

CURRENT BYLAWS

Approved by NA: 3/18/03

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Filed by: YNelson **Bylaws of Naylor Neighborhood Association**

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Bylaws Binders

ARTICLE I. MEMBERSHIP

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
- 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. In the event occupant & owner are different and both wish to vote, the vote shall be the property owners.
- C. There are no mandatory dues.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE II. OFFICERS

The officers of this association shall hold office for a term of one (1) year or until their successor is elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be two Co-Chairpersons, and a Secretary/Treasurer. The officers of the association and the Neighborhood Advocates will comprise the Board of Directors.

- A. The Co-Chairpersons 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 association business shall act as official

spokesperson for the association and shall be responsible for publicity and notification of meetings of the associations.

- B. 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 maintain a file copy of same and submit a copy of these minutes to the CNS.
- C. 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 membership.
- D. The Neighborhood Advocates 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 effort will be made to insure that Neighborhood Advocates 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

An annual meeting shall be held during the month of May at a time and place designated by the President/Chairperson.

- A. Not less than 50 percent of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. The Voting Members present shall constitute a quorum.
- C. At least a 5 -day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be open to any interested persons.

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

- A. Nominations of officers shall be made from the floor at the annual meeting or a slate presented from the 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 newly elected counterpart within 10 days of the installation.

- D. Any vacancies occurring during the year of any officer of member of the advocates shall be filled by appointment by the Board of Directors.
- E. Any officer may be removed from office for cause by a majority vote of the voting members.

ARTICLE VI. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the association may not be made without the signatures of at least one of the Co-Chairpersons and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood appointed by the President/Chairperson prior to a new Treasurer's taking office.

ARTICLE VII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of the Board.
- B. Proposed amendments shall be sent to all members at least 5 working days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

ARTICLE VIII. GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the Association, the Board of Director and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of Bylaws or any special rules that the association may adopt.

B. If any part of the 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 officer, representative, spokesperson or member shall have any financial liability for the association.

DATE ADOPTED: March 18, 2003

Cheryl A. Ward
SIGNATURE/TITLE

Rob S. Crann
SIGNATURE/TITLE