

## BYLAWS FOR DUBOIS PARK NEIGHBORHOOD ASSOCIATION

The DuBois Park Neighborhood Association is established by the residents of the DuBois Park neighborhood in order to unite the common interests and promote the well-being of the neighborhood and its residents. The DuBois Park Neighborhood Association shall concern itself with matters affecting livability of the neighborhood or the community in general.

### BOUNDARIES

The boundaries of the DuBois Park Neighborhood Association shall include the following described subdivisions: Braewood- 1, Braewood-2, Braewood-3, Braewood-4, Braewood-5, Broadmoor-1(except lots 2, 3, 13, 14, 15, 16, 17 and 18) and Broadmoor-1 Replat. These boundaries are not considered permanent, but changes must be approved by a majority vote of members present at a general meeting of the association.

**Updated 4/1/2020:** Boundaries are updated as follows: Entire street Santa Fe Drive including Santa Fe Court terminating on Eureka Way for entire street, to Palo Alto Dr. to California Street including California Court To Dubois Drive including both Dubois Court and California Court and also including the west side of Devine Road from MacArthur Blvd down to Buena Vista. All streets within included as well including Monterey Way, Pasadena Way, Phoenix Way, Tucson New Mexico Dr. and Arizona Dr.

### MEMBERSHIP

The membership of the DuBois Park Neighborhood Association is open to all residents and property owners within the boundaries of this neighborhood.

### VOTING

All members 18 years and older are entitled to one vote. No proxies. Voting may be by voice or secret ballot.

### OFFICERS

The officers of the DuBois Park Neighborhood Association shall be a president, vice president, secretary, treasurer and publicity chairman. The duties of each officer shall be, but are not limited to, the following:

President; act as the primary executive officer and preside over and be the official spokesperson for the association.

Vice president; assist the president in all duties and perform the functions of the president in his absence, and also serve as a spokesperson for the association.

Secretary; act in conjunction with the officers, keep the minutes of all the association's public and executive meetings, and also serve as a spokesperson for the association.

Treasurer; act in conjunction with the officers, maintain the financial records of the association, and also serve as a spokesperson for the association.

Publicity chairman; act in conjunction with the officers, notify members of meetings and activities in advance, and also serve as a spokesperson for the association.

### BOARD OF DIRECTORS

Members of the Board of Directors will include the officers and committee chairmen.

### ELECTION OF OFFICERS

Officers shall be elected for a two year term. Elections to refill vacant positions shall occur whenever such vacancies occur.

### COMMITTEES

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

### MEETINGS

The Board of Directors of the Neighborhood Association shall meet annually and as needed to discuss neighborhood business.

All decisions made by the Board of Directors must be confirmed by a meeting of the general membership.

A general meeting of all the membership must be held not less than once a year.

### FUNDING

Voluntary contributions, contracts, grants, subscriptions or fund raising activities may be used by the neighborhood association as desired.

PG:JKH(WP); Written and approved April, 1982; Amended April, 2020