

**BYLAWS OF SILVERBELL TERRACE
NEIGHBORHOOD ASSOCIATION**

ARTICLE I. NAME AND BOUNDARIES

- A. The name of the association shall be Silverbell Terrace Neighborhood Association.
- B. The association shall encompass the areas bounded on the

North by Intersection of Jonathan Ave. and Jordan Drive and Copper Street Cul-de-sac

East by North Jordan Drive

West by Jonathan including the cul-de-sacs at the west ends of Grant, Spring, Water, Silver, and Copper

South by north side of Grant Road

ARTICLE II. MEMBERSHIP

- A. The membership of the Silverbell Terrace Neighborhood Association shall be residents, property owners and 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.
- C. Dues will be determined by the voting members. Yearly dues are to be \$0 per voting member.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE III. OFFICERS

The voting members of the Silverbell Terrace Neighborhood Association (STNA) shall nominate and elect the officers of the association. The officers of STNA 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. The officers of STNA shall be Chairperson, Vice

Chairperson, Secretary, Treasurer and Historian. The officers of the association will comprise the Board of Directors.

- 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. The Vice chairperson 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, maintain a file copy of the minutes, and submit a copy to the Department of Neighborhood Resources (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. The Treasurer shall be responsible for membership.
- E. The Neighborhood Advocates shall be composed of an appropriate number of Voting Members and shall be elected by the voting membership. The Neighborhood Advocates 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 majority vote of the membership after a special meeting has been requested at least ten (10) working days in advance. The Department of Neighborhood Resources requires that meetings involving the recall of officers be mailed through the DNR office.

ARTICLE IV. 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 V. MEETINGS

An annual meeting shall be held during the month of November preferably sometime in the first two weeks of the month) at a time and place designated by the Chairperson. [We would like more meetings per year, possibly one meeting per month.]

- A. A special meeting of the STNA may be called by petition to the chairperson by 20 per cent or more of the STNA membership.
- B. The Voting Members present shall constitute a quorum.
- C. At least a 10-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, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

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

- A. Nominations of officers shall be made from the floor at the annual meeting. A slate presented from a nominating committee would also be acceptable.
- B. Election of officers 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 5 days of the installation.
- D. Any vacancies occurring during the year of any Officer or member of the Advocates shall be filled by appointment by the Association Advocates.

ARTICLE VII. FISCAL RESPONSIBILITY

- A. Expenditure of funds, over \$25, of the association may not be made without the signatures of at least two (2) of the six (6) Officers and the Treasurer.
- B. A committee of at least two (2) Members of the Neighborhood Advocates shall audit financial records and funds of the association at least once a year. The Chairperson will appoint these Advocates prior to a new Treasurer's taking office.

ARTICLE VIII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote. Voting on amendments to the bylaws will take place at the Annual Meeting except for changes considered to be "Emergency Status."
- B. Proposed amendments shall be sent to all members at least 10 working days in advance of the Annual Meeting or shall be read at the meeting before the Annual Meeting.

ARTICLE IX. 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:

OFFICERS ELECTED 2/14/07.

Lee Oler, Chair

SIGNATURE/TITLE

Pat M. [unclear] vice chair

SIGNATURE/TITLE

Sherrill Garcia Secretary

SIGNATURE/TITLE

Patrick Grey

SIGNATURE/TITLE

Adrianna Davis

SIGNATURE/TITLE