

## BYLAWS

### BYLAWS OF ROBERTS NEIGHBORHOOD ASSOCIATION

#### ARTICLE I MEMBERSHIP

1. The membership of this association shall be residents, property owners or businesses within the neighborhood. The boundaries being Alvernon to Swan, 29th Street to Golf Links.
2. A voting Member shall be a resident of a household within the boundaries of the neighborhood.
3. 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 voting members of the neighborhood association shall elect a Board of Directors who will then appoint officers of the neighborhood association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting.

- A. The Chairperson 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 association business, and shall act as official spokesperson for the association.
- B. The Vice Chairperson shall in the absence of the Chairperson, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- C. 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 the same and submit a copy of these minutes to DNR.
- D. 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.
- E. 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.
- F. Any officer can be removed from office by a 2/3rds vote of the membership in attendance after a special meeting has been requested at least (10) working days in advance. DNR requires that meetings involving the recall of officers be mailed through this office.

### ARTICLE III. COMMITTEES

- A. The Chairperson shall have the power to appoint committees as necessary to implement the purposes of the charter.
- B. The Chairperson shall be an ex-officio member of all committees.

### ARTICLE IV. MEETINGS

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

- A. The Voting Members present shall constitute a quorum.
- B. 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 of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters or announcements at regularly scheduled meetings.
- C. All meetings shall be public and open to any interested person.

### 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 a nominating committee would also be acceptable.
- B. Election of the Board of Directors shall be held on the same day as the 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 10 days of the installation.
- D. Any vacancies occurring during the year of any Board of Director or member of the advocates shall be filled by appointment by the associate advocates.
- E. Any officer may be removed from office for cause by a majority vote of the voting members.

### ARTICLE VI. FISCAL RESPONSIBILITY

- A. Expenditures of funds of the association may not be made without the signatures of at least two (2) of the six (6) officers 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 Advocates appointed by the Chairperson prior to a new

Treasurer's taking office.

#### ARTICLE VII. AMENDMENT OF BYLAWS

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

#### ARTICLE VIII GENERAL

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

DATE ADOPTED September 30, 2003

Norma M. Raupman, Secretary  
Signature/Title

Kimberly Dylewski / Chairman  
Signature/Title



D. Any vacancies occurring during the term of any officer shall be filled by a *protem* appointment by the Board of Directors.

E. Any officer may be removed from office for cause at a Special Meeting called for this purpose.

ARTICLE VII. FISCAL RESPONSIBILITY

A. Expenditure of funds of this Association may be made only with the signatures of the treasurer plus one other officer.

B. Financial records and funds of the Association shall be audited at least once a year by a committee of at least three Voting Members of the Association appointed by the President. Records shall always be audited prior to the election and installation of a new Treasurer.

ARTICLE VIII. AMENDMENT OF BYLAWS

A. These BYLAWS may be amended by a majority vote of the Voting Members at an Annual Meeting or at a Special Meeting called for that purpose.

B. Proposed amendments shall be sent in writing to all members at least ten (10) working days in advance of the meeting.

ARTICLE IX. GENERAL

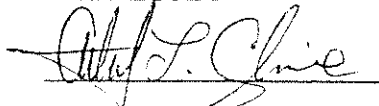
A. The rules of the current edition of Robert's Rules of Order shall govern meetings of the Association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these BYLAWS or any special rules that the Association may adopt.

B. If any of these BYLAWS or the application thereof is held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions shall be declared eliminated.

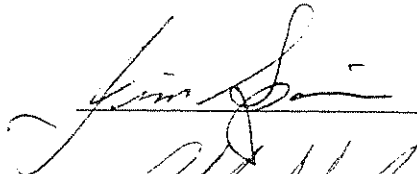
C. No officer, representative, spokesperson or member shall have any financial liability for the Association.

D. Adopted this day the 8th day of December 1999, in General Assembly.

WITNESSES:



President



Secretary



Vice-President



Treasurer

