

# **Vendome Neighborhood Association**

## **Bylaws**

### **Article I**

This corporation shall be titled Vendome Neighborhood Association, Inc., hereinafter referred to as VNA. The purposes for which this neighborhood group is formed are:

- A) To promote the individual and collective interests of the property owners and neighbors in the neighborhood outlined by N. First Street, Taylor, N. San Pedro Street and Bassett Street.
- B) To promote sociability and friendship and provide recreation and entertainment, and encourage safety practices for all residents.

### **Article II**

Membership is voluntary and shall be limited to those individuals who own or rent property in the Vendome Area.

### **Article III – Officers**

Section 1. The VNA shall have five (5) elected officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Member @ Large

Section 2. Terms of Office: The officers shall be elected for a term of two (2) years and may serve additional terms, if reelected. Officers may run for other offices once they have resigned from one office. The assigned officers shall assume office immediately after appointment.

Section 3. Vacancies: A vacancy in any elected office shall be promptly filled through appointment of a qualified member of the VNA by the remaining officers. Any person so appointed shall serve out the term of that vacancy.

Section 4: Duties: The President shall preside at all meetings of the officers and all general neighborhood meetings. The President may opt to delegate facilitation of parts or all of the general neighborhood meetings to other officers or neighborhood leaders. The President may schedule meetings for different committees in the neighborhood with different City and community groups, as well as serve as the spokesperson for the VNA.

The President will also assist in the writing of grant applications that serve to bring additional assets and programs/social events into the neighborhood.

The Vice President shall perform such duties as may be assigned by the President or officer board of the VNA. In case of the death, disability or absence of the President, the Vice President shall perform and be vested with all the President's duties and powers.

The Secretary shall keep a record of minutes of all general neighborhood meetings, be a central point for maintaining all records and membership lists neighborhood, and aid in the creation of neighborhood flyers and/or newsletters. Minutes and voting results will be made available to any neighbors, upon request. The Secretary shall also assist in the writing of grant applications that serve to bring additional assets and programs/social events into the neighborhood.

The Treasurer shall keep accounts of all monies of the VNA and the account now established in the name of the VNA at Bank of America. The Treasurer shall prepare a monthly financial report for each meeting of the officers and each general neighborhood meeting. The Treasurer shall review incoming bills and recommend approval for payment. The Treasurer shall also ensure that each check is signed by two officers of the VNA. The Treasurer shall also oversee any grant applications, the deposit of any acquired grant funds, and the implementation of the grant and spending in accordance with the intent outlined in the grant application.

#### Article IV – Voting

A simple majority vote will control in all voting held at general neighborhood meetings.

#### Article V – Committees

Street Captains will be identified as communication liaisons for their respective streets. The VNA shall have standing committees as shall be appointed from time to time by the President or at a general neighborhood meeting. Current standing committees, as of Fall 2003, include the Dog Park Committee, Traffic Calming Committee, and the Park/Neighborhood Improvement Committee.

#### Article VI – Amendments

These By-laws may be amended by two-thirds (2/3) of the members present at any regularly scheduled general neighborhood meeting provided that notice was sent to all neighbors with the item agendaized at least 10 days prior to the meeting.

## Article VII - Meetings

Section 1. Membership Meetings: There shall be 4 meetings for the entire year. The meetings will fall quarterly and be called “general neighborhood meetings.” In addition, there will also be special topic meetings or committee meetings, as needed. These meetings will need to report back to the Secretary for distribution of meeting outcomes.

The meeting schedule will be determined at the beginning of each calendar year, or at the discretion of the President and officers. Notice of every meeting shall be distributed to all members at least 10 days in advance of said meeting and included on the Vendome Neighborhood Association website.

Section 2. Officer Meetings: Officer meetings shall be held the month before a general neighborhood meeting, unless cancelled by the President. The President may call additional officer meetings, as needed.

Section 3. Reporting at Meetings: A standard agenda will include the following: Introduction of All Attendees, Review and Approval of the Agenda, Approval of Minutes of Last General Meeting, Presidents Report, Treasurer Reports, Committee Reports, and New Business, and Public Comments.

Section 4. Presiding Officer: In the absence of the President, the Vice President, Secretary, Treasurer and Member @ Large, in that order shall conduct the general neighborhood meeting.

## Article VIII – Elections

Section 1. Eligible Candidates: All members of the VNA are eligible candidates for election as an officer of the VNA.

Section 2. Nominations: Any member may nominate a person as an officer, and each nomination shall require a member to “second” and validate the nomination. Voting shall follow Article V.

## Article IX - Finances and Records

Section 1. Fiscal Year: The fiscal year of the VNA shall be from January 1<sup>st</sup> through December 31<sup>st</sup> of the succeeding year.

Section 2. Financial Statements: The books of the VNA shall be maintained in accordance with general accepted principles of accounting. A checking account shall be maintained by the Treasurer, which will require the signature of two officers to draw money. The Treasurer shall report the financial condition of the VNA at all general neighborhood meetings.

Section 3. Financial Obligations: Financial obligations of the VNA shall not be incurred without prior approval of the officers.

Section 4. Other Records and Reports: The Secretary and the Vice President of the VNA shall each maintain a membership list which shall contain an up to date record of the names and addresses of all known residents of the VNA, when possible. The Secretary shall also maintain a Minutes Book, which shall include the By-laws and minutes of all general neighborhood meetings and general notes from officer meetings.

Section 5. Dues. There are no dues required of any residents of the VNA.

#### Article XI - Membership Protocol

Section 1. Appropriate List Serve Uses: The intent of the list-serve for the neighborhood association is to share information with all members. Use could include:

- a. notification and reminder of general neighborhood meetings
- b. notification and reminder of committee meetings
- c. notification of neighborhood events
- d. notification of any issues relevant to all neighbors, such as safety, traffic, or police-related issues

It is important to note that issues of concern to an individual neighbor might not be pertinent for all neighbors, and use of the list-serve for the advancement of personal issues would not be appropriate. It is also important to note that not all neighbors have access to email, the internet, and the list-serve.

Section 2. Communication with City Officials: Individual residents can communicate with City Officials on their own behalf as a resident of District 3, or of the Vendome Neighborhood. Individual residents should not speak to City Officials on behalf of the Vendome Neighborhood Association unless given explicit permission by the President and officers, or as the spokesperson for a designated committee. At all times, proper protocol should be used when making contact with City Officials. If there is a question of appropriateness, the resident should contact the President for guidance and should refrain from speaking to officials as a spokesperson for the “neighborhood” until the President has given such permission.