

**Broadmeadow Neighborhood Association By-Laws**  
**Adopted October 4, 2001**  
**Amended July 10, 2007**

**Article I**  
**Name and Boundaries**

Section 1      The name of this organization is the Broadmeadow Neighborhood Association

Section 2      Broadmeadow Neighborhood Association (hereafter referred to as BNA) is encompassed to the north by Northside Drive, to the east by I-55 Frontage Road, to the south by Meadowbrook Road, and to the west by North State Street.

**Article II**  
**Purpose**

Section 1      The purpose of BNA is to:

- Enhance and promote BNA;
- Facilitate communication between residents and city and county officials;
- Provide a means of decision making and action around issues affecting our life in the neighborhood, including but not limited to land use, traffic, safety, zoning, and beautification;
- Work with other neighborhood associations on common concerns and opportunities;
- Provide for community welfare generally and to conduct other lawful business not inconsistent with these by-laws.

**Article III**  
**Membership**

Section 1      All people 21 years or older who reside or own property within the described boundaries (see Article I) are members of the Association.

**Article IV**  
**Governance**

Section 1      The BNA shall be governed by a Board of Directors which may take action in the name of the Association.

Section 2 The Board of Directors shall consist of a President, a Vice-President, a Secretary, (effective July 10, 2007) a Treasurer, the Immediate Past President, and (effective May 2003) six at-large members elected by a simple majority (half of those present plus one) at the annual meeting.

Section 3 The Board year is from February 1 to January 31 each year (effective July 10, 2007)

Section 4

- a.) Prior to a Board election, a nominating committee shall be appointed by the Board for the purpose of cultivating nominees for vacant positions. Board members who wish to be nominated may not sit on the nomination committee.
- b.) All Board members shall be elected to serve three-year terms at the annual meeting held in February of each year. Board members will take office at the end of said meeting. In any year, prior or current service on the Board of Directors does not disqualify a member from nomination. No more than one member of a household may serve on the Board of Directors at any given time.

Section 5 A member of the Board of Directors who fails to attend three consecutive regular meetings of the Board of Directors, or who ceases to be a member of the Association, shall be considered to have resigned and a vacancy may be declared by the Board.

Section 6 The duties and responsibilities of the officers of the Board of Directors are as follows:

- a.) The President will preside at all meetings of the Association and of the Board of Directors. The President shall also be the official representative of BNA in its relations with other organizations, corporations, associations, governmental units, and the public. Finally, the President shall designate duties as required.
- b.) The Vice-President shall be presiding officer in the absence of the President. They shall also perform duties as designated by President.
- c.) The Secretary shall be official custodian of all BNA records (including records of all actions) of membership and Board meetings. The Secretary, with the help of the President, shall provide required meeting notices which include the minutes from the previous meeting for Board member review and approval.
- d.) The Treasurer shall be the custodian of BNA funds by maintaining the Association bank account, collecting and disbursing funds and assets authorized by the Association, and reporting at each regular meeting on Association finances.

An officer who fails to properly perform the described duties of office may be removed by a majority of the Board of Directors or by a two-thirds vote of a General Membership

meeting, providing that the recall is included in the agenda of the required notice of meeting.

Section 7 The at-large members of the Board of Directors are expected to attend meetings, stay informed, volunteer on at least one committee, commit to fund raising, support BNA's endeavors, and participate in decision making.

Section 8 Six member of the Board of Directors shall constitute a quorum for doing business. Each member shall be entitled to one vote and must be present to vote or vote by proxy, phone or e-mail.

Section 9 The powers of the Board of Directors shall include:

- a.) The appointment and dissolution of all standing and other committees or chairpersons thereof. This power can be delegated to the President. Committees shall derive their direction from the Board of Directors.
- b.) The filling of vacancies on the Board of Directors at the next Board meeting, said term to last only until the next annual meeting.
- c.) The interpretation and amendment of the By-Laws to be done once a year at June meeting by a simple majority vote.
- d.) The approval of expenditures of Association funds by a simple majority vote.

Section 10 All Board meetings are open to the general membership; however, only Board members may vote on questions before the Board of Directors.

## **Article V Meetings**

Section 1 The Annual Meeting shall be held each year in the month of February at a public place. The day, hour, and location shall be designated by the Board. Written notice of the meeting will be provided at least five days prior.

Section 2 Regular Board Meetings shall be held on the second Tuesday of each month at a time and location designated by the Board (effective July 10, 2007). Notice including the location and time of the meeting will be posted on the BNA's website.

Section 3 Any Special Meetings may be called by the President or upon receiving the written request of not fewer than ten (10) general members. Only the business specified in the call can be taken up at a special meeting.

Section 4 A listing of the Board of Directors, including names, addresses, and phone numbers shall be published and updated at least once a year.

Section 5 Any BNA member shall be entitled to inspect the BNA books and records at any duly called meeting of the Board of Directors or at the annual meeting upon reasonable written request and notice to the Board of Directors.

## **Article VI Dissolution**

In the event the Broadmeadow Neighborhood Association becomes inactive or dissolves, all moneys in the general fund shall be distributed to a tax exempt community-oriented institution or organization approved by the majority of the members of the Association at the time of dissolution.