

CURRENT BYLAWS

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BYLAWS

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of the

SILVERCROFT NEIGHBORHOOD ASSOCIATION

ARTICLE I MEMBERSHIP

1. The membership of this association shall be composed of two categories: Voting Members and Associate Members.
 - a. A Voting Member shall be a person who either resides or owns real property within the Silvercroft Neighborhood. A Voting Member shall be entitled to one vote providing that that member is current by the January Annual Meeting. However, each person who attends the Silvercroft Neighborhood Association meetings as a Voting Member shall have no more than one vote and may not represent any other Voting Member.
 - b. An Associate Member shall be a person, business, agency, or organization interested in the progress of this neighborhood or of the association, and shall not be accorded any voting rights.
2. Those persons under eighteen years of age applying for membership shall be Associate Members.
3. Dues will be determined by the Neighborhood Council. Charter membership dues for the formation of the organization and the first election of officers shall be \$2.00.
4. Any membership, whether Voting or Associate, shall expire at the end of each calendar year and shall not retain any privileges or voting rights.

ARTICLE II OFFICERS

1. The Officers of this association shall be elected from the voting membership and 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. The duties of the officers shall be as follows:
 - a. 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 the business of the association and shall act as official spokesperson of the association. The President shall implement the decisions of the Neighborhood Council.

- b. The Vice President shall, in the absence of the president, assume all of the duties of that office.
 - c. The Secretary shall keep a permanent record of all the Neighborhood Council, Membership, and special meetings' minutes, and all legal documents, and legal transactions of the association. The Secretary of the Silvercroft Neighborhood Association shall transcribe the minutes of each Neighborhood Council and Membership meeting, and shall transfer one copy of each set of minutes to the President. Copies shall be transferred as herein described within twenty-five (25) calendar days of the respective meeting's occurrence.
 - d. The Treasurer shall keep in his possession all receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting.
- 2. The Neighborhood Council shall be composed of the four officers and five Voting Members elected by the voting membership and shall serve in guiding and advising the Officers of the association in all matters and shall make policies which are consistent with the purposes defined in the Charter by majority vote.
 - 3. An Officer shall not hold more than two consecutive terms in any one office, and no member shall hold more than one office at a time.
 - 4. All records of the Officers are the property of the Association.

ARTICLE III COMMITTEES

- 1. Standing Committees shall be: Membership Committee, Physical Improvements Committee, Safety Committee and any other committees found necessary by the Neighborhood Council. The duties of the Standing Committees include:
 - a. The Membership Committee shall enroll members to the association, actively seek new members and maintain all records of membership.
 - b. The Physical Improvements Committee shall study the needs for various improvement projects in the neighborhood and actively arrange for their completion.
 - c. The Safety Committee shall concern itself with all matters pertaining to the safety and well being of the neighborhood.

- d. Each committee shall report monthly to the Neighborhood Council.
2. Standing Committee Chairpersons shall be appointed by a majority vote of the Neighborhood Council within the first fifteen days of office.
3. The President shall be an ex officio member of all committees, and shall appoint any special committees necessary for the operation of the business of the association.
4. All activities and projects of all committees shall be presented to and approved by the Neighborhood Council.

ARTICLE IV MEETINGS

1. Membership meetings shall be held during the second week of January, April, July and October at a time and place designated by the President. Additional meetings may be called at the discretion of the Neighborhood Council.
 - a. Not less than twenty-five (25) 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 ten (10) day notice shall be provided in advance of any membership meeting.
 - d. The January membership meeting shall be the Annual Meeting. The purposes of this meeting shall be 1) the presentation of the Annual Reports of all the Officers, and 2) the election of Officers.
2. The Neighborhood Council shall meet during the first week of each month at a time and place designated by the President, or as often as necessary.
 - a. Any five (5) members of the Neighborhood Council may petition the President for a special meeting of the Council at any time.
 - b. A quorum of the Neighborhood Council shall be one more than half of the membership of the Neighborhood Council.

ARTICLE V NOMINATION, ELECTIONS and ANNUAL REPORTS

1. Nomination of Officers and Neighborhood Council shall be made from the floor of the Annual Meeting held in January.
2. Election of Officers and Neighborhood Council shall be held on the same day as nominations.

3. The Neighborhood Council shall be composed of five Voting Members in addition to the officers.
4. Three members and a chairperson from the existing Neighborhood Council shall be appointed by the President at the January Annual Meeting to act as election tellers.
5. In the event an election teller is nominated for any office he shall be removed as election teller and replaced by an alternate.
6. 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 possession of the outgoing officers shall be submitted to their newly-elected counterpart within fifteen (15) days of installation.
7. Any vacancies occurring during the year of any officer or member of the Neighborhood Council shall be filled by appointment by the Neighborhood Council.
8. In the case of the leave of absence of an Officer, all documents pertaining to the officer's various Neighborhood Association functions shall be transferred to the person appointed to fill the office for the duration of the absence. The transfer shall occur within ten (10) calendar days of the onset of the officer's leave of absence being approved.
9. Any member of the Neighborhood Council who is absent for three (3) consecutive meetings of the Council shall be eliminated from the Council automatically and shall receive notice of that action within ten (10) days.

ARTICLE VI FISCAL RESPONSIBILITY

1. An appropriate account may be opened in a financial institution in the name of the Association should that action be necessary.
2. Withdrawal of funds of the association may not be made without the signatures of the Treasurer and the President.
3. All withdrawals must have the majority approval of the Neighborhood Council.
4. Financial records and funds of the association shall be audited at least once a year by a committee of at least two members of the Neighborhood Council, appointed by the President, or by a qualified accounting agency before a new Treasurer takes office.
5. If it becomes necessary for the Treasurer to relinquish that office, the records and funds of the association shall be audited by a committee of at least three appointed by the

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President from among the members of the Neighborhood Council
or by a qualified accounting agency.

ARTICLE VII AMENDMENT OF BYLAWS

1. These bylaws may be amended in concurrence with or upon recommendation of the Neighborhood Council by a two-thirds (2/3) majority of the entire council.
2. Proposed amendments shall be sent to all voting members of the Association at least ten (10) days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

