

Bylaws of the Hedrick Acres Neighborhood Association

DATE ADOPTED: June 30, 1998

DATES AMENDED: November 30, 2004; March 31, 2011

PURPOSE AND BOUNDARIES

This association is formed to create a community-oriented neighborhood, safe and enjoyable, for all those living within its boundaries. It will facilitate open channels of communication for all members within its boundaries to promote the building of good relationships between neighbors, to foster a clean and attractive environment, to effectively deal with crime issues, to protect the existing land uses in the area and to generally make the neighborhood a better place to live. The association membership includes residents, property owners and businesses. The boundaries of the association are:

- East Fort Lowell Road on the north
- East Glenn Street on the south
- North Campbell Avenue on the east
- North 1st Avenue on the west

ARTICLE I. MEMBERSHIP

1. The membership of this association shall be residents, property owners and businesses within the neighborhood.
2. An active member is a resident, property owner, or representative of a business within the boundaries of the neighborhood who is in attendance at an association meeting. Active members are entitled to participate in all discussions and decision making at each meeting they attend.
3. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the organization.
4. There are no membership dues, though donations to help fund association activities are gratefully accepted. All members are encouraged to donate their time, resources and skills to the neighborhood by proposing and participating in association activities.
5. Members are ultimately responsible for making sure they stay informed of and involved in association activities.

ARTICLE II. OFFICERS

1. The officers of the association shall hold office for a term of one (1) year or until their successors are selected.
2. The term of office shall begin on the close of the officer selection meeting.
3. The officers of the association shall be two co-chairs, two co-secretaries, and two co-treasurers.

ARTICLE II-A. DUTIES OF OFFICERS

1. The co-chairs shall call and preside at all the meetings, shall represent the membership of the association, and shall act as official spokesperson for the association. The co-chairs

- will maintain a roster of members. The co-chairs will be responsible for publicity and notification of meetings of the association.
2. The co-secretaries shall keep a permanent record of all formal meetings and all legal transactions of the association. The co-secretaries shall transcribe the minutes of each meeting, shall maintain a file copy of same and submit a copy of these minutes to the Housing and Community Development Department (or its successor).
 3. The co-treasurers 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.
 4. The co-secretaries and co-treasurers shall assist the co-chairs with their duties as necessary (i.e. chair meetings, maintain membership roster, publicize meetings).

ARTICLE III. COMMITTEES

1. The Steering Committee is comprised of the six officers, the newsletter editor, the chairs of any currently active committees, and other members appointed by the officers of the association.
2. Committees may be created if, at a regular meeting of the association, it is agreed by the active members that one be created.
3. The chair of a committee becomes a member of the Steering Committee for the duration of that committee.
4. The co-chairs shall be ex-officio members of all committees.

ARTICLE IV. MEETINGS

1. An annual meeting shall be held during the month of September at a time and place designated by the Steering Committee.
2. An officer selection meeting shall be held during the month of March at a time and place designated by the Steering Committee.
3. Regularly scheduled meetings of the association shall be held periodically during the year.
4. The active members present shall constitute a quorum.
5. At least a seven-day notice shall be provided in advance of any association meeting. Reasonable effort will be made to notify the interested parties and members of the association of upcoming meetings by email, website posting, phone, newsletters, flyers, and/or announcements at regularly scheduled meetings.
6. The Steering Committee shall meet as needed throughout the year. All members of the Steering Committee will be notified of the time and place of these meetings. Any member of the association may contact any officer to learn the time and place of the next Steering Committee meeting.
7. Not less than twenty percent of the members shall have the privilege of petitioning a special meeting at any time.

ARTICLE V. NOMINATION, SELECTION AND INSTALLATION OF OFFICERS

1. Candidates for office shall volunteer or be nominated from the floor at the officer selection meeting.
2. Discussion and selection of officers shall be held once the slate of candidates is finalized. The candidates may be asked to leave the room during the discussion period.
3. Upon installation of the officers whose terms begin at the close of the officer selection meeting, all documents, records, and any materials pertaining to the duties of each office designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within 15 days of the installation.
4. Any vacancies in any office occurring during the year may be filled by appointment by the Steering Committee.
5. Any officer may be removed from office for cause by a consensus decision of the active members.

ARTICLE VI. FISCAL RESPONSIBILITY

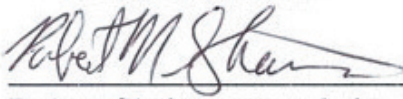
1. Expenditure of funds of the association may be made by the agreement of at least two officers, and shall be recorded by the designated co-treasurer.
2. Financial records and funds of the association may be audited at least once a year, or prior to a new co-treasurer taking possession of the books, by a committee of at least two active members appointed by the Steering Committee.

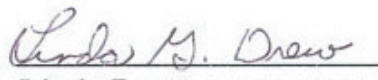
ARTICLE VII. AMENDMENT OF BYLAWS

1. These bylaws may be amended by a consensus decision of the active members.
2. Proposed amendments shall be made available at the association meeting preceding the meeting where action is to be taken.
3. A copy of amended Bylaws shall be sent to the Housing and Community Development Department (or its successor).

ARTICLE VIII. GENERAL

1. The principles of consensus decision making shall govern the association, the Steering Committee, and all committees unless they are superseded by any special rules that the association may adopt. At the discretion of the presiding officer, if a decision must be made by the end of a meeting but consensus cannot be reached, a majority vote may be called.
2. If any part of the Bylaws is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
3. No officer, representative, spokesperson or member shall have any financial liability for the association.


Robert Sheinaus, co-chair


Linda Drew, co-secretary

Jan 27, 2015
Date