

Approved by NA: 10/14/08  
Update by DNE: 11/3/09  
Filed by: BT

**BYLAWS OF  
ROSE NEIGHBORHOOD ASSOCIATION**

~~Bylaws Binders~~

**Article 1. Membership**

- A. The membership of this association shall be of residents, renters, children of residents and renters, property owners, representatives of agencies, organizations, schools and businesses within the neighborhood association boundaries
- B. A voting member shall be as defined in Section A and at least 16 years of age.
- C. Each voting member and duly appointed representative from each agency, organization, or business shall be entitled to one vote.

**Article 11. Officers**

- A. 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.
- B. Officers to comprise the Executive Board shall be a President, Vice-president, Secretary, Treasurer, Parliamentarian, Historian and four Neighborhood Members.
- C. 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 association business.
- D. The Vice-president shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notification of meetings of the association.
- E. The Secretary shall keep a permanent record of all formal meetings and all legal documents and 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 as approved by the Executive Board to the Department of Neighborhood Resources.
- F. 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, and preparing all required tax documents.
- G. The Parliamentarian, under the direction of the President, shall maintain order and decorum at meetings.

- H. The Historian shall be in charge of gathering historical information on cultural history of incidents or individuals within our neighborhood as may be determined by the Executive Board.
- I. Four Neighborhood Committee Members. There shall be four quadrants within our neighborhood to which each of the Committee Member shall represent the area they live in. Division of the area quadrant shall be MacArthur St , 15th Ave - from Irvington to MacArthur St and 16th Ave from MacArthur St to W Ajo Way. Each quadrant shall be known as Nw, Ne, Se, & Sw.

#### **Article 111. Committees**

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

#### **Article IV. Meetings**

- A. The regular meeting of this association shall be held at CE Rose School Library on the (3) third Wednesday of the month at 6:30 pm.
- B. The President or a majority of the Executive Committee shall have the power to call a special meeting of the association at any time.
- C. Upon the written request of 5 voting members, the Executive Committee shall call a special meeting to which the President will designate the time and date.
- D. 5 members of the Executive Committee shall constitute a quorum.
- E. The voting members present shall constitute a quorum and all meetings shall be open to any interested persons.
- F. Meetings shall be conducted in a respectful, orderly manner and one person speaks at a time and time limitations shall be enforced when necessary.
- G. 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 these Bylaws or any special rules that the association may adopt.
- H. Meetings shall be conducted in languages as deemed necessary.
- I. The Executive Board shall meet prior to each monthly meeting as designated by the President and Board.

#### **Article V. Nominations, Elections, Annual Reports and Installation of Officers**

- A. Nominations of officers shall be made from the floor at the designated meeting or a presentation from the nominating committee will also be acceptable.
- B. Elections 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 By-laws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within 15 days of the installation. All records of the officers are the property of the association.
- D. Any Executive Board vacancy occurring during the year shall be filled by appointment by the majority vote of the remaining officers.
- E. Any officer may be removed from office for cause by a two-thirds (2/3) majority vote of the E-Board.

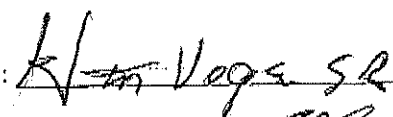
**Article VI. Fiscal Responsibility**


- A. Withdrawal of the association funds may be made with the signatures of the Treasurer and presiding President.
- B. Financial records and funds of the association shall be audited at the discretion of the President and/or at least once a year by a committee of at least two voting members appointed by the president before a new treasurer taking office.

**Article VII. Amendment of Bylaws**

- A. These bylaws may be amended by a majority vote of the Voting Members present at the meeting called for this purpose as posted with notice on the newsletter.
- 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 and shall be read at the preceding meeting.

These By-Laws have been duly ratified by voting members of the Rose Neighborhood Association on this 8th day of October, 2008. (10-08-2008)

SIGNATURE / TITLE:  10-14-08  
PRESIDENT

SIGNATURE / TITLE:  10-14-08  
VICE PRESIDENT