

CHARTER for the

Lakeside Park Neighborhood Association

This Neighborhood Association is formed to provide open channels of communication for the residents of the Lakeside Park Neighborhood in order that they may make informed decisions on issues which affect the quality of life in this and other urban neighborhoods.

ARTICLE I. NAME AND BOUNDARIES

The name of this association shall be Lakeside Park Neighborhood Association. It shall encompass an area bounded on the north by Golf Links Road, on the east by Camino Seco, on the south by Escalante Road, and on the west by Pantano Road.

ARTICLE II. PURPOSES

- 1.0 To ensure the preservation of the integrity of the neighborhood and to retain established land use patterns.
- 2.0 To share information among the residents of the area in order to form a more close-knit community.
- 3.0 To preserve, protect and encourage the enhancement of the environment of Lakeside Park.
- 4.0 To establish a cooperative alliance with municipal authorities, commercial interests and other neighborhood associations for the achievement of common goals.

ARTICLE III. ORGANIZATIONAL STRUCTURE

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

ARTICLE IV. MEETINGS

There shall be an annual meeting and such other meetings as deemed necessary to conduct the business of this association. Circumstances of these meetings shall be determined by the bylaws.

ARTICLE V. TERM OF CHARTER

Upon approval, this charter shall remain in effect until revoked or amended by a two-thirds (2/3) majority of the voting members present at a meeting called for that purpose. This charter is subject to review every three (3) years by a committee appointed by the President.

ARTICLE VI. DISSOLUTION OF ASSOCIATION

This association may be dissolved by a majority of voting members present at a meeting called for this 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.

CURRENT BYLAWS

Approved by NA: 3-23-96

Updated in DNR Files: 10-10-02

Filed by: [Signature]

NA folder

Bylaws Binders

BYLAWS OF THE LAKESIDE PARK NEIGHBORHOOD ASSOCIATION

ARTICLE I. BOUNDARIES

- 1.0 The Lakeside Park Neighborhood Association shall encompass an area bounded on the north by Golf Links Road, on the east by Camino Seco, on the south by Escalante Road, and on the west by Pantano Road.

ARTICLE II. MEMBERSHIP

- 1.0 A Voting Member of the Association shall be an adult eighteen years of age or older, residing in or owning a business or real property located within the boundaries of the Lakeside Park Neighborhood Association, provided the individual is in good standing regarding annual dues.
- 2.0 Dues will be determined by the Neighborhood Association voting members at the Annual Meeting in November of each year.

ARTICLE III. OFFICERS

- 1.0 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 in November. The duties of the Officers shall be as follows:
 - 1.1 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 is not afforded voting privileges except to break a tied vote.
 - 1.2 The Vice-President shall, in the absence of, or incapacity of, the President and/or the Secretary, assume all the duties of those offices.
 - 1.3 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 and shall transfer one copy of each set of minutes to the President and to the Association archive. Copies shall be transferred as herein described within ten (10) calendar days of the respective meeting occurrence.
 - 1.4 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 of the membership as a whole, and shall be published with each issue of the newsletter. The Treasurer shall be responsible for maintaining an up-to-date record of membership.
 - 1.5 The Neighborhood Representatives shall be composed of five Voting Members, and shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purposes of the charter.
- 2.0 Any Officer of the Association may be removed from office for cause or through a vote by two-thirds (2/3) of the voting membership at a general meeting. Cause shall be defined as actions deemed by a simple majority of the voting membership to be inimical to the purposes of the charter.

- 3.0 No member shall hold more than one office at a time.
- 4.0 Upon leaving office the immediate Past-President may serve for one year as ex-officio member of the Board unless having been removed from office by a vote of two-thirds (2/3) of the quorum.
- 5.0 All records of the Officers pertaining to the business of the Association shall remain the property of the Association.
- 6.0 The elected Officers and the Representatives will comprise the Board of Directors of the Association (herein referred to as the "Board").

ARTICLE IV. COMMITTEES

- 1.0 The President shall appoint Committees as necessary to implement the purposes of the charter.
- 2.0 The President or the Vice-President shall be ex officio members of all committees.

ARTICLE V. MEETINGS

- 1.0 There shall be an annual meeting in November, and other meetings as deemed necessary, at a time and place called for by the President to conduct the business of this Association. Meetings will be conducted under "Robert's Rules of Order" and follow Association by-laws procedures.
- 1.2 Not less than twenty (20) percent of the Voting members shall have the privilege of petitioning a special meeting at any time.
- 1.3 The Voting Members present shall constitute a quorum at a general meeting.
- 1.4 Any measure may be approved by a simple majority of votes at a general or special meeting unless otherwise specified by the by-laws.
- 1.5 At least a five (5) day notice shall be provided in advance of any non-emergency Association meeting.
- 2.0 The Board shall meet when requested to do so by the President.
- 3.0 A simple majority of the Board may call a special meeting. A simple majority of the Board shall constitute a quorum.
- 3.1 Minutes of all Board meetings will be read at the next general meeting. Minutes of all meetings will be made available on request to any Voting Member by the Secretary.

ARTICLE VI. NOMINATION, ELECTIONS, ANNUAL REPORTS, AND INSTALLATION OF OFFICERS

- 1.0 Nominations of Officers and Neighborhood Representatives shall be made at the General Meeting in October. Nominees must be present to accept nominations.
- 1.1 Election of Officers and Neighborhood Representatives shall be held at the Annual Meeting in November, and a simple majority vote will determine the election outcome. Their term of office shall begin at the conclusion of the Annual Meeting.

- 1.2 In the event there are vacant seats, the President shall appoint Voting Members to fill those seats until an election at the next general meeting.
- 2.0 The President shall appoint two (2) Neighborhood Representatives to act as election tellers at the Annual Meeting.
- 2.1 In the event an election teller is nominated for any office, that person shall be removed as election teller and replaced by an alternate to be appointed by the President.

ARTICLE VII. DISBURSEMENT OF FUNDS.

- 1.0 There will be no expenditures exceeding fifty dollars (\$50) without a simple majority vote of the membership at a general meeting.
- 1.1 All expenditures of less than fifty dollars (\$50) must be approved by a simple majority vote of the Board at a special or regular meeting.
- 1.1.1 A petty cash fund may be created of not more than twenty dollars (\$20). A cash request form must be submitted for any monetary withdrawals of funds from petty cash or the checking account.
- 1.2 The Association checking account shall require the signature of any combination of two elected officers, but all four officers will be on the signature card.

ARTICLE VIII. SUB UNITS

- 1.0 Any program or committee approved by the Association shall follow the guidelines and regulations set forth by the Board.

Revised March 23, 1996

Adopted:

Debbie Seery, President

Randy Hall, Vice-President