

Bylaws of Toumey Park Neighborhood Association

ARTICLE I.

NEIGHBORHOOD BOUNDARIES

The Toumey Park Neighborhood is defined as the area bounded by Columbus Blvd on the west to Swan Road on the east, and from 22nd Street on the south to 16th Street on the north, including properties on the north side of 16th Street.

MEMBERSHIP

- A. The membership of this association shall be residents, property owners or businesses within the neighborhood.
- B. A Voting Member shall be a resident of a household 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 resident who has attended at least two (2) meetings in the past year may send a written proxy vote to a meeting they are unable to attend.

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 one (1) year 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 a Chairperson, a Vice Chairperson a Secretary and up to six (6) Area Representatives. The above named officers of the association will comprise the Board of Directors.

- A. The Chairperson 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 Vice Chairperson shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association. The Vice Chairperson shall keep all financial receipts and a permanent record of all financial business of the association.
- C. 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.

- D. The Area Representatives shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in the charter. Every effort will be made to insure that neighborhood advocates serve specific blocks or streets within the association boundaries.

ARTICLE III.

COMMITTEES

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

ARTICLE IV.

MEETINGS

An annual meeting shall be held during the month of September at a time and place designated by the Chairperson. Other meetings will be held as necessary.

- A. The Voting Members present shall constitute a quorum.
- B. At least a seven (7) day 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.
- C. 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 at the annual meeting or at a prior meeting of the association.
- B. Election of officers shall be held at the annual meeting.
- 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 within seven (7) days of the installation.

- D. Any vacancies occurring during the year of any officer or area representative shall be filled by an election held at the next meeting.
- E. Any officer may be removed from office for cause by a majority vote of the voting members after a special meeting has been requested at least seven (7) working days in advance. DNR requires that meetings involving the recall of officers be mailed through that office.

ARTICLE VI.

FISCAL RESPONSIBILITY

- A. An up-to-date financial report shall be submitted at each meeting.
- B. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the Officers and the Vice Chairperson.
- C. 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 Association appointed by the Chairperson prior to a new Vice Chairperson 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 seven (7) working days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.

ARTICLE VIII.

GENERAL

- A. 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.

B. No officer, representative, spokesperson or member shall have any financial liability of the association.

DATE ADOPTED: July 20, 2005

Robert S. Bowers, Acting Chairperson
SIGNATURE/TITLE

Gleaves, Acting Secretary
SIGNATURE/TITLE

CURRENT BYLAWS

Approved by NA: 9/29/05

Updated in DNR Files: 9/30/05

Filed by: AB

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