

Rita Ranch Neighborhood Association Bylaws

ARTICLE I – BOUNDARIES

- A. The Rita Ranch Neighborhood Association shall encompass the area bounded on the North by Poorman Road, on the East by Pantano Wash, on the South by the Union Pacific Railroad Tracks, and on the West by Pantano Road.
- B. Boundaries of the Neighborhood Association may be modified by vote of the Association Board officers.

ARTICLE II – MEMBERSHIP

- A. A Voting Member of the Association shall be an adult eighteen years of age or older, residing in or owning a business or real property located within the boundaries of the Rita Ranch Neighborhood Association, provided the individual is in good standing regarding annual dues.
- B. The Neighborhood Association members shall determine dues at the Annual Meeting each year.
- C. Any voting member may be removed through an affirmative vote of two-thirds ($\frac{2}{3}$) of the voting membership at the next scheduled Association meeting.

ARTICLE III – BOARD OF DIRECTORS AND OFFICERS

- A. The Board of Directors shall be comprised of no less than five (5) and no more than eleven (11) members.
- B. Board members are to be elected by the voting members of the Association at the Annual Meeting.
- C. The Board members shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting in February.
- D. The outgoing President will act in an ex-officio capacity to the new board for one year.
- E. The Board of Directors shall elect its own officers, comprising the following positions:
 - 1. The President shall call and preside at all meetings, shall act for and on behalf of the membership of the Association, shall appoint any special committees necessary for the operation of the business of the Association and shall act as official spokesperson of the Association.
 - 2. The Vice-President shall, in the absence of the President assume all the duties of that office and shall be responsible for publicity and notification of meetings of the association.
 - 3. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting within ten (10)

working days and shall maintain a file copy of it. The Secretary shall submit a copy of the annual meeting minutes to the City of Tucson Department of Neighborhood Resources (DNR). The Secretary shall make Association records available, to any Association Voting member, upon request, within a reasonable time.

4. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. A current financial report shall be submitted at the Annual meeting or at the discretion of the President to the membership as a whole. The Treasurer shall be responsible for maintaining a current record of membership. Under the direction of the President, the Treasurer will provide operational supervision for any fund raising activities/projects voted upon by the Board or Voting Members.
- F. Board member may be removed from office through an affirmative vote of two-thirds ($\frac{2}{3}$) of the voting membership at the next scheduled Association meeting.
- G. Any Board member may be removed from office for missing three (3) consecutive regularly scheduled Association meetings. Meetings for this paragraph do not include any special or separate board meetings.
- H. No member shall hold more than one office at a time except as specifically expressed in these Bylaws.
- I. All records of the Board members pertaining to the business of the Association shall remain the property of the Association.
- J. Election of new Association officers, due to either being removed from office or vacating the position, will occur the following month at the scheduled Association meeting.
- K. The Board may conduct official business via electronic communication i.e., email, fax, or phone.

ARTICLE IV – COMMITTEES

- A. The President shall appoint Committees as necessary to implement the purposes of the charter.
- B. The President or a designated officer shall be ex-officio member of all committees.

ARTICLE V – MEETINGS

- A. There shall be an Annual Meeting in February.
- B. The President, as deemed necessary, may call monthly meetings to conduct the business of the Neighborhood Association.
- C. The order of business at all meetings of the Association membership shall be as follows:
 1. Call to Order

2. Minutes of Previous Meeting
 3. Report of the President
 4. Report of any committees or officers as necessary
 5. Old Business
 6. New Business
 7. Call for the Audience
 8. Adjournment
- D. The President may alter the order of business for the meeting.
- E. A special meeting can be called at any time by petition of at least ten (10) percent of the current Voting Members.
- F. The Voting Members present shall constitute a quorum at the monthly and Annual Meetings.
- G. The Board of Directors shall meet when requested by the President. A simple majority of the Board members shall constitute a quorum at any Board of Directors meeting called by the President. A majority of the Board of Directors may call a special Board meeting.
- H. Any measure may be approved by a majority of votes at a monthly or special meeting unless otherwise specified by the Bylaws.
- I. Proxy voting is not permitted.
- J. Board of Directors shall approve all meeting minutes. The Secretary will make minutes of all meetings available on request to any Voting Member.

ARTICLE VI – DISBURSEMENT OF FUNDS

- A. All Expenditures must be approved by a majority vote of the Board.
- B. The Association checking account shall require the signature of any combination of two elected officers, but three officers will be on the signature card. For the purposes of the signature card and checking account, Officers are defined as President, Vice-President, and Treasurer.

ARTICLE VII – AMENDMENT OF BYLAWS

The Association Bylaws may be amended by a majority vote at a meeting called specifically for that purpose or at an announced monthly meeting. At a minimum, a review of the Bylaws will be conducted every two (2) years by the same committee selected to review the Association Charter.

ARTICLE VIII - GENERAL

- A. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- B. Any program or committee approved by the Association shall follow the guidelines and regulations set forth by the Board.

Date Adopted _____

President _____

Vice-President _____