

Bylaws

Sunset Hill Neighborhood Association

Residents and property owners within the area of the City of Lawrence, Kansas, bounded on the West by Kasold Drive, on the South by Bob Billings Parkway, on the East by Iowa Street and on the North by 6th Street, have formed the Sunset Hill Neighborhood Association, whose concerns include, but are not limited to, safety, beautification, residential character and integrity of the area.

NAME

1. The name of the association is Sunset Hill Neighborhood Association (SHNA).

MEMBERSHIP

2. Any person residing or owning property within that area of the City of Lawrence, Kansas, defined above, 18 years of age or older, and whose dues are paid, shall be a member.
3. No person shall be excluded from membership because of race, color, creed, gender, or sexual orientation.
4. A general membership meeting shall be held in the spring of each year.
5. Regular members of the Executive Committee shall be elected for all open positions at the annual membership meeting each year. A slate of nominees from the Executive Committee shall be included in the written notice for the meeting, but nominees can also be proposed from the floor.
6. Special meetings of the members for any purpose or purposes may be called by the Executive Committee. The business transacted at any special meeting shall be confined to the subject stated in the call.
7. Written notice stating time and place of all regular or special meetings of members and the general nature of business to be considered shall be given by the Secretary or other person designated by the Executive Committee to each member, as shown by the records of SHNA, by written communication delivered by e-mail or hard copy, or by telephone to his or her last known residence as shown on SHNA records, at least three days before the meeting. Notice sent to one member of a family living in one household shall constitute notice to all members in such family.
8. The President shall call the membership meetings to order and shall act as chairperson of such meetings unless the members present shall designate another chairperson. The Secretary of SHNA shall act as Secretary of all meetings of the members, but in the event of his or her

absence or failure to act, the Chairperson shall appoint another person to act as secretary pro tern.

9. Membership meetings may be conducted informally, but at the request of any member present, the meeting shall be conducted according to the most recent edition of Roberts Rules of Order, Newly Revised.
10. The presence of ten percent of the SHNA dues paying membership shall be requisite and shall constitute a quorum.
11. Each member whose dues have been paid shall be entitled to one vote. Upon demand of any member, the vote for officers and the vote for any question before the meeting shall be by written ballot.
12. If the quorum is not present, those in attendance shall have the power to adjourn the meeting; a new meeting shall be called at an appropriate time.
13. Dues of SHNA shall be \$5.00 per household or \$10.00 per business per year, due and payable at the spring membership meeting.

OFFICERS

14. The officers of SHNA shall be the President, Vice President, Secretary and Treasurer.
15. Officers shall be elected by the Executive Committee at a special meeting to be held immediately after the annual membership meeting. In the event of a vacancy in any office, a replacement officer shall be elected by the Executive Committee and shall serve out the remaining term of office. Officers shall serve for three years, or until the election of their successors. Upon election, any officers who are not already members of the Executive Committee shall become ex officio voting members of the Executive Committee for the durations of their terms of office.
16. In the event of a vacancy in any office, the successor officer shall hold office for the remainder of the term, or until the election or appointment of his or her successor.

17. PRESIDENT

The President shall have the usual power and authority vested in the office of the President of an unincorporated association, and shall execute the plans and policies of SHNA; he or she shall also perform such other duties as the Executive Committee may prescribe.

18. VICE PRESIDENT

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President and perform such other duties as the Executive Committee may direct.

19. SECRETARY

The Secretary shall attend all sessions of the Executive Committee and all meetings of SHNA and record all votes and the minutes of the proceedings in a book to be kept for that purpose. He/she or the President shall give, or cause to be given, notice of all meetings of the members and of the Executive Committee, and shall perform such other duties as may be prescribed by the Executive Committee or by the President under whose supervision he or she shall perform assigned duties.

20. TREASURER

The Treasurer shall have general custody of the funds of SHNA; shall keep full and accurate books belonging to SHNA, and shall deposit all moneys in the name and to the credit of SHNA in such manner and in such depositories as shall be designated by the Executive Committee. He or she shall cause the funds of SHNA to be distributed in such manner as shall be designated by the Executive Committee, and see that proper vouchers cover all disbursements. He or she shall render to the Executive Committee at its meetings, or whenever the Executive Committee may require, a proper account and statement showing the financial condition of SHNA.

21. EXECUTIVE COMMITTEE

The property and business of SHNA shall be managed under the general supervision of the Executive Committee.

22. The Executive Committee shall consist of nine regular members elected by the general membership, plus any ex officio officers. Regular members shall be elected in staggered terms of three years, with three regular terms commencing each year. In the year 2010 only, nine members shall be elected, with each member serving a term designated as one, two, or three years as needed in order to establish the required pattern. In the event of a vacancy, the Executive committee may elect a replacement member to serve out the remaining term of office.

23. The Executive Committee shall meet before each general membership meeting to establish an agenda and designate a slate of nominees for all open positions on the Executive Committee.

24. Regular meetings of the Executive Committee may be held at such time and place as shall be determined by the Committee.

25. Special meetings of the Executive Committee may be called by the President or Vice President or shall be called by the President or Vice President upon written or e-mailed request of a majority of members of the Executive Committee.
26. A simple majority of members of the Executive Committee shall constitute a quorum for the transaction of business; if at any meeting there shall be less than a quorum present, the members of a the committee shall adjourn until a quorum is present.
27. No notice shall be required for any regular meeting of the Executive Committee. The Secretary and/or President shall give notice of every special meeting of the Committee by mail, by e-mail, or phone to each member thereof, at least three days before the proposed meeting; said notice shall set forth briefly and purposes of the meeting.
28. The Executive Committee may also conduct business via e-mail. Discussion may proceed informally under the general guidance of the President, but in order to pass a final motion must receive agreement from 60 percent of all the members of the Executive Committee by e-mail. Any motion adopted in such a manner shall be recorded by the Secretary in the agenda of the next Executive Committee meeting.
29. The Executive Committee shall execute the plans and policies adopted by SHNA and shall recommend plans and policies.
30. INSPECTION OF BOOKS
Any Member of SHNA shall have the right to examine in person or by agent or attorney, at any time and for any purpose, the bylaws, books, accounts, and records of SHNA or of the proceedings of meetings or the Executive Committee, and to make copies of or extracts from them.
31. CHECKS
All checks or demands for money of SHNA shall be signed and/or countersigned by the Treasurer or person designated by the Executive Committee.
32. REVOCATION OF MEMBERSHIP
Actions that disrupt the normal conduct of SHNA's business may result in the revocation of an individual's membership. Such revocation shall require a 2/3 vote of the Executive Committee and affirmation by a majority vote of those present at the next meeting of the association, to be effective immediately.
33. AMENDMENTS
These bylaws may not be altered, amended or repealed except by a majority vote of SHNA present and voting at a meeting called for the members, pursuant to notice. Such notice shall set forth the proposed alteration, amendment, or repeal to be considered at the meeting.

These Bylaws have been approved on _____, at a regular meeting of the Sunset Hills Neighborhood Association.

President: _____

Witness: _____