the installation.
- D. Nomination and approval of the voting members shall fill any vacancies occurring during the year of any officer or member of the Street Captains.
- E. Any officer may be removed from office for cause by the members in attendance at a regularly scheduled meeting.

**ARTICLE VI. AMENDMENT OF BYLAWS**

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

**ARTICLE VII. GENERAL**

- A. The rules in the current edition of Robert's Rules or Order shall govern the association, the Board of Directors and all sub-committees in all cases to which they apply and do not conflict with the specific provisions of the Charter and Bylaws or any special rules that the association may adopt.
- B. If any part 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 officers, representative, spokesperson, or member shall have any financial liability for the association.

DATE ADOPTED \_\_\_\_\_

\_\_\_\_\_  
Co-Chair, Bel Aire Estates

\_\_\_\_\_  
Co-Chair, Lorena Homesites

\_\_\_\_\_  
Co-Chair, Citation Gardens

\_\_\_\_\_  
Co-Chair, Parkside

\_\_\_\_\_  
Co-Chair, Country Club Park

\_\_\_\_\_  
Co-Chair, Parkview

**CURRENT BYLAWS**

Approved by NA: \_\_\_\_\_

Updated in DNR Files: 10/16/03

Filed by: M. Leon

- NA folder
- Bylaws Binders

