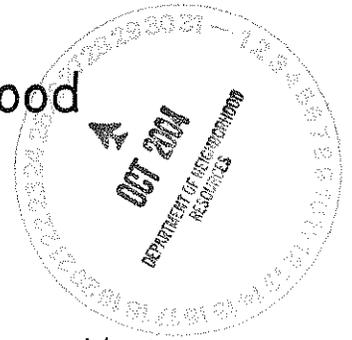


By Laws of Sunset Villa Neighborhood Association



Article I. Membership

- A. The membership of this neighborhood association shall be residents, property owners, local schools, church, and businesses within the neighborhood boundaries.
- B. Voting members shall be a household, school, church or business within the boundaries of the neighborhood.
- C. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.
- D. A voting member shall be of age 18.
- E. It is the policy of this neighborhood association not to discriminate on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, and physical/mental/health barriers.

Article II. Officers

- A. The officers of the Sunset Villa neighborhood association shall consist of the following:
 - 1. President, Vice-President, Secretary, Treasures.
 - 2. All officers will serve a 1-year term or until successors are elected in the yearly elections held each November.
 - 3. Officers must reside within the boundaries of the neighborhood.
- B. Duties of the Neighborhood officers shall consist of the following:
 - 1. The President shall preside over all neighborhood meetings.
 - 2. The president shall serve as the official spokes person for the neighborhood, unless he/she appoints another individual from the neighborhood to represent/speak on behalf of the neighborhood association.
 - 3. The Vice-President shall be responsible for coordinating the agenda with the President. The Vice-President will officiate neighborhood meetings in the absence of the President.

4. The Secretary will be the official recorder of the meetings. It is the responsibility of the Secretary to keep an accurate account of neighborhood business on file with the City of Tucson, Department of Neighborhood Resources.
5. The Treasurer of the neighborhood shall be responsible for all financial transactions of the neighborhood. The Treasurer will be responsible for all accounting of all accounting matters of neighborhood funds, grants, and awards.
6. The neighborhood officers shall appoint 4 members of the Association to act as Community Representatives to act as official contact people in the case that the officers are not available.

Article III. Elections of Officers

1. The Elections of neighborhood officers shall take place at the annual meeting held every November.
2. All officers shall be elected by a majority vote of the neighborhood association.
3. The voting members of the neighborhood association shall nominate all officers.
4. Qualifications for Officers: all officers must be residents of the neighborhood and be a minimum age of 21.
5. All officers may be removed from office by a majority vote of the neighborhood association. Officers must be notified in writing, 30 days in advance of any vote by the neighborhood association to remove them from office.
6. Vacancies of all offices will be filled within a 30-day period. A special election will be called to fill the vacancies. Special elections will be noticed to the neighborhood associations will notice to the neighborhood association 30 days in advanced.

Article IV Annual meetings and monthly meetings

To conduct neighborhood business a quorum must be present of voting members of the neighborhood association.

A quorum will consist of approximately 10 to 20 voting members of the neighborhood association.

Neighborhood meeting will be held monthly on the third Thursday of each month from 6:00 p.m. to 7:30 p.m.

Meeting will not run past 2 hours, unless deemed necessary.

Monthly notices with agendas will be mailed out through the City of Tucson's, Department of Neighborhood Service Department.

It is the general responsibility of the Secretary to coordinate the monthly mailing with the city of Tucson, Department of Neighborhood Resource.

A minimum of 12 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 meeting either by direct mailing, newsletters, or postcards.

Article V

1. Expenditure of funds of the association may not be made without the signatures of the Treasurer and one other officer.
2. A committee of voting members of the neighborhood association shall audit financial records and funds of the neighborhood association.
3. The financial records will be approved at the annual meeting of the neighborhood association.

Article VI Amending the By-Laws

1. The association may amend it's by laws with a majority vote of the voting members of the association.
2. A 30-day notice must be given on the voting members of the association.
3. The voting members of the association must propose amendments
4. Amendments must be proposed by the voting members of the association in writing to the officers before 30 days, for a vote to be taken.

5. It is the responsibility of the Secretary to file the amendments with the City of Tucson, Department of Neighborhood Service, and 30 days after the amendment is approved.

Article VII. Boundaries

- The boundaries for the Sunset Villa neighborhood Association shall be the following:
- Ajo way to the south, 40th street to the North, I-19 to the West, and 10th Ave to the East.

CURRENT BYLAWS

Approved by NA: 10-24-04
Updated in DNR Files: 10-29-04
Filed by: TF
 NA folder
 Bylaws Binders