

BY LAWS FOR THE BURTON RIDGE NEIGHBORHOOD ASSOCIATION

I. NAME

The name of this association shall be "THE BURTON RIDGE NEIGHBORHOOD ASSOCIATION".

II. OBJECTIVE

We come together as neighborhood people working to preserve and improve our neighborhood. The Burton Ridge Neighborhood Association is established by the residents of the Burton Ridge Neighborhood in order to unite the common interests and promote the welfare of the neighborhood and its residents.

The Neighborhood Association shall concern itself with a variety of problems and projects including, but not limited to, matters effecting livability and quality of the neighborhood and the community in general.

The Neighborhood Association will look to a variety of governments, voluntary organizations, businesses and philanthropy to meet neighborhood needs for personal, social and economic development, to fund neighborhood organizations and services, to respect neighborhood values, culture and history.

III. BOUNDRIES

The boundaries of the Association are as follows: Burton Road on the North; 18th Street on the South; I-205 on the East; and 94th Avenue on the West.

IV. MEMBERSHIP

The membership of the Association is open to all residents (Renters and Homeowners) within the boundaries of the Association.

V. VOTING

All members of the Association eighteen (18) years and older are entitled to vote on all matters brought before the Association. Proxies are accepted from a spouse. Proxies must be in written form for each separate meeting. A quorum shall consist of ten (10) qualified voters.

VI. OFFICERS

The officers and their duties shall be as follows:

Chairperson – Act as the primary executive officer and preside over all deliberations and activities of the Association. The Chairperson or their designated alternate shall be the official spokesperson of the Association.

Vice-Chair(s) – Shall act in the absence of the Chairperson and perform other duties as required. There will be no more than five (5) Vice-Chairs.

Secretary – Shall act in conjunction with the other officers, keep minutes of Association and Executive Board meetings. Handles all correspondence for the Association.

Treasurer – Shall act in conjunction with the officers, maintain the finances and financial records of the Association. The positions of **Secretary** and **Treasurer** may be combined.

VII. EXECUTIVE BOARD

The Executive Board shall be composed of the Officers of the Association and committee chairs. The Executive Board will act on behalf of the Association as necessary and meet to conduct the activities of the Association. All decisions made by the Executive Board are subject to confirmation at a meeting of the general membership.

VIII. ELECTION OF OFFICERS

Officers shall be elected annually at the May meeting each calendar year. Vacant positions shall be, until the next scheduled election, appointed by the Chairperson. All officers shall be limited to three (3) consecutive terms in their position.

IX. COMMITTEES

Special committees to address specific concerns, issues or activities may be appointed by the Chair as necessary. All committees shall have a Chairperson. The Chairperson shall serve on the Executive Board during the duration of their service as committee chairs.

X. MEETINGS

The Executive Board shall meet as necessary.

A general meeting of the membership shall be held not less than once every three months. Meetings of the general membership may be called by the Executive Board as necessary.

XI. FUNDING

Voluntary dues, contributions, contracts, grants, subscriptions or fundraising activities may be used by the Association as funding sources. Basic operating expenditures require only consensus of the Executive Board. Any expenditure over one hundred dollars (\$100) shall be approved by the general membership. The Executive Board will set an annual budget following their election year.

XII. MEETING PROTOCOL

All meetings will be conducted under parliamentary rules as outlined in "Robert's Rules of Order – the New Edition".

XIII. DISSOLUTION

The association may dissolve itself by taking a vote in the same fashion as any issued to be decided.