

SOMBRAS DEL CERRO NEIGHBORHOOD
ASSOCIATION
BYLAWS

ARTICLE I. MEMBERSHIP

- A The membership of this association shall be property residence within this neighborhood.
- B A voting Member shall be a household within the boundaries of this neighborhood. Each household within the neighborhood shall be entitled to one (1) vote.
- C No dues are required for Sombras del Cerro Neighborhood association.
- D Membership shall not be denied on the basis of views of opinions contrary to the goals and purposes of the association.

ARTICLE II. OFFICERS

The voting members of the neighborhood association shall nominate and elect the officers of the Association. The officers of this association shall hold office for a term of two(2) years or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President, Secretary and Treasurer. The officers of the association will comprise the Board of Directors.

- 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 association business and shall act as official spokesperson for the association.
- B 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 same and submit a copy of these minutes to the Department of Neighborhood Resources(DNR).
- C 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.
- D Any officer can be removed form office by a 1/4 majority vote of the dues paying membership 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 to this office.

ARTICLE III. COMMITTEES

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

ARTICLE IV. MEETINGS

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

- A Not less than 25% of the 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 10 days 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 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 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 at the time of the installation of the officers.
- D Any vacancies occurring during the year of any officer or member of the associations shall be filled by appointment by the association members.
- E Any officer may be removed from office for cause by a majority vote of the voting members.

ARTICLE VI. FISCAL RESPONSIBLILTY

- A Expenditure of funds of the association may not be made without the signatures of at least two (2) of the officers.
- 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 President 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 5 working days in advance of the meeting where action is to be taken of 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 of 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: 8/04/05

Barbara Whitaker president 8/4/05
SIGNATURE/TITLE

Martin Jacobs Treas. 8/4/05
SIGNATURE/TITLE