

# **By-Laws of the Sedgefield Neighborhood Association**

## Preamble

The Sedgefield Neighborhood Association is dedicated to promoting community involvement, to improving the quality of life for Sedgefield residents, and to building and preserving a close working relationship between City Government and the residents of Sedgefield. For this purpose we adopt and establish these by-laws.

## Article I – Name

The organization is the *Sedgefield Neighborhood Association*, a not-for-profit organization, hereinafter referred to as the *Association*.

## Article II – Membership

Section 1 – Eligibility. The membership of this Association shall be limited to residents of single-family households in Sedgefield within the recognized NSA #68 boundaries, and in developments not otherwise represented by a Homeowner Association.

Section 2 – Dues. Any person desiring to become a member shall make payment to the Board of Directors in such manner and form as the Association shall prescribe.

Section 3 – Active Member. Dues paying members shall be considered to be an Active Member for said calendar year.

Section 4 - Term of Membership. Shall commence on the date of dues receipt by the Association Treasurer and shall expire on December 31 of that calendar year.

Section 5 – Meetings. Shall be held quarterly with appropriate notice to be given to the Association Members. Section 6 – Quorum. A quorum for the conducting of Association business shall consist of the active members present at any meeting, including those represented by proxy.

Section 7 – Voting. Only active members shall be entitled to vote. Any active member may be represented by written proxy if not able to attend in person. Voting may be by voice, however, 10% of the active members present, including those represented by proxy, shall have the right to demand voting by roll call.

## Article III – Officers

Section 1 – Number of Officers. The Officers of the Association shall be a President, a Vice-President, a Secretary and a Treasurer. These Officers shall be the Board of Directors. This Board of Directors may add to their number by nomination from the current active Board Members and a majority vote of that membership.

Section 2 – Election of Officers. All Officers shall be elected by the active membership. Each Officer must have two thirds (2/3) majority of the votes by the existing Board to be elected.

Section 3 – Term of Office. Officers shall be elected at each annual business meeting on the second Tuesday of June and serve a two year term beginning July 1.

Section 4 – Special Committees. The Officers may appoint special committees to perform such duties as they may determine.

Section 5 – Removal of Officers. Any officer or board member may be removed by a majority vote of the remaining officers.

Section 6 – Vacancies. A vacancy in any office for any reason shall be filled for the unexpired portion of the term in the manner prescribed by Section 2 of this Article.

Section 7 – Officer Responsibilities – (format of this section altered)

President – The President shall be the chief executive officer of the Association and shall have general charge of the business affairs and property of the Association. The President shall preside at all meetings of the membership and of the Officers. The President shall have signing power on checks in addition to the Treasurer.

Vice-President – The Vice-President, in absence or disability of the President, shall act in the President's stead.

Secretary – The Secretary shall keep the minutes of the meetings and attend to the correspondence pertaining to the office.

Treasurer – The Treasurer shall be responsible for all funds, sign checks and make regular reports of the financial condition of the Association.

#### Article IV – Dues

Section 1 – Amount. The annual dues will be \$50.00 per household, due and payable on January 1 of each year.

Section 2 – Due Date. Payment may be made anytime during the membership year for the current year ending December 31. Dues will not be prorated.

Section 3 – Purpose. Dues shall be used for projects and services for the benefit of the Neighborhood Association deemed appropriate by a majority vote of the Board of Directors if the expenditure is under \$2,500. Any expenditure over \$2,500 must be approved by a majority of the membership at a regularly scheduled meeting.

#### Article V – Amendments

Section 1. Amendments of these by-laws may be adopted by two-thirds (2/3) vote of the members attending or voting by proxy at any regular or special meeting, provided written notice of the proposed change in by-laws has been submitted to the active membership at least ten (10) days prior to the vote.

#### Article VI – Dissolution

Section 1. Upon dissolution of the Association, any capital assets will be split equally and donated between the Sedgefield Campus of Dilworth Elementary School and Sedgefield Middle School..