

# **BY-LAWS of the VOLKER NEIGHBORHOOD ASSOCIATION**

**Revised by-laws as of January 14, 2021**

## **ARTICLE I: Name and Boundaries**

**SECTION 1** - The name of the organization shall be the Volker Neighborhood Association, hereinafter referred to as the "Association."

**SECTION 2** - Boundaries of the Association shall be State Line on the west; 31<sup>st</sup> Street on the north; Westport Road on the South; and the East boundary - Roanoke between 31<sup>st</sup> Street and 39<sup>th</sup> Street and Southwest Trafficway between 39<sup>th</sup> Street and Westport Road.

## **ARTICLE II: Areas**

**SECTION 1** – The neighborhood shall be divided into three (3) areas. Each area shall have two representatives on the Board of Directors.

**SECTION 2** – The areas and boundaries shall be:

North: State Line on the west; 31<sup>st</sup> Street on the north; Roanoke Road on the east, and on the north side of 39<sup>th</sup> Street on the south.

Southwest: State Line on the west; west side of Terrace on the east; south side of 39<sup>th</sup> Street on the north and Westport Road on the south.

Southeast: east side of Terrace on the west; south side of 39<sup>th</sup> Street on the north; Southwest Trafficway on the east and Westport Road on the south.

## **ARTICLE III: Purpose and Objectives**

**SECTION 1** - Purpose: The Volker Neighborhood Association is a non-partisan voluntary association of interested property owners, business owners and residents whose purpose is to determine the needs of the neighborhood and act in its best interests as determined by majority vote.

**SECTION 2** – The objectives and goals of the Association are:

To support the enforcement of City codes and ordinances for the good of the neighborhood.

To encourage maintenance and improvement of residential and commercial properties through cooperative efforts.

To maintain and improve the residential character of the neighborhood as envisioned by the current plan(s) supported by the Association.

To be aware of the needs of our senior citizens, youth and disabled neighbors and provide assistance as appropriate.

To support favorable zoning standards.

To build pride in the neighborhood through awareness of different cultures.

To cooperate with other neighborhood associations and organizations within the community in promoting common goals.

## **Article IV: Membership**

**SECTION 1** – “General membership” shall refer to the collective body of all members who meet the eligibility requirements as described in Article IV, Section 2, and who are current on their membership dues for the present year.

**SECTION 2** – The membership of the Association shall be open to residents, business owners, and property owners within the boundaries of the neighborhood, 18 years of age and older. Membership is obtained by meeting these requirements and having paid the current year’s membership dues. Members can resign their membership at any time by informing any board member of their desire to do so. Any membership can be rescinded by a vote of the general membership. The minimum number of voting members required shall be a quorum as defined in Article VIII Section 2, with a simple majority needed to remove the member.

**SECTION 3** – Dues per member may be charged in such amounts as determined by the Board of Directors subject to the approval of the general membership. The minimum number of voting members required shall be a quorum as defined in Article VIII, Section 2, with a simple majority needed to approve a change in dues. Dues are valid for one calendar year beginning January 1 and ending December 31. This calendar year shall also be considered the official fiscal year of the Association.

## **ARTICLE V: Officers and Their Duties**

**SECTION 1** – The officers of the Association shall be a President, Vice-president, Secretary and Treasurer. The Vice-President, Secretary and Treasurer can hold an office and also be an area representative and/or chair of one of the standing committees.

**SECTION 2** – The President shall perform all duties that generally pertain to the office of President. In particular, they shall preside at all meetings of the Association, call special meetings as necessary, and in the event of an emergency, may cancel a meeting. They may appoint special or ad hoc committees, except the Nominating Committee, and shall within thirty (30) days after their election call a meeting of the elected officers to appoint standing committee chairs for the Association. They shall preside over Board of Directors meetings but will only vote in case of a tie. The President shall be a member ex-officio of all committees except the Nominating Committee.

**SECTION 3** – The Vice-President shall perform all duties that generally pertain to the office of Vice-President. They shall, in the absence of the President, perform the duties of that office and in the case of a permanent vacancy in the office of President, the Vice President shall automatically become the President serving out the unexpired term.

**SECTION 4** – The Secretary shall keep an accurate account of proceedings of the meetings; shall have custody of all books and papers belonging to the Association, except those specifically assigned to other officers, and shall enter all amendments in the by-laws book.

**SECTION 5** – The Treasurer shall keep an accurate account of all monies received and disbursed by the Board with copies for the President, Vice-President and Secretary. The Treasurer shall disburse no money over \$100, except for the express cost of printing the bimonthly VNA newsletter up to \$350 for each printing job,

and except as approved by the Board. The Treasurer shall draw all warrants for money spent by the Association, presenting same to either the President, Vice President, or Secretary for counter-signature. They shall submit a report at each meeting with current account balances and all credits and debits since the last report.

## **ARTICLE VI: Election of Officers and Area Representatives**

**SECTION 1** – The officers of the Association and the Area Representatives shall be elected bi-annually by the general membership in June. Nominations shall be made by the nominating committee in accordance with Article VI, Sections 5 and 6, and from the floor. The minimum number of voting members required shall be a quorum as defined in Article VIII, Section 2 with a simple majority needed to elect a candidate. The Officers and Area Representatives shall serve a two year term, at which time their successors shall be elected in accordance with these by-laws.

**SECTION 2** – The Area Representatives for each of the Areas shall be elected bi-annually in June by the members of the Association who reside in, or own property, or own a business in the electing Area and are eligible to vote. Area representatives must reside in the area they are to represent.

**SECTION 3** – Officers and Area Representatives shall be elected for a term of two (2) years and shall take office at the general meeting in June. Any Officer or Area Representative can be removed from office by a vote of the general membership at a special meeting called for that purpose and published by email e-blast or in the Association newsletter prior to the date of the special meeting. The minimum number of voting members required shall be a quorum as defined in Article VIII, Section 2 with a two-thirds majority of the members needed to remove the Officer or Area Representative in question.

**SECTION 4** – Officers and Area Representatives can be re-elected indefinitely.

**SECTION 5** – Nominations for office shall be made by a Nominating Committee consisting of three members selected at the April general meeting. Any member who is eligible to vote may volunteer to serve on the Nominating Committee. If more than three members volunteer to serve, an informal election will be held during the general meeting by approval of a simple majority of those members present. This informal election does not require quorum, nor does it allow absentee votes.

**SECTION 6** – The Nominating Committee shall recommend at the May general meeting, one candidate for each office to be filled. Additional nominations may be made from the floor. Voting shall proceed according to Article VIII, Section 2, with the election being held at the June general meeting. If there is only one candidate for the office they shall be declared elected by acclamation.

**SECTION 7** – Members are eligible to vote and to hold office sixty days after their dues are paid in full for the current year.

**SECTION 8** – If a vacancy shall occur in any office other than that of President, nominations shall be taken from the floor at the next general meeting. If there be but one nominee, election shall be declared by acclamation. If there are multiple nominations, voting shall proceed according to Article VIII, Section 2, with the election being held at the following general meeting.

**SECTION 9** – If a board member has three or more unexcused absences as determined by the President in a calendar year, they will have resigned by inaction.

## **ARTICLE VII: Board of Directors**

**SECTION 1** - There shall be a Board of Directors composed of the Officers, the chairs of standing committees, and the Area Representatives from each Area. They shall meet, in person or virtually, quarterly or more often as determined by the President. A simple majority shall constitute a quorum at board meetings. A member of the Board of Directors may resign at any time by informing a simple majority of the board of their intention to do so.

**SECTION 2** – Eligibility for service on the Board of Directors of the Association as an officer shall be determined by status as a resident within the defined boundaries of the Association.

## **ARTICLE VIII: General**

**SECTION 1** – The general meetings of this Association shall be held quarterly and/or as called by the president. General meetings may be held truly in person or virtually, and members are considered to attend in person when present during any virtually held meeting.

**SECTION 2** – Quorum for any vote by the general membership requires votes cast by at least 10 percent of eligible non-board membership and at least two board members. Voting is deemed to be held at the general meeting during which votes are counted. Members may vote either in person during the general meeting the day of the election, or members may vote absentee in writing or electronically within the thirty days prior to the election. In person voting may be conducted in a manner consistent with the format of the meeting, whether truly in person or virtual, as determined by the President. Absentee ballots may be submitted to a board member by any method, including but not limited to, hand delivery, mail, online survey, or email. However, written absentee ballots may not be turned in by third party during the election at the general meeting. Proxy votes shall not be accepted as valid for any vote. Votes on major issues, as determined by the President, must be posted on the website and published either by email e-blast or in the Association newsletter at least thirty days prior to the vote.

**SECTION 3** – The Board of Directors shall publish an official Association newsletter at least quarterly. The newsletter may be published in print, online, or a combination of both; either form of publication is sufficient to meet publication requirements in other Sections of these by-laws. Where publication by email e-blast is allowed, electronic notification sent to all Association email list subscribers is sufficient.

**SECTION 4** – Volker Neighborhood shall not discriminate on the basis of race, national origin, religion, age, sex, gender, sexual orientation, or handicapping condition. All programs and activities of the Association shall be conducted in furtherance of this policy.

## **ARTICLE 1X: Standing Committees**

The following standing committees shall be appointed and shall consist of at least three (3) members:

Development Awareness Committee  
Traffic and Parking Committee  
Volker Newsletter Committee  
Membership Committee  
Special Projects Committee

## **ARTICLE X: Parliamentary Authority**

Simplified Parliamentary Procedures (Attached) shall govern the Association.

## **ARTICLE XI: Amendments**

These by-laws may be amended at any general meeting by a two-thirds vote of those members present, (a quorum as defined in Article VIII, Section 2 being required, notice of the amendment having been given at the previous regular meeting and published in the Association newsletter. Minor changes, as determined by a unanimous vote of a quorum of the board can be made at board meetings.

**ADOPTED:** January 9, 2003

**REVISED:** February 27<sup>th</sup>, 2003 (Volker Newsletter Committee added to Article IX)

**REVISED:** November 10, 2005 (added Section 9 to Article VI to automatically resign an inactive board member)

**REVISED:** February 12, 2009 (Establishes requirement for officers and other board members to reside within the boundaries of the Association)

**REVISED:** January 14, 2021 (Updated Article sections on voting, amendments, dues changes, board elections, and board member replacements and removal. Updates include: Article VIII Section 2; Article XI; Article IV Sections 1, 2 & 3; Article VI Sections 1, 2, & 6; Article VI Sections 1, 2, 3, 5 & 8).

## **SIMPLIFIED PARLIAMENTARY PROCEDURE**

### **I. ORDER of BUSINESS**

1. The meeting is called to order by the president
2. Minutes of the preceding meeting are read by the secretary
3. Monthly statement of the treasurer is read. Chair declares report "Received as read and filed."
4. President calls for reports of area representatives
5. President calls for reports of standing committees
6. President calls for reports of special committees
7. Unfinished business
8. New business
9. Adjournment

### **II. DUTIES OF PRESIDENT**

1. To preside at all meetings
2. Note whether a quorum is present; if so, calls meeting to order and declare "a quorum is present."

### **III. PRINCIPAL MOTIONS**

1. General statement: when a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until the motion has been disposed of by:
  1. Amendment – this motion is to change, add or omit words in the original main motion and is debatable.  
Majority vote

2. Postponement – A motion to postpone the question before the assembly to some future time is in order, except when a speaker has the floor. Debatable; majority vote
3. Point of order – this motion is always in order, but can be used only to present an objection to a ruling of the chair or some method of parliamentary procedure. The form is “Mr.(or Madam) Chair, I rise to a point of order.” The chair responds: “Please state your point of order.” After the member has stated his/her objection, the chair answers “Your point of order is sustained,” or “Your point of order is denied.”

If any member is not satisfied, she/he may appeal the chair’s decision. The chair then addresses the assembly: “Shall the decision of the chair be sustained?” This is debatable and the presiding officer may discuss it without leaving the chair. As with other motions, a vote is taken; a majority of “yes” votes or tie sustains the decision of the chair. A majority of “no” votes is required to reverse the decision of the chair.