

## **BYLAWS**

### **LONGVIEW WEST NEIGHBORHOOD ASSOCIATION**

#### **ARTICLE I: STATEMENT OF PURPOSE**

We, the residents living within the limits of Longview West Neighborhood, being desirous of combining our efforts for the purpose of: fostering positive relationships with the City of Phoenix, neighboring associations, and local businesses, organizations, and stakeholders; preserving and enhancing the physical, social, economic, and historical presence of Longview West Neighborhood, and encouraging community-based problem solving by promoting diversity and conscientious interaction, hereby form this organization.

#### **ARTICLE II: ORGANIZATION**

The name of the organization shall be Longview West Neighborhood Association, also known as LWNA or the Association. Within these Bylaws, the term *Association* refers to both the neighborhood members and the elected Officers representing the neighborhood members.

LWNA shall have the slogan:

*“Together We Can Make A Difference.”*

LWNA shall have the Mission Statement:

*To preserve and enhance the physical, social, economic, and historical characteristics of the Longview West Neighborhood through local and community-based actions and partnerships to create a safe and healthy environment for all present and future residents.*

#### **ARTICLE III: MEMBERSHIP**

Membership in this Association shall be open to all who reside, own property, or operate a business within the boundaries of Longview West Neighborhood. Those boundaries are the following:

South side of Indian School Road to and including the north side of Osborn Road and the east side of 7<sup>th</sup> Street to and including the west side of 12<sup>th</sup> Street.

#### **ARTICLE IV: OFFICERS AND DUTIES**

The elected Officers of this Association shall be: President, Vice-President, Secretary, and Treasurer, elected from the membership for a two-year term; each year of the term beginning July 1 and ending June 30 of the following year. The elected Officers, in total, will be known as the Association’s Board of Officers.

##### **1. The President, in conjunction with the Vice-President, shall:**

- a. Preside at all meetings of the Association.
- b. Set meeting agendas.
- c. Call special meetings as needed.
- d. Act as primary contact and public liaison for the Association.
- e. Appoint committees upon approval by the members.
- f. Facilitate the monitoring and achievement of yearly goals.
- g. Create and send letters on behalf of the Association when required and approved by the Association members.

**2. The Vice-President, in conjunction with the President, shall:**

- a. Fulfill all responsibilities of the President in his/her absence and assist the President in matters pertaining to the administration and direction of the Association.
- b. Accept election nomination ballots from members.
- c. If the office of President should become vacant, the Vice-President shall act as President until the board and members appoint a replacement as describe in Article VIII 2.f.

**3. The Secretary shall:**

- a. Take and distribute minutes of the Association meetings.
- b. Record minutes at Board meetings.
- c. Conduct the official correspondence of the association, in coordination with the President and/or Vice-President.
- d. Maintain a list of members.
- e. Keep archives of association documentation as appropriate, including meeting minutes.
- f. Upon request by new members, provide them bylaws, archived newsletters and meeting minutes, as appropriate, in the absence of a welcoming committee.
- g. Upon written request, make available public records for inspection by any member for any proper purpose as determined by the Association Board of Officers. The request must state in writing the purpose of the inspection.

**4. The Treasurer shall:**

- a. Manage all association funds, making deposits and drafting checks when deemed appropriate by the Officers of the organization.
- b. Keep records of all monies.
- c. Produce and supply a written account of the finances of the organization for each neighborhood meeting, or as otherwise required.
- d. Conduct the audit process as needed.

**5. No Association Officer shall obligate the Association to provide financial or volunteer contributions without prior approval of the members, nor shall an elected officer**

represent the person's own views as those of the Association without prior approval of the members.

6. No Association Officer may serve as an elected officer or representative for another neighborhood association, unless that position specifically represents the Longview West Neighborhood Association.

#### **ARTICLE V: APPOINTMENTS:**

The Board may appoint a person from within or outside of the membership as needed to perform a specific duty or duties.

1. **The Past President may:**

- a. Serve as a non-voting member of the Board in an advisory capacity for one year.
- b. The Past President will not represent the Board except at the request of the President.

2. **Appointments at large**

- a. All appointments will be announced at the first available Association meeting.
- b. All appointees will be members-at-large.

3. **Committees:**

- a. Through the normal course of procedure(s), the Association may elect or authorize committees.
- b. These committees shall be made up of members of the Longview West Neighborhood.
- c. Committees will be established to address a specific issue or activity.
- d. They will report to the Association at every meeting where activity or action of the committee has been performed.
- e. They may take action on behalf of the Association, when necessary and with Association Board of Officer's approval.

4. No appointed member shall obligate the Association to provide financial or volunteer contributions without prior approval of the Association Board of Officers.

5. No appointed member will represent the person's own views as those of the Association without prior approval of the Association.

#### **ARTICLE VI: MEETINGS**

1. General Association meetings shall be held on the last Thursday of every other month (bi-monthly), following a fiscal calendar year beginning July first of each year.
2. The annual meeting in July shall be held for the purpose of electing Officers or in cases when Officers are filling the second year of their terms, receiving reports of Officers and committees, and for any other business that may arise.

3. All meetings will be held except on legal holidays. In that event, the date shall be fixed by Officers but shall not be more than two weeks from the date fixed by these Bylaws.
4. The Officers may cancel general meetings in any month except July if there is no agenda.
5. Members will be notified of all meetings through the Neighborhood newsletter or by written correspondence.
6. The Association Board of Officers may hold board meetings to discuss Association business.
  - a. All meetings of the Board of Officers will be open to the membership.
  - b. All meetings of the Associations Board of Officers shall be announced not less than 24 hours prior to their meeting.
  - c. The Board of Officers shall inform the membership of the process or location(s) for announcement of Board meetings.
  - d. The Board may exercise executive privileges by calling executive session without notice.

#### **ARTICLE VII: VOTING**

1. Voting privileges are limited to those members 18 years of age and older. Each individual shall have one vote.
2. Members and the elected Officers of the Association shall be the governing and policy-making body of the Association.
3. Members and Officers will discuss, debate, and form consensus on issues relating to the Longview West Neighborhood. An inability to form a consensus shall require decisions by a 51 percent vote of those members present.
4. Election of Officers may be by voice vote or by ballot.

#### **ARTICLE VIII: ELECTIONS**

1. **Nominations:**
  - a. Nominations may be made from the floor at the regular meeting in April or to the Vice-President any time up to 30 days prior to the July meeting, following which time no other nominations shall be accepted.
  - b. Nominations for the offices of President, Vice-President, Treasurer, and Secretary may be considered provided consent has been obtained from the person nominated.
  - c. Members may nominate themselves or any other member to be an Officer.
  - d. All members shall be notified of such nominations at least two weeks in advance of the annual meeting in July.

## **2. Elections:**

- a. Association Board of Officers shall hold office for two years.
- b. Bi-annually at the general meeting in July the Board of Officers shall be elected by 51 percent of the members present, or the greatest percentage of votes among all candidates nominated for an office.
- c. The term of office shall begin at the close of the bi-annual meeting in July.
- d. No member shall hold more than one office at a time, except for that interim period of time when the Vice President acts as President should the President resign during his or her term (Article IV 2.c.; Article VIII 2.f.).
- e. No member shall hold any one Board position for more than two consecutive terms.
- f. In the event that a Board position becomes vacant, a replacement for the term of office shall be recommended by the Board, and approved by the members.

## **ARTICLE IX: PROCEDURE**

Meetings shall be conducted in the spirit of Robert's Rules of Order except to the extent such rules may be waived or relaxed at the discretion of the President.

## **ARTICLE X: AMENDMENTS**

These bylaws may be amended provided that the following steps are taken in succession:

1. The proposed amendment, with suggested language, is announced at an Association meeting.
2. Amendment proposals are discussed by the membership.
3. The President may table the proposed amendment, but the amendment shall be considered for adoption at the following Association meeting.
4. In the event consensus cannot be reached, a vote of 66 percent of the members present shall be required for amendment approval.

## **ARTICLE X: DISSOLUTION**

1. The Longview West Neighborhood Association may be dissolved by vote of the membership.
2. Dissolution vote shall require 66 percent of the members present at an Association meeting and require consensus of the Association Board of Officers.
3. In the event of dissolution of LWNA any assets remaining shall be disposed of by the Association Board of Officers to one or more of the charitable neighborhood organizations, or distributed in accordance with law to one or more organizations engaged in activities substantially similar to those of LWNA. The Board of Officers shall return unexpended Association grant funds to the appropriate agency, and shall complete any required documentation to close the grant.