
Sewell Neighborhood Association BYLAWS

PREAMBLE

This Association is formed to provide open channels of communication for the neighbors so that they may make informed decisions on issues that affect the quality of life in this and other City of Tucson neighborhoods.

ARTICLE I: NAME AND BOUNDARIES

- A. The name of the association shall be Sewell Neighborhood Association.
- B. Boundaries of Sewell Neighborhood Association are: Craycroft Road on the west, Fifth Street on the north, Broadway Boulevard on the south, and Alamo Wash on the east.

ARTICLE II: MEMBERSHIP

- A. The membership of this Association shall be residents, property owners, businesses, or non-profit organizations within the boundaries of the neighborhood. Each household, business, or non-profit organization within the neighborhood shall be entitled to one vote. Annual membership dues must be paid in full for a member to be considered "Active" and have voting privileges. A member may pay annual dues at any time during the year and become an Active Member.
- B. Dues shall be set by the Active Members and apply to each household, business, or non-profit organization per year. Yearly dues are currently \$5.00 per household, business, or non-profit organization.
- C. Membership shall not be denied on the basis of views or opinions contrary to the goals or purposes of this Association.

ARTICLE III: ASSOCIATION OFFICERS / BOARD OF DIRECTORS

- A. The officers of the Association shall be the President, Vice President, Secretary, Chief Information Officer, and Treasurer. The officers of the Association will comprise the Board of Directors.
- B. The officers of the Association shall hold office for a term of one year or until their successors are elected. The term of office shall commence at the close of the Annual Meeting.
- C. No one person shall hold the office of President for more than three consecutive terms. No person shall hold more than one office at a time.
- D. Vacancies on the Board shall be filled by appointment by a majority vote of the remaining Board members. Each person so appointed shall serve for the remainder of the unexpired term.
- E. All votes by the Board require a quorum of filled positions to carry. An even split does not satisfy a quorum.

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ARTICLE IV: DUTIES OF THE OFFICERS

- A. The President shall call and preside at all meetings, shall act for and on behalf of the membership of the Association, shall assist committees or members as necessary for the operation of Association business, and shall act as official spokesperson for the Association.
- B. The Vice President shall, in the absence of the President, assume the duties of that office. The Vice President shall help organize and coordinate committees for neighborhood improvement and safety.
- C. The Secretary shall prepare minutes and keep a permanent record of all formal meetings, legal documents, and legal transactions of the Association. A copy of the Annual Meeting Minutes shall be submitted to the City's Neighborhood Resources Section.
- D. The Chief Information Officer shall maintain a list of email addresses of all neighborhood members who choose to participate. This list shall be used to share with members information relevant to the Sewell Neighborhood Association like upcoming meetings and special events. The Chief Information Officer shall also be responsible for overseeing the preparation of any City-funded mailings offered and making information available through other means like postings and electronic media as appropriate.
- E. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the Association. The Treasurer shall be responsible for maintaining membership information for active and inactive members for voting purposes. The Treasurer will present an up-to-date financial report at each Board of Director Meeting and the Annual Meeting.
- E. No officer has greater power than any other officer. No officer can make decisions or grant permissions without a quorum vote by the Board of Directors.

ARTICLE V: ANNUAL AND SPECIAL MEETINGS

- A. The Annual Meeting shall be held during the month of January or at such date as determined by the Board of Directors. The primary purpose of the Annual Meeting will be to hold elections of officers, disseminate information, and carry on the business of the Association. The Board of Directors will designate a time and place to hold the Annual Meeting.
- B. Annual Meeting notification shall be made in writing and communicated by U.S. mail. Notice shall be provided not less than 10 days in advance of the Annual Association Meeting. In addition, email, local postings, or other electronic media may assist in informing the neighborhood of the upcoming meeting.
- C. Special Meetings of Association Members may be called by a majority of the Board of Directors or upon the Board's receipt of a written petition signed by at least 10% of the Active Members of the Association. If such a petition is received, the Board will call a meeting as soon as possible. Special Meeting notice will be distributed in writing via as many media as possible, not less than 10 days prior to the Special Meeting.
- D. The Active Members present in person at Annual Meetings and Special Meetings will constitute a quorum and motions will be carried by a majority of those members present.

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ARTICLE VI: BOARD OF DIRECTOR MEETINGS

- A. The Board of Directors shall meet on an as needed basis in person or online.
- B. A three-day notice shall be provided in advance of a Board of Directors meeting.
- C. Every effort shall be made to notify Association Members and interested parties of upcoming Board of Director meetings either by phone, email, posted notices, or other electronic media.
- D. All meetings will be public and open to any interested persons.

ARTICLE VII: COMMITTEES

- A. The Board of Directors shall have the power to appoint committees as necessary to implement the purposes of these Bylaws.
- B. The President shall be an ex-officio member of all committees.
- C. Proposals for special projects may be submitted by any member of the Association. The proposal shall be taken under consideration by the Board of Directors for a vote. Large projects shall be presented to the Active Members for a vote at Annual or Special Meetings.

**ARTICLE VIII: NOMINATION, ELECTIONS, ANNUAL REPORTS,
AND INSTALLATION OF OFFICERS**

- A. The Active Members of the Association shall nominate and elect the officers of the Association. Nominations of officers shall be made from the floor at the Annual Meeting.
- B. Election of officers shall be held at the Annual Meeting. The term of the newly elected officers shall begin at the close of the Annual Meeting.
- C. All documents, records, and any materials pertaining to the office which are in the possession of the outgoing officers shall be submitted to the newly elected officers within 10 days from the date of installation.
- D. Any vacancy occurring during the term of any officer may be filled by a temporary appointment by the Board of Directors.
- E. Any officers may be removed from office by a majority vote of Active Members attending a Special Meeting called for this purpose.

ARTICLE XI: FISCAL RESPONSIBILITY

- A. Expenditure of funds greater than \$25.00 requires approval by the Board of Directors.
- B. Financial records and funds of the Association shall be audited at least once a year by a committee of at least three Active Members of the Association appointed by the Board. Financial records must be audited prior to the election and installation of a new Treasurer.

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ARTICLE X: AMENDMENT OF BYLAWS

- A. These Bylaws may be amended by a majority vote of the Active Members at the Annual Meeting or at a Special Meeting called for that purpose.
- B. Any Active Member may propose amendments to the Bylaws by sending proposals to the President 2 weeks prior to the Annual Meeting or a Special Meeting.
- C. The proposed amendments shall be made available to members at least 10 days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

ARTICLE XI: GENERAL

- A. The rules in the current edition of Robert's Rules of Order shall govern meetings of the Association, the Board of Directors, and all committees 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 of these Bylaws or the application thereof is held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions shall be declared eliminated.
- C. These amended Bylaws replace and supersede all other Bylaws and their amendments previously adopted by Sewell Neighborhood Association. Election of officers may be held at the same meeting following the amendment of revised Bylaws.
- D. No officer, representative, spokesperson or member shall have any financial liability for the Association.

DATE ADOPTED: 3/11/2025

Michelle Napoli PRESIDENT
Signature / Title

Dana H. Timney Secretary
Signature / Title