

# BURNT BRIDGE CREEK NEIGHBORHOOD ASSOCIATION BYLAWS

## NAME:

The neighborhood named in the below boundaries will be called *Burnt Bridge Creek*.

## PURPOSE:

The *Burnt Bridge Creek Neighborhood Association* is established by the residents of the Burnt Bridge Creek area in order to unite the common interests and promote the welfare of the neighborhood and its residents. The Neighborhood Association exists to facilitate the exchange of information between Association members and the City, promote liveability within our neighborhood, and enhance the sense of community in general.

## BOUNDARIES:

The boundaries of the *Burnt Bridge Creek Neighborhood Association* are between these locations:

North - City Limits along Burnt Bridge Creek

South - 39th Street

East - 162nd Avenue

West - 137th Avenue

## MEMBERSHIP:

The membership of the *Burnt Bridge Creek Neighborhood Association* is open to all residents and property owners, within the boundaries of this neighborhood. This Association shall not endorse any political candidates.

## VOTING:

Each member of the Association who is 18 years of age or older is entitled to one vote. No proxies are allowed.

## OFFICERS:

The officers of the *Burnt Bridge Creek Neighborhood* shall oversee all meetings, planning sessions, and activities for the Neighborhood Association. The duties of each officer shall be, but not limited to, the following:

- ▶ Chairperson: Act as the primary executive officer and preside over all deliberations and activities of the Neighborhood Association, be the official spokesperson for the Association.
- ▶ Vice Chairperson: Assist the Chair in all the duties and perform the functions of the Chair in his or her absence, and also serve as a spokesperson for the Association.
- ▶ Secretary: Act in conjunction with the other officers, keep the minutes of all meetings, and also

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serve as a spokesperson for the Association.

- ▶ Treasurer: Act in conjunction with the other officers, maintain the financial records for the Association, and also serve as a spokesperson for the Association.

**EXECUTIVE OFFICERS:**

Members of the Executive Board will include the Officers and the Committee Chairpersons who will notify members of the meetings and activities in advance. All Officers must reside in the boundaries of the Neighborhood.

**ELECTION OF OFFICERS:**

Officers shall be elected annually. Officers are limited to two consecutive terms. Elections to refill vacant positions shall be held whenever such vacancies occur.

**COMMITTEES:**

Special committees to handle specific concerns may be appointed by the Chairperson, as necessary.

**MEETINGS:**

- ▶ The Executive Board of the Neighborhood Association must meet not less than once a quarter to discuss Neighborhood business.
- ▶ All decisions made by the Executive Board must be confirmed by a meeting of the membership.
- ▶ All meetings of the membership must be held not less than four times a year, but emergency meetings may be called by the Executive Board.
- ▶ All decisions must be reached by a majority vote of the membership attending the meeting providing a quorum is present.
- ▶ The official report of all decisions must record both majority and minority concerns.
- ▶ A quorum shall consist of at least two of the elected officers and ten members of the Association.
- ▶ All questions of procedure shall be in accordance with the Revised Robert's Rules of Order when not covered by the Bylaws.

**ADMENDMENTS TO BYLAWS:**

These Bylaws may be amended at any General Meeting by a two-thirds (2/3) vote of those present, the proposed amendments having been submitted in writing 30 days prior to the General Meeting, and read to the membership at a General Meeting prior to the vote.

**FUNDING:**

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Voluntary dues, contributions, contracts, grants, subscriptions, or fund raising activities may be used by the Neighborhood Association, as desired.

11/17/98