

# Brentwood Neighborhood Association of Springfield Missouri

## Formation Bylaws enacted on October 15, 2018

### **ARTICLE 1: NAME**

The name of this organization is the Brentwood Neighborhood Association of Springfield Missouri (hereinafter referred to as 'Association').

### **ARTICLE 2: BENEFIT AREA**

This Association's Benefit Area is defined by the following four major roadways within Springfield, Greene County, Missouri: Glenstone on the West, Sunshine on the North, Lone Pine on the East, and Battlefield on the South.

### **ARTICLE 3: PURPOSE**

The association exists to facilitate the benefit area through advocacy and activities that promote our quality of life.

### **ARTICLE 4: MEMBERSHIP**

#### Section 1: Membership

General membership in the Association is open to all residents, business owners, and property owners within the Association's Benefit Area. Membership is defined as a person who has filled out a Member Form and paid annual dues to the Association.

#### Section 2: Dues

Annual membership dues are \$10 per person per residential address or \$25 per business. Dues are to be paid annually, renewable prior to each October 1.

#### Section 3: Governance

Only Association members who have paid the current fiscal year's dues may be elected as an Officer or Member-At-Large, make a motion or nomination, chair a committee, or vote at any meeting.

#### Section 4: Voting

Eligible voters are those who have paid the current year's dues, and who are of at least eighteen (18) years old. Each paying residential member will be entitled to one (1) vote on any given issue, regardless of properties owned, rented, or managed. There is a limit of one (1) vote per business entity.

#### Section 5: Data

Membership data supplied on the membership form (preferred name, address, telephone, and email address) will be used only for the Association's direct operation and will not be supplied to third parties. Members are solely responsible for keeping their contact information updated in order to receive information from the Association.

### **ARTICLE 5: OFFICERS**

#### Section 1: Officer Roles

##### a) *President* will:

1. Serve as the Association's chief executive officer and primary spokesperson;

2. Preside at all meetings;
  3. Serve as an ex officio member of all committees;
  4. Coordinate the work of the officers and committees to support and promote the Association; and
  5. Appoint a parliamentarian, if desired.
- b) *Vice President* will:
1. Provide aid to the president;
  2. Perform the president's duties in his/her absence or inability to serve; and
  3. Oversee all communication and fundraising activities.
- c) *Secretary* will:
1. Record and preserve minutes of all Association meetings;
  2. Submit minutes to the Executive Committee not more than five (5) calendar days after the meeting itself;
  3. Present the minutes to be approved by the Association at the next meeting;
  4. Be prepared to read the records of any previous meetings;
  5. Preserve all Association records; and
  6. Have available a current copy of the Association bylaws.
- d) *Treasurer* will:
1. Keep proper Association financial records for all accounts, income (dues, donations, grants), and expenses;
  2. Maintain a current list of members who have paid Association dues; and
  3. Provide for the Association's Fiscal Function.

## Section 2: Officer Elections

- a) Officers shall be proposed and elected at the regular Association meeting prior to the first month of the Association's fiscal year. Officers are expected to attend all regularly scheduled meetings of the Association.
- b) The officers must be residents or business representatives within the Association's Benefit Area.
- c) Elected officers assume their duties in the first month of the Association's fiscal year for a period of 24 months.
- d) Officers are to serve no more than three (3) consecutive terms in the same office or until their successors are elected. A person who has served in an office for more than one half of a full term will be deemed to have served a full term in such office.

## Section 3: Officer Vacancy

Any vacancy between annual elections will be filled as soon as possible by a majority vote of the Executive Committee at any monthly meeting or any special meeting. No notice of a special meeting is deemed necessary for this purpose. If the vacancy is in the office of President, the Vice President (if any) assumes the President's role, and the Vice President's role is to be filled.

## **ARTICLE 6: EXECUTIVE COMMITTEE**

The Association's Executive Committee consists of the four (4) elected officers and (3) elected members serving as a Member-At-Large. The Executive Committee will meet at least once between general membership meetings. A quorum at any Executive Committee meeting shall be five of current Executive Committee members. Business to be voted on by the Executive Committee shall require a simple majority of those present at that meeting. Executive Committee members agree to

support the decisions made by the Executive Committee once discussion occurs and a consensus is established.

## **ARTICLE 7: COMMITTEES**

Committees may be formed to research and provide recommendations regarding defined opportunities and challenges faced by the Association. A committee must have a defined purpose statement with expected outcomes as designated by the Executive Committee. Committee meetings are open to the general public, but recommendations must be voted on by attending members eligible to vote, with a simple majority approving the measure.

## **ARTICLE 8: FISCAL FUNCTION**

The Association's fiscal year will start on September 1 and conclude on August 31. The Association's financial resources will be held at a FDIC-insured financial institution, preferably with a physical location within the Association's Benefit Area. The Treasurer, acting in coordination with the Executive Committee, will:

- a) Make payment to any member or officer for the reimbursement of out-of-pocket expenses, only with a receipt and pre-approval of the majority of the Executive Committee;
- b) Provide a financial statement of income and expense at each general membership meeting;
- c) Provide an annual statement of the previous year's transactions at the first meeting of each fiscal year;
- d) Will be responsible for the preparation of any federal, state, or local financial accounting requirements, and
- e) Provide for an external audit every two fiscal years.

## **ARTICLE 9: GENERAL MEMBERSHIP MEETINGS**

General membership meetings will be held at least every three months. Such meetings will be published on the Association's official webpage at least twenty (20) calendar days in advance of the scheduled date and time. While the Executive Committee will attempt to notify all interested parties, the webpage will serve as any meeting's official notice. Twenty percent (20%) of the voting membership must be present to constitute a quorum and conduct official business (any action or event that broadly affects the general membership or the Benefit Area as a whole). Meetings will be conducted based upon a recognized meeting format as designated by the Executive Committee.

## **ARTICLE 10: AMENDMENTS**

Any eligible voting member may submit a bylaw revision proposal to the President, who will present it to the Executive Committee. The Executive Committee will vote on advancing the proposal as a proposed amendment to the membership. A proposed amendment will be present at the next scheduled general membership meeting. Acceptance of an amendment requires two-thirds ( $\frac{2}{3}$ ) of an established quorum. If the Committee does not advance the proposal as a proposed amendment, the President will present the proposal and the reasoning at the next general membership meeting.

## **ARTICLE 11: DISSOLUTION**

The Association may be dissolved by a three-fourths ( $\frac{3}{4}$ ) vote of eligible members. After payment of all obligations, disbursement of residual funds shall be to Schweitzer Brentwood Branch Library.

*These Association Bylaws were enacted by unanimous consensus of the neighbors eligible for membership in the General Membership Meeting held on October 15, 2018, 6:00 p.m. at Schweitzer Brentwood Branch Library, as attested by the following members of the Executive Committee:*

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*Erin Gray, President*

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*Cindy Cook, Vice President*

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*Jane Augustine, Member-At-Large*

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*Elizabeth Seaton, Secretary*

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*Lisa Meeks, Member-At-Large*

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*Andrea Tunia, Treasurer*

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*Mert Seaton, Member-At-Large*