



CHARTER
and
BY-LAWS
of the
STELLA-MANN
NEIGHBORHOOD ASSOCIATION, INC.

Revised
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CURRENT BYLAWS

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 Bylaws Binders

Charter

Stella-Mann Neighborhood Association, Inc.

This neighborhood association is formed to provide open channels of communication for the residents of Stella-Mann Neighborhood in order that they may make informed decisions on issues that affect the quality of life in this and other urban neighborhoods.

ARTICLE I. NAME AND BOUNDARIES

The name of this association shall be Stella-Mann Neighborhood Association, Inc. It shall encompass the area bounded on the north by E. 38th Street, on the east by Kolb Road, on the south by Escalante Road, and on the west by S. Calle Polar. (Excluding Aviator Development at S. Kolb and E. Escalante Roads)

ARTICLE II. PURPOSES

- 1.0 To provide a vehicle of neighborhood planning:
 - 1.1 Zoning issues
 - 1.2 Integrity and character of the neighborhood
 - 1.3 Neighborhood beautification
- 2.0 Providing a forum for discussion and/or action on identified concerns of the neighborhood.

ARTICLE III. ORGANIZATIONAL STRUCTURE

Membership qualifications, officers and committees of the association and the selection and duties thereof shall be defined by the bylaws.

ARTICLE IV. MEETINGS

There shall be an annual meeting and scheduled board meetings as needed to conduct the business of this association.

ARTICLE V. TERM OF CHARTER

Upon approval, this charter shall remain in effect until revoked or amended by a two-thirds (2/3) majority of the voting members present at a meeting called for that purpose.

**BYLAWS
of the
STELLA-MANN NEIGHBORHOOD ASSOCIATION, INC.**

ARTICLE I. MEMBERSHIP

- 1.0 The membership of this association shall be composed of two categories; Voting Members and-Associate Members.
 - 1.1 A Voting Member shall be a person who has paid their dues. A voting member shall be entitled to one vote.
 - 1.2 An Associate Member shall be a person, business, agency, or organization interested in the progress of this neighborhood, or of the association, and has paid the annual dues. An associate member will be accorded one vote and added to the newsletter mailing list.
 - 1.3 A bi-annual newsletter or postcard announcement will be mailed to all households within the association boundaries and Associate Members.
- 2.0 Dues will be determined by the voting members of the association.
 - 2.1 Membership dues can be waived, by the Executive Board, for volunteers.
- 3.0 Any membership shall be subject to renewal at the end of each calendar year and shall not retain any privileges or voting rights without such renewal.

ARTICLE II. OFFICERS

- 1.0 The officers of this association shall hold office for a term of two years or until their successors are elected. The term of office shall begin on the first day of the following year. The duties of the officers shall be as follows:
 - 1.1 The President shall open every meeting on time or as soon as possible thereafter; announce in proper order the business of the meeting; maintain compliance with the association's bylaws; have minutes presented, corrected if necessary, and approved; moderate discussion of all motions during the meeting, keeping the members informed on the progress; restate all motions clearly and ask for more clarification from the maker of the motion if needed; conduct a vote on all motions and announce the results; present acts, orders and proceedings for the association or have them presented; sign all communications addressed from the association; maintain a historical record of the association; preside at executive committee meetings; and act as the representative of the association to outside persons and other organizations. Hand over to a successor all records, documents, and materials pertaining to the office at the end of the term of office.

- 1.2 The Vice President shall be prepared to assume the President's position when called upon to do so; shall be in charge of public relations for the association; and shall be the second contact after the President for the Citizen's and Neighborhood Services; hand over to a successor all records, documents, and materials pertaining to the office at the end of the term of office.
 - 1.3 The Secretary shall record proceedings of all meetings; maintain an accurate roll call; have on hand the association's bylaws; in written minutes give the type of meeting and its time and place, business transacted, wording of all motions, name of the mover and seconded, results of the vote, and time of the adjournment; meeting minutes will be provided for approval and corrections prior to the next meeting; hand over to a successor all records, documents, and materials pertaining to the office at the end of the term of office.
 - 1.4 The Treasurer shall collect the dues and Keep record of the membership; validate all vouchers presented for payment; disburse money as authorized in the bylaws; file receipts for and keep accurate records of all financial transactions; present financial summary statements at each meeting; maintain a bank account in the association's name; and prepare a yearly financial report and present it to an auditing committee as designated by the bylaws; hand over to a successor all records, documents, and materials pertaining to the office at the end of the term of office.
 - 1.5 The Newsletter Editor shall be responsible for gathering information pertaining to the Neighborhood Association's semi-annual newsletter and supplements as needed. The editor will provide a copy of that material to the Executive Board for approval as per Article V, Section 6.0.
- 2.0 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.
 - 3.0 All records of the Officers are the property of the association.

ARTICLE III. COMMITTEES

- 1.0 The President shall have the power to appoint committees as necessary to implement the purposes of the charter.
- 2.0 The president shall be an ex officio member of all committees.

ARTICLE IV. MEETINGS

- 1.0 Association meetings will be scheduled semi-annual: March and November and will be held at Erickson Elementary School at 7:00 PM on the first Thursday of the month, unless otherwise noted.
 - 1.1 The voting members present at a meeting shall constitute a quorum.
 - 1.2 At least a five-day notice shall be provided in advance of any association meeting.
- 2.0 The board members shall meet when requested to do so by the President.
- 3.0 If a special meeting is deemed necessary the meeting will be called by Executive Board with a scheduled time and place.

ARTICLE V. NOMINATION, ELECTIONS, ANNUAL REPORTS, INSTALLATION OF OFFICERS, AND NEWSLETTER

- 1.0 Nominations of officers can be made by any voting member at the November bi-annual meeting.
- 2.0 Election of officers shall be held on the same day as nominations.
 - 2.1 Any voting member can act as an election teller at the annual meeting if a secret ballot is taken.
 - 2.2 In the event an election teller is nominated for any office, s/he shall be removed as election teller and replaced by an alternate to be appointed by the President.
- 3.0 Upon installation of the officers whose terms begin on January 1, 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 ten (10) days of the installation.
- 4.0 Any vacancies occurring during the year of any officer shall be filled through the nomination and election process at a scheduled/called association meeting.
- 5.0 An officer may be removed from office for cause by a two thirds (2/3) vote of voting members present at an association meeting, called for that purpose per Article IV of the bylaws.
 - 5.1 In the case of the removal of an officer, all documents and assets pertaining to the officers' various association functions shall be transferred to a member of the Executive Board. The transfer shall occur within ten (10) calendar days of the officers' removal.

- 6.0 The association's newsletter will be used to distribute information and to announce the times and locations of the scheduled association annual meetings.
- 6.1 Article information will be given to the Newsletter Editor within one (1) week after the previous association meeting.
- 6.2 The information will be submitted directly to the Newsletter Editor.
- 6.3 The Newsletter Editor will have editing power. The Editor will also have the power to refuse publication of an article unless the Executive Board of the association has approved it. In case of an absence by one or two of the Executive Board members at any given time, the remaining Executive Board members will have the authority to make the decision.
- 6.4 As per the Citizen's and Neighborhood Services Office mailing guidelines, the newsletter will not contain any business advertisements and/or political endorsements.

ARTICLE VI. FISCAL RESPONSIBILITY

- 1.0 Withdrawal of funds of the association may be made with the signature of the Treasurer; or in the case of emergency, the signature of a second officer, as designated on the bank signature card, will be accepted.
- 2.0 Financial records and funds of the association shall be audited at least once a year by a committee of at least two voting members, appointed by the President, and before a new Treasurer takes office.

ARTICLE VII. AMENDMENT OF BYLAWS

- 1.0 These bylaws may be amended by a two-thirds (2/3) majority vote of the voting members present at a scheduled association meeting or a special meeting.
- 2.0 Proposed amendments shall be sent to all Officers and presented to voting members at least five (5) days in advance of the meeting where action is to be taken.

ARTICLE VIII. DISPUTES

The Stella-Mann Neighborhood Association, Inc. designates Roberts Rules of Order as the authority for creating the bylaws and for settling disputes or point of order.

