



## **ARTICLE V – NOMINATIONS AND ELECTIONS**

Section 1. **NOMINATIONS.** Nominations for officers to serve during the coming year will be made from the floor at each annual meeting. Notice of this meeting will be mailed to all members per instructions in Article III, Section 3 of these By-Laws.

Section 2. **TERM OF OFFICE.** The officers of this association shall hold office for a term of one year. The term of office shall begin at the close of the annual meeting. The officers may serve additional terms at the discretion of the membership.

## **ARTICLE VI – DUTIES OF OFFICERS**

Section 1. **PRESIDENT.** The President shall have general supervision, direction and control of the business and affairs of the association. He or she shall preside at all meetings of the membership and of the executive committee, and shall have other such powers and duties as may be prescribed from time to time by the executive committee.

Section 2. **VICE PRESIDENT.** In the absence or disability of the President, the Vice President shall perform all the duties of the President, and in so acting shall have all the powers of the President.

Section 3. **RECORDING SECRETARY.** The recording secretary shall keep a full and complete record of the proceedings of the executive committee and the annual meeting as well as any special meetings. Following the annual meeting, copies of the business transacted therein shall be made available to the membership in a manner prescribed by the President.

Section 4. **CORRESPONDING SECRETARY.** The corresponding secretary shall be responsible for the correspondence of the association and shall send notices to the membership as directed by the executive committee.

Section 5. **TREASURER.** The treasurer shall supervise the keeping of the financial records of the association and shall pay all bills as directed by the executive committee. Except as otherwise provided herein or in resolution by the executive committee, the treasurer shall have the care and custody of all funds, money and property of the association. The treasurer shall have such powers and perform other duties as may be prescribed in Article VII, "Financial Transactions".

Section 6. **EXECUTIVE COMMITTEE.** The executive committee shall act for the association and its decisions shall be binding upon the association except in situations that could have a wide spread affect upon the lifestyle of the area, e.g., a major zoning change, when the matter shall be submitted to the membership of the association for approval at a vote taken at a special or annual meeting duly called for after proper notice has been given the membership by the corresponding secretary.

## **ARTICLE VII – FINANCIAL TRANSACTIONS**

Section 1. **FISCAL YEAR.** The fiscal year of the association shall begin on the first day of January and end on the last day of December each and every year.

Section 2. **ASSETS.** All funds of the association shall be deposited from time to time to the credit of the association in such bank or banks as authorized by the executive committee.

Section 3. **CONTRACTS.** Contracts shall be approved by a vote of the executive committee and then duly executed by the President of the executive committee. However, all contracts which bind the Campbell/Grant Northeast Neighborhood Association to the expenditure of FIVE HUNDRED DOLLARS (\$500.00) or more, shall be submitted to the membership of the association for approval at a vote taken at a special or annual meeting duly called for after proper notice has been given the membership by the corresponding secretary.

Section 4. **PAYMENT OF BILLS.** All checks, drafts, or other requests for the payment of funds entrusted to this association shall be approved by the executive committee before being paid. Upon approval, the treasurer of the association shall execute a check drawn on the association's bank account for the designated sum and signed by the treasurer.

## **ARTICLE VIII – STANDING COMMITTEES**

Section 1. **APPOINTMENT.** The President shall appoint all committees as the bylaws prescribe to be established or the assembly may direct to be established. When the President appoints a committee, no vote is taken on the appointees, but the President must announce the names of the committee members to the assembly, naming the Chairperson of the committee first.

## ARTICLE IX – MISCELLANEOUS

Section 1. **RULES AND REGULATIONS**. The executive committee shall have the power to make and adopt rules and regulations they deem necessary for the management of business affairs of this association, so long as these rules conform to the law and are within the guidelines of the bylaws.

Section 2. **ACCOUNTING SYSTEM AND REPORTS**. The executive committee shall use accounting procedures in accordance with generally accepted principles of accounting.

## ARTICLE X – AMENDMENTS

These bylaws may be amended by a two-thirds vote of the association membership attending the annual or special meeting, provided the membership has been notified in writing of the proposed change or changes ten to fifty days before the annual meeting or special meeting. All other votes shall only require a simple majority of those present at a meeting.



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NAME	WARD:	MAP #:	REGISTRATION DATE:
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**BOUNDARIES:**

- North
- East
- West
- South

**OFFICERS:**

**President**


Phone

Email

**Vice President**

Phone

Email

<b>Treasurer</b>	<b>Secretary</b>
<b>Phone</b>	<b>Phone</b>
<b>Email</b>	<b>Email</b>
<b>NEWSLETTER CONTACT</b>	
<b>Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>OTHER</b>	
<b>Asc Map Link</b>	
<b>By Laws</b>	
<a href="#">Save</a>	<a href="#">Delete</a>

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