

NEIGHBORHOOD ASSOCIATION BYLAWS

ARTICLE I – NAME AND BOUNDARIES

- A. The name of the association shall be Seven Trees Neighborhood Association
- B. The association shall encompass the areas bounded by the
 - North by Capitol Expressway
 - East by Coyote Creek
 - West by Monterey Rd.
 - South by Senter/Monterey Rd.

ARTICLE II – MEMBERSHIP

- A. The membership of the association shall be residents, property owners or businesses within the neighborhood association boundaries.
- B. A Voting Member shall be a family unit or business within the neighborhood association boundaries.
- C. Membership shall not be denied based on views or opinions contrary to the goals and purposes of the neighborhood association.
- D. Membership shall not be denied based on race, color, ancestry, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, gender identity and gender expression, AIDS/HIV, medical condition, political activities or affiliations, military or veteran status, and status as a victim of domestic violence, assault, or stalking.

ARTICLE III – OFFICERS

The Voting Members of the neighborhood association shall nominate and elect the officers of the association each year. The officers of the association shall hold office for a term of one (1) year or until successors are elected. The term of the officers shall begin at the close of the Annual Meeting. The officers of the association shall be the President, Vice-President, Secretary, and Treasurer. The officers of the association shall be voting members of the neighborhood association.

- A. The President shall call and preside at all meetings, shall act for and on behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as an official spokesperson for the association.
- B. The Vice-President shall, in the absence of the President, assume all 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, attendance, all legal documents, and legal transactions of the association. The Secretary transcribes the minutes of each meeting and shall maintain a file copy and submit a copy of the minutes to the District 7 Council Office.

Date Adopted: 02/03/2021

- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association.
- E. Any officer can be removed from office by 2/3rds majority vote of the membership in attendance. A special meeting may be petitioned as stated in Article V (A).
Membership shall be notified with ten (10) days advanced notice of said meeting.

ARTICLE IV – BLOCK CAPTAINS

- A. The Block Captains (Area Advocates) shall be composed of an appropriate number of Voting Members, shall be approved by the Officers at the meeting following the Annual Meeting, 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 ensure the Block Captains serve specific blocks or streets within the boundary of the association.
- B. Block Captains shall be nominated following the November meeting by submitting names to the President-elect.

ARTICLE V – COMMITTEES

- A. The President shall have the authority to appoint committees as necessary to implement the purposes of the Charter.
- B. The President shall be an ex-officio member of all committees. A committee shall not prohibit the President from attending committee meetings.

ARTICLE VI - MEETINGS

An Annual Meeting shall be held during the month of December at a time and place designated by the President.

- A. Ten (10) Members or Twenty-five (25) percent of the members, whichever fewer, shall have the privilege of petitioning a special meeting or emergency meeting. B. The Voting Members present shall constitute a quorum.
- C. At least ten (10) calendar days advance notice shall be provided in advance of any meeting of the association except for emergency meetings as stated in Article V (E).
Every effort will be made to notify all interested parties and members of the association of upcoming meetings either by phone, email, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to interested persons.
- E. Emergency meetings may be called by the President or by petition with three (3) days advanced notice to the membership and only the emergency issue may be discussed.

ARTICLE VII – NOMINATIONS, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- A. Announcement of accepting nominations for President, Vice-President, Secretary, and

Treasurer shall be made at the September association meetings. Nominations shall be accepted until the end of the October association meeting. The slate of nominees shall be

Date Adopted: 02/03/2021

- issued at the October association meeting. The nominees will present to the membership at the November association meetings. Following all nominee presentations, votes will be cast and election results will be announced at the end of the November meeting.
- B. Upon installation of the officers whose term begins at the end of the Annual meeting, all documents, records, and any materials pertaining to the duties of the office as designed in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart no later than the adjournment of the Annual Meeting.
- C. Any vacancies occurring during the year of any Officer or Block Captain shall be filled by appointment by the remaining Officers. If not by consensus, a majority vote shall prevail.

ARTICLE VIII – FISCAL RESPONSIBILITY

- A. Expenditure of funds of the association shall be made with the signatures of the Treasurer and President or Vice-President.
- B. Financial records and funds of the association must be audited at least once a year by a committee of at least two (2) Block Captains.
- C. Financial reports shall be presented at each regularly scheduled meeting.

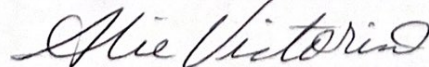
ARTICLE IX– AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote of the membership. B. Proposed amendments shall be sent to all members at least ten (10) calendar days in advance of the meeting where action is to be taken and shall be read at the presiding meeting.

ARTICLE X – GENERAL

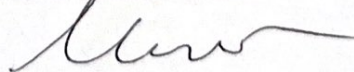
- A. The rules in the current edition of Robert's Rules of Order shall govern the association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these bylaws or any special rules that the association may adopt.
- B. If any 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 officers, representatives, spokesperson, or members shall have any financial liability of the association.

SECRETARY: Alie Victorine



Date: 02/03/2021

PRESIDENT: Marisol Barahona



Date: 02/03/2021