

# BY LAWS OF LOMA VERDE NEIGHBORHOOD ASSOCIATION

## ARTICLE I NAME AND BOUNDARIES

- A. The name of the association shall be Loma Verde Neighborhood Association.
- B. The association shall encompass the areas bounded as follows:

North by East 12<sup>th</sup> Street  
East by South Chantilly  
West by South Craycroft Road  
South by East 14<sup>th</sup> Street

## ARTICLE II MEMBERSHIP

The membership of this association shall be residents, property owners or businesses within the neighborhood.

- A. A Voting Member shall be *one* member of each household or business within the boundaries of the neighborhood. Each household or business within the neighborhood shall be entitled to one vote.
- B. Dues will be determined by the voting members. Yearly dues are to be \$0 per voting member.
- C. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

## ARTICLE III BOARD OF DIRECTORS

The voting members of the neighborhood association shall nominate and elect the officers of the association. The officers of this association shall hold offices 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 President (or Chairperson), a Vice President (or Vice Chairperson), a Secretary (or Secretary/Treasurer), and a Treasurer. The officers of the association will comprise the Board of Directors.

- A. The President (or 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 President (or 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.
- 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 HCDD.
- D. 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 funds. The Treasurer and the Secretary shall be designated signers on any Neighborhood Association bank account.
- E. The Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in these bylaws. Every effort will be made to insure that neighborhood advocates serve specific blocks or streets within the association boundaries.
- F. Any officer can be removed from office by a 2/3rds majority vote of the dues paying membership (if applicable) after a special meeting has been requested at least ten (10) working days in advance. Notice must be provided to all residents for meetings involving the recall of officers.
- G. All board members are required to act reasonably, prudently and in the best interests of the association, to avoid negligence and fraud, and to avoid conflicts of interest. Any board member or officer of the association who makes any intentional, unauthorized use of association property or funds of the association shall be held personally liable for the unauthorized use and may be prosecuted pursuant to Arizona Revised Statute § 13-1802.

## **ARTICLE IV COMMITTEES**

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

## **ARTICLE V MEETINGS**

An annual meeting shall be held during the month of October at a time and place designated by the President/Chairperson.

- A. Not less than 5 of the Voting Members shall have the privilege of petitioning a special meeting at any time.
- B. The Voting Members present shall constitute a quorum.
- C. At least a 30 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 phone, e-mail, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

## **ARTICLE VI NOMINATIONS, ELECTIONS, ANNUAL**

- A. Nominations of officers shall be made from the floor at the annual meeting.
- B. Election of officers shall be held on the same day as the nominations.
- C. Any vacancies occurring during the year of any officer or advocate member shall be filled by appointment of the Board of Directors.
- D. Any officer may be removed from office for cause by a majority vote of the voting members.

**ARTICLE VII  
FISCAL RESPONSIBILITY**

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the four (4) Officers and the Treasurer.
- B. 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 Advocates appointed by the President/Chairperson prior to a new Treasurer's taking office.

**ARTICLE VIII  
AMENDMENT OF BYLAWS**

- A. These bylaws may be amended by a majority vote.
- B. Proposed amendments shall be sent to all members at least 30 working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

**ARTICLE IX  
GENERAL**

- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the association may adopt.
- B. If any part of these 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.
- C. No officer, representative, spokesperson or member shall have any financial liability of the association.

**DATE ADOPTED:** October 29, 1013

**SIGNATURE/TITLE:** *Gosia Graban, President*

**SIGNATURE/TITLE:** *Myrnh. Martel, Secretary*