

FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION BYLAWS

The name of this association shall be the FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION INC. FTBNA shall be the abbreviated form for FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION INC.

ARTICLE I. BOUNDARIES

The area encompassed by FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION, INC. shall be:

- ❖ Bounded on the North - by W. Pettit Ave., South Side.
- ❖ Bounded by the East – by S. Calhoun St., West Side.
- ❖ Bounded by the South – by W. Paulding Road, North Side.
- ❖ Bounded by the West – by Fairfield Ave., East Side.

ARTICLE II. MISSION, PURPOSE, AND FUNCTIONS

The mission, purpose, and functions of the FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION, INC. shall be:

- ❖ To promote and improve the neighborhood.
- ❖ To identify and seek solutions to neighborhood problems.
- ❖ To act, when necessary, as a liaison between the neighborhood and public, private, or governmental agencies.
- ❖ To pursue its goals on a non-profit, non-sectarian, and non-partisan basis.

ARTICLE III. MEMBERSHIP & DUES

- ❖ All persons, eighteen (18) years of age or older, who own, rent, reside in, or operate a commercial establishment in the Fairfield Terrace Belmont Neighborhood Association, Inc. are eligible to become voting members on matters concerning the Association's business, upon receipt of annual dues. One paid membership, allows one vote.
- ❖ All non-dues paying members who own, rent, reside, or operate a commercial establishment in the Fairfield Terrace Belmont Neighborhood Association, Inc. are eligible and encouraged to take part in any or all general activities of the Association. They can volunteer or be asked to serve on general committees.

- ❖ Dues shall be determined by the Board of Directors and payable for the calendar year, January 1 through December 31. The Board of Directors shall evaluate dues yearly.

ARTICLE IV. MEETINGS

- ❖ There shall be at least one annual meeting held per year.
- ❖ All other regular meetings shall be held as deemed necessary by the membership or The Board of Directors.
- ❖ Special meetings may be called by the President and/or upon written request of five dues paying members.
- ❖ Notice of such meeting must be given to the membership at least 7 days prior to its scheduled time.

ARTICLE V. VOTING

- ❖ To be eligible to vote a member must be 18 years of age and whose current dues are paid shall have the right to vote in person on all general or special business of the Fairfield Terrace Belmont Neighborhood Association, Inc.
- ❖ All issues shall be decided by majority vote of the members voting.

ARTICLE VI. QUORUM

- ❖ A quorum for the transaction of the Fairfield Terrace Belmont Neighborhood Association, Inc. business shall be when five (5) eligible voting members and two (2) Officers are present – The two officers can be part of the 5 members present.

ARTICLE VII. DIRECTORS, OFFICERS, AND THEIR DUTIES

Elected Officers of the Fairfield Terrace Belmont Neighborhood Association, Inc. will serve two (2) year terms, must be current dues paid members and must own, rent, or reside in, or own and operate, or be a designated representative of a business within the boundaries of the Association for at least the last twelve (12) months. In addition, only one (1) Board member will be allowed to be a non-resident or living outside the boundaries of the Neighborhood Association. All other officers and two (2) of the Board Members must reside within the boundaries of the Neighborhood Association.

President

- ❖ Shall preside over the Board of Directors meetings as well as the regular and special meetings of the Association.
- ❖ Shall appoint all necessary committees and their chairperson.
- ❖ Shall appoint a replacement for any officer who is unable to perform the duties of their office.
- ❖ Has the right to attend all committee meetings.

Vice-President

- ❖ Shall assume the duties of the President if they are temporarily unable to perform the duties of the office.
- ❖ Shall succeed as President in the event the President resigns or is unable to complete the term of office.

Treasurer

- ❖ Shall maintain a record of all financial transactions conducted by the Association.
- ❖ Shall have all bank drafts for withdrawal of funds countersigned by the President. This will be for any funds not in the regular budget.
- ❖ Shall have all purchase orders countersigned by the President.
- ❖ Shall be a member of all fundraising and financial committees.
- ❖ Shall submit all records and moneys on hand for audit, which shall be held by July 15 and a final audit by January 15. The audit will be done by two paying dues members – not from the Board of Directors.
- ❖ Shall maintain a listing of dues paying members names, addresses, phone numbers, and e-mail address in conjunction with the Secretary.

Secretary

- ❖ Shall record the minutes of The Board of Directors Meetings as well as the Regular or Special Meetings.
- ❖ Shall maintain an attendance record for all meetings.

Board of Directors

The Board of Directors shall consist of President, Vice President, Secretary and Treasurer.

ARTICLE VIII. NOMINATIONS & ELECTIONS

- ❖ Nominations will be taken from the floor at the Nominations Meeting in September. Voting for Officers will take place at the Elections Meeting in November.
- ❖ Dues paid members who are nominees must have attended at least one (1) meeting out of the last twelve (12) months and have been a due paying member for the previous twelve (12) months.
- ❖ All nominees must own, rent, rent, or reside in or own and operate, or be a designated representative of a business for at least the last twelve (12) months, with in the boundaries of the FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION, INC.
- ❖ In addition, only one (1) Board Member will be allowed to be a “nonresident or living outside of the boundaries of the neighborhood. All other officers and two (2) of the Board Members must all reside with in the boundaries of the neighborhood association.
- ❖ An officer may serve as many consecutive terms of office as the voting body wishes to elect them to serve.
- ❖ Any officer other than the President, unable to complete their term of office shall be replaced by a special election. Nominations shall be accepted from the floor at the first regular meeting following notification by The Board of Directors that an officer would be unable to complete their office. The membership shall be notified at least five (5) days prior to the nomination.
- ❖ Elected officers will begin their term on January 1 through December 31 for two consecutive years.

ARTICLE VIII. BYLAWS

- ❖ Any member may propose revisions, in writing, to The Board of Directors.
- ❖ The Board of Directors shall review the By-Laws and proposed revisions as necessary. For approval, the existing article, if there is one, and the proposed

revision must be provided at the next Association meeting. After review by the membership, a vote shall be taken at the following Association meeting.

- ❖ The revision shall take effect immediately, if a majority approves it.

ARTICLE X. FINANCES

- ❖ The Associations fiscal year shall be from January 1 to December 31.
- ❖ The Board of Directors will present a proposed Association budget to be reviewed at the first regular Association meeting. If approved the budget will take effect immediately.
- ❖ The Treasurer shall receive and pay routinely pay budgeted bills, keeping a strict account thereof. Any expenditure other than budgeted items necessary for the benefit of the Association must:
 - If \$50.00 or under go to The Board of Directors for approval.
 - If over \$50.00, go to the voting members present at a regular meeting or special meeting.

ARTICLE XI. PARLIAMENTARY PROCEDURES

- ❖ Parliamentary procedures of the FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION, INC. will be based on “Robert’s Rules of Order,” current revised edition, as interpreted by a parliamentarian appointed by the President. This procedure will be followed unless specifically by the body previously.

ARTICLE XII. DISOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

This Constitution and By-Laws Adopted

The members of the Board of Directors certify that the copy pages are a true written text of the Constitution and By-Laws of the FAIRFIELD TERRACE BELMONT NEIGHBORHOOD ASSOCIATION, INC.