

**BYLAWS  
OF  
SOUTH HARRISON NEIGHBORHOOD ASSOCIATION**

**ARTICLE I - MEMBERSHIP**

1. The membership of this association shall be residents, property owners, businesses within the neighborhood, and associate members.
2. A Voting Member shall be a household or business within the boundaries of the neighborhood. Each household within the neighborhood shall be entitled to one vote per household resident at least 16 years of age. Each business within the neighborhood shall be entitled to one vote. Each person who attends any meeting of the Association as a Voting Member shall have no more than one vote whether he or she represents one or more resident, property owner, business, agency, or organization who are Voting Members.
3. An Associate Member shall be a person, business, agency or organization, other than a resident or property owner, interested in the progress of the neighborhood or the association and shall not be accorded any voting rights.
4. Dues, if any, will be determined by the voting members at the Annual Meeting of the Association to be scheduled in November of each year.
5. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

**ARTICLE II – OFFICERS**

1. The Voting Members present and voting at the annual meeting of the association shall nominate and elect the officers of the association. The officers of the association shall hold office for a term of one (1) year, or until successors are elected, and must be Voting Members of the association. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President, Vice President, Secretary, Treasurer, if applicable, and Historian, if deemed appropriate.
2. The Voting Members present and voting at the annual meeting of the association shall also nominate and elect three (3) or more Neighborhood Advocates (also known as “Area Representatives”) from different geographical areas within the boundaries of the association. The Neighborhood Advocates must be Voting Members of the association and will gather and disseminate information of interest to the association.
3. The Officers of the association, together with the Neighborhood Advocates, will comprise the Board of Directors.

**Per Paul – All mailing  
notices should be faxed to  
Ward 4 prior to mailing  
interoffice. 3/4/03 SM**

### ARTICLE III – DUTIES OF OFFICERS

1. 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.
2. 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, and for preparation and mailing of any newsletters.
3. The Secretary shall keep a permanent record of annual and special meetings, legal documents and other legal transactions of the association. The Secretary shall also be responsible for updating the charter and bylaws, officers' release forms and boundary map, if necessary, and shall submit copies of all applicable documents to the City of Tucson, Department of Neighborhood Resources. The Secretary shall retain copies of the minutes of annual and special meetings and other documents relating to the association. The Secretary shall, in the absence of the President and Vice President, assume all duties of those offices.
4. 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.
5. Any officer may be removed from office for cause or by a two-thirds majority vote of the Voting Members present and voting at any meeting. Cause shall be defined as actions deemed by a majority of the Voting Members present and voting to be unfavorable and in opposition to the purposes of the Charter.
6. No Voting Member shall hold more than one office during the applicable term. Upon leaving office, the immediate past-president may serve for one year as an ex-officio (non-voting) member of the Board of Directors unless having been removed from office for cause or by a two-thirds majority vote of the Voting Members present and voting at any meeting.
7. All records of the officers pertaining to the business of the South Harrison Neighborhood Association shall remain the property of the association.

### ARTICLE IV – NEIGHBORHOOD ADVOCATES

1. Neighborhood Advocates (also known as "Area Representatives") shall be composed of three (3) or more Voting Members of the South Harrison Neighborhood Association. The Neighborhood Advocates shall be from different geographical areas of the association and shall be elected by the voting membership. The Neighborhood Advocates shall serve in the capacity of gathering and disseminating information of interest to the association. The Neighborhood Advocates shall be on the Board of Directors and shall be elected by the voting membership at the annual meeting in November for a term of one (1) year.

### ARTICLE V – COMMITTEES

1. The President shall have the power to appoint committees as necessary to implement the purpose of the charter.

2. The President and Vice President shall be ex officio (non-voting) members of all committees.

#### ARTICLE VI – MEETINGS

1. An annual meeting shall be held during the month of November at a time and place designated by the President.
2. Monthly meetings will be held on the second Tuesday of each month depending upon availability of the selected meeting location. Every effort will be made to notify all interested parties and members of the association of upcoming meetings by direct mail, newspaper announcements, newsletters, or announcements at regularly scheduled meetings.
3. Not less than five percent of the Voting Members present and voting at any meeting shall have the privilege of petitioning a special meeting at any time.
4. The Voting Members present at any meeting shall constitute a quorum.
5. At any meeting, a majority of the Voting Members present and voting shall be required to approve any motion.
6. The Neighborhood Advocates shall meet when requested to do so by the President. A simple majority of the Neighborhood Advocates may call a special meeting and that simple majority will constitute a quorum.
7. All meetings shall be open to any interested parties.
8. If an annual meeting of the association is not held for two (2) consecutive years, the SOUTH HARRISON NEIGHBORHOOD ASSOCIATION will automatically be dissolved.

#### ARTICLE VII – NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

1. Nominations of officers shall be made from the floor at the annual meeting.
2. Election of officers shall be held on the same day as the nominations.
3. 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 seven days of the installation.
4. Any vacancies occurring during the year of any officer or member of the neighborhood advocates shall be filled by nomination and election at the next regularly scheduled monthly meeting of the association.
5. Any officer may be removed from office for cause by a majority vote of the Voting Members present and voting at any meeting.

ARTICLE VIII – FISCAL RESPONSIBILITY

1. Expenditure of funds of the association may not be made without the signature of the Treasurer and one (1) additional officer.
2. Financial records and funds of the association, if applicable, shall be audited at least once a year by a committee of at least two (2) Voting Members of the association or other independent professionals with financial auditing experience.

ARTICLE IX – AMENDMENT OF BYLAWS

1. These bylaws may be amended by a majority vote of the Voting Members present and voting at the time of any monthly or special meeting.
2. Proposed amendments of the bylaws shall be read at a regularly scheduled monthly meeting and will be voted upon at the next regularly scheduled monthly meeting. Notice of the vote on the proposed amendments shall be sent to all members in advance of that meeting.

ARTICLE X – GENERAL

1. The rules in the current edition of Robert's Rules of Order shall govern the South Harrison Neighborhood Association, the Board of Directors, the Neighborhood Advocates, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of the Charter and Bylaws or any special rules that the association may adopt.
2. 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.
3. No officer, representative, spokesperson or member shall have any financial liability for the association.

DATE ADOPTED: November 12, 2002

John R. Macdo  
President

Glen Parin  
Vice President

CURRENT BYLAWS

Approved by NA: 12/12/02

Updated in DNR Files: 12/10/02

Filed by: M. Leon

- NA folder
- Bylaws Binders

REVISION TO  
BYLAWS  
OF  
SOUTH HARRISON NEIGHBORHOOD ASSOCIATION

Pursuant to a motion made, seconded and duly passed by a majority of the Voting Members present and voting at the meeting, the following revision to the bylaws was accepted:

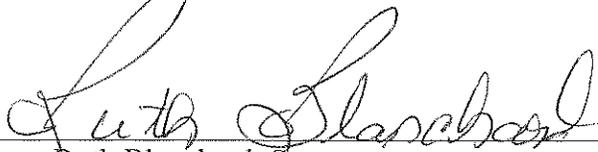
ARTICLE VI - MEETINGS

2. Monthly meetings will be held on the **LAST TUESDAY OF EACH MONTH** depending upon availability of the selected meeting location. Every effort will be made to notify all interested parties and members of the association of upcoming meetings by direct mail, newspaper announcements, newsletters, announcements at regularly scheduled meetings, and signs placed around the neighborhood.

All other provisions of the Bylaws of South Harrison Neighborhood Association shall remain in full force and effect.

DATED: November 25, 2003.

Respectfully submitted,



Ruth Blanchard, Secretary

CURRENT BYLAWS

Approved by NA: 11/25/03  
Update to DNF: 12/1/03  
Filed by: M. Leon

- A folder
- Bylaws Binders

