

ENCHANTED HILLS NEIGHBORHOOD ASSOCIATION

CHARTER AND BYLAWS

CHARTER

This Association is formed to encourage open channels of communication for the Enchanted Hills Neighborhood Association (EHNA), in order that we may enact informed decisions on issues which affect the quality of life in our area and community.

Article I. NAME and BOUNDARIES

The name of our organization shall be the "Enchanted Hills Neighborhood Association." It shall encompass the areas bounded on the north side by West 36 Street, on the south side by West 44 Street, on the east side by Lands End and on the west side by La Cholla Boulevard.

Article II. PURPOSE

The primary goals of the Association are: To promote the safety and well being of the residents of the Enchanted Hills neighborhood; to promote the maintenance and enhancement of our shared spaces; to promote good fellowship and social relationships in our community and to protect and promote the integrity and well being of the natural environment and animals that surround us.

Article III. ORGANIZATIONAL STRUCTURE

Membership qualifications, selection of Officers of the EHNA, and their duties shall be defined in the Bylaws.

Article IV. MEETINGS

There shall be monthly meetings and other such meetings as deemed necessary to conduct the business of the Association.

Article V. TERM OF THE CHARTER

Upon approval, this charter shall remain in effect until revoked, suspended or amended by the majority of the Voting Members present at a meeting called for that purpose.

BYLAWS
of
The Enchanted Hills Neighborhood Association

Article I. MEMBERSHIP

- A. The membership of this Association shall be all property owners and residents who reside within the Association boundaries.
- B. A Voting Member shall be current on their dues.
- C. Eligibility requirements to run for office are: Candidates shall be Association members and shall have their dues paid before the end of the last meeting prior to the Annual Election.
- D. Yearly dues are to be \$3.00 per individual and \$5 per couple residing in the same household. A change in dues shall be determined by Voting Members.

Article II. OFFICERS

The Officers of the Association shall hold office for a term of two years. The term in office shall begin at the close of the Annual Meeting. The Officers of the Association shall be a President, Vice President, Secretary and Treasurer. These officers will comprise the Board of Directors. The President and Secretary shall be able to constitute an entire Board of Directors to conduct a meeting.

- A. The President shall call and preside at all meetings; shall act for, and in behalf of, the membership of the Association; shall appoint any committees necessary for the operation of the Association business and shall act as official spokesperson for the Association. The President shall accept or assign responsibility for the publicity and notification of the meetings of the Association.
- B. The Vice President shall, in the absence of the President, assume all of the duties of that office with the exception of appointing committees.
- C. The Secretary shall keep a permanent record of all formal meetings and all documents, which will include the attendance sign-in sheet from each meeting, and legal transactions of the Association. The Secretary shall provide typewritten minutes for each meeting, read them for approval, corrections and additions at the following meeting and maintain a final file copy. Upon completion, minutes shall be made available to Board members, if requested. Annual meeting minutes, as well as those of meetings involving the resignation and appointment of Officers, shall be sent to the appropriate City of Tucson department.

- 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 collecting and recording all membership dues, donations, checks issued, and keep a current, membership roster. Members shall be notified by the Treasurer one month prior to the expiration of their dues. The current membership roster shall be made available to all Officers of the Board, upon request.

Article III. COMMITTEES

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

Article IV. MEETINGS

There will be a monthly meeting held at a designated, available location. The Annual Meeting will be in September. Any variation of the time and place of a meeting shall be determined by the President and notification made by newsletter, flyer, phone- tree, email announcements, or by any other reasonable effort prior to the meeting.

- A. Voting Members shall have the privilege of petitioning any Board Member for a Special Meeting at any time. Two Board Members shall be required to determine the validity and necessity of the request for a Special Meeting.
- B. The Voting Members present at a meeting shall constitute a Quorum which must consist of at least two Board Members.
- C. All meetings shall be open to any interested person(s).

Article V. NOMINATIONS, ELECTIONS, ANNUAL REPORTS and the INSTALLATION of OFFICERS.

- A. At the July meeting, nominations of Officers shall be made from the floor or a slate of candidates presented by a Nomination Committee. Nominations from the floor may also be made through the August meeting.
- B. The President shall appoint a Balloting Committee, consisting of two members not on the final slate, to count all votes.

- C. Election of Officers shall be held at the Association's Annual Meeting in September by secret, written ballot. All Voting Members eligibility will be verified by the Balloting Committee from the current, membership roster against the completed, sign-in sheet from that day and thereafter presented a ballot.

Absentee ballots will be deemed acceptable if the Voting Member has notified an Officer of their desire to vote. A vote for candidates clearly defined by office will be placed in a plain envelope by the Voting Member. The envelope must be sealed with the Voting Members name(s) printed, signed and dated on the front of the envelope and given to an EHNA Officer prior to the election. The Balloting Committee will determine the eligibility of the Voting Member and open the ballots during the counting process. All eligible, absentee votes cast will be included in the vote count for the designated candidate(s).

- D. Upon installation of Officers, whose terms begin at the close of the Annual Meeting, all documents, records, materials, electronic data and equipment purchased by the Association pertaining to the duties of the outgoing Officers shall be submitted to their newly elected counterparts within fourteen (14) days after the Annual Meeting. The same two week period shall apply to any unscheduled change of Officers.
- E. Any vacancies occurring during the term of any Officer shall be filled by appointment by the President, or the highest ranking Officer at the time, for the duration of the term of the outgoing individual.
- F. Any Officer may be impeached for justifiable cause. A committee appointed by the highest ranking Officer not involved in the "cause" shall determine justifiable cause. Cause shall constitute any action or behavior that creates harm to the Association or the Board. A reasonable determination for "cause" shall be determined regarding overt or covert actions. If there is a reasonable determination that cause has been met, an Officer may be removed by a majority vote of the Voting Members at a monthly meeting or Special Meeting called for that purpose.

Article VI. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the Association may not be made without the signatures of the President and the Treasurer. Dues and other funds collected by the Association are for the expenses of the Association to carry out its responsibilities and for events benefiting the well being of the neighborhood.

- B. Financial records and funds of the Association shall be audited once a year by a committee of at least two non-board Voting Members and an Association Officer, other than the Treasurer, appointed by the President. The audit time will be in August prior to the Annual Meeting. The report shall be presented at the Annual Meeting. Should the Treasurer leave office prior to the Annual Meeting, an additional audit shall be conducted immediately upon their resignation and reported at the following meeting.

Article VII. AMENDMENT OF THE BYLAWS

- A. Bylaws may be amended, revoked or suspended by a majority vote of the Voting Members in attendance at an Association meeting.
- B. Proposed amendments shall be reviewed by a committee appointed by the President to determine the validity of the amendments, revocations and suspensions to the Bylaws.
- C. Upon committee approval, proposed amendments shall be sent to all members at least three (3) calendar days in advance of the meeting where action is to be taken, or shall be read at the preceding meeting.
- D. Should the Bylaws be suspended, revoked, or revised, upon approval, revised Bylaws will take effect immediately and a copy sent to the appropriate City of Tucson department.

Article VIII. GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they apply and are not in conflict with the Bylaws.
- B. If any part of the Charter and/or the Bylaws or the application thereof is hereafter determined to be held invalid or unenforceable, that part will be suspended and /or revoked. The remaining portion shall not be affected. Any revoked or suspended part of the Charter or Bylaws will be reviewed for amendment.
- C. No Officer, representative, spokesperson or member of the Enchanted Hills Neighborhood Association shall have any financial liability for the Association.

Date Adopted _____

Vice President, Eileen Green

President, Bonnie L. Renfrow, M.A.

Secretary, Elizabeth Ames