

CURRENT BYLAWS

RICHLAND HEIGHTS WEST NEIGHBORHOOD ASSOCIATION
BYLAWS

(approved October 13, 1998)

Approved by NA: 10-18-98

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Filed by: [Signature]

ARTICLE I. NAME AND BOUNDARIES

NA folder

Bylaws Binders

1. The name shall be Richland Heights West Neighborhood Association.
2. The boundary shall encompass the area defined on the attached map within the general area bounded on the North by Prince Road, on the East by Campbell Avenue, on the West by Mountain Avenue, and on the South by Ft. Lowell.

ARTICLE II. PURPOSES

1. To preserve the unique rural lifestyle of this historic neighborhood and retain established land use patterns.
2. To establish a cooperative alliance with other neighborhood associations for the achievement of common goals.
3. To discourage and prevent crime within the neighborhood and in surrounding areas.

ARTICLE III. OFFICERS, BLOCK CAPTAINS, AND BOARD

1. The officers of the association shall be a President, Vice president, Secretary and Treasurer.
2. The officers shall hold office for a term of two years or until their successors are elected. The term of office shall begin at the close of the annual meeting.
3. Two officers shall be elected every year. At the next election of officers only, the President and Secretary shall be elected to a term of one year, and the Vice President and Treasurer shall be elected to a term of two years.
4. The President shall preside at all meetings, shall act for and on behalf of the membership of the association, shall designate any special committees necessary for the operation of association business, and shall act as official spokesperson for the association. The President may delegate duties as necessary.
5. The Vice President shall, in the absence of the President, assume all of the duties of that office.
6. 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 maintain a file copy of same. The Secretary shall

submit the advance notice of the annual meeting and the minutes of this meeting to the City Neighborhood Services (CNS) or its successor.

7. 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 association meeting. The Treasurer shall be responsible for maintaining a list of Voting Members who have paid their dues.

8. Block Captains shall be chosen by the residents of the geographic area they serve and shall gather and disseminate information as necessary. Block Captains serve specific blocks or streets within the association boundaries.

9. The Board shall consist of the four officers plus the Block Captains.

10. The Board may name other association members and committees to assume specific functions such as media relations, internet communications director, historian, as deemed necessary.

ARTICLE IV. MEMBERS

1. A member is a resident of the geographic area described in the definition of the neighborhood association.

2. A Voting Member shall be a household within the boundaries of the neighborhood which has paid annual dues for the current calendar year. Each Voting Member shall have one vote.

ARTICLE V. MEETINGS

1. There shall be an annual meeting to conduct the business of the association.

2. Other meetings may be called by a majority of the Board, or by petition from not less than ten percent of the Voting Members, or by the President.

3. At least ten Voting Members shall be present in order to transact business for the association (i.e. 10 Voting Members constitutes a quorum).

4. At least a five-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 association of upcoming meetings either by direct mailing, handouts at doorways, or e-mail.

5. All meetings shall be open to any interested members of the association and guests invited by the Board.

ARTICLE VI. NOMINATIONS, ELECTIONS, AND INSTALLATION OF OFFICERS

1. Nominations of officers shall be made from the floor at the annual meeting.
2. Election of officers shall be held on the same day as nominations.
3. 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 counter parts within ten days.
4. Any vacancies occurring during the year of any officer shall be filled by appointment by the Board within 30 days.
5. Any officer may be removed from office for cause by a majority vote of the Voting Members at a special meeting called for this purpose.

ARTICLE VII. COMMITTEES

1. The President shall have the power to designate committees as necessary to implement the purposes of the bylaws.
2. The President shall be an ex-officio member of all committees.

ARTICLE VIII. FINANCIAL MATTERS

1. Membership dues will be determined by a quorum of the Voting Members.
2. Expenditure of funds of up to \$999 must be approved by at least one officer and the treasurer.
3. Expenditures of \$1,000 or more must be approved by a majority of the Board.
4. Financial records and funds of the association shall be audited at least once a year by a committee of at least two Voting Members of the neighborhood who are not members of the Board. These people shall be appointed by the Board prior to a new treasurer's taking office. The audit shall be performed prior to the new treasurer taking office.

ARTICLE IX. AMENDMENT OF BYLAWS

1. These bylaws may be amended by a majority of the Voting Members present at a meeting called for that purpose.

2. Proposed amendments shall be sent to all members at least 15 working days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

ARTICLE X. GENERAL

1. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board, and all committees, in all cases to which they apply and do not conflict with the specific provisions of these bylaws or any special rules that the association may adopt.

2. 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.

3. No officer, representative, spokesperson or member shall have any financial liability for the association.

ARTICLE XI. DISSOLUTION OF ASSOCIATION

1. This association may be dissolved by a majority of Voting Members present at a meeting called for that purpose. Any assets of the association may be transferred to a successor organization or such other non-profit organization or individuals as designated by the members at the time of dissolution.

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(These Bylaws were discussed and approved at a called meeting of the Richland Heights West Neighborhood Association on October 13, 1998.)

Meredith Little 10/13/98
Meredith Little,
Secretary

Allyson Armstrong
Allyson Armstrong,
President