

1 **BYLAWS**

2 **OF**

3 **SOUTH HILLTOP NEIGHBORHOOD ASSOCIATION**

4 **ARTICLE I: NAME**

5 The name of the organization shall be the SOUTH HILLTOP NEIGHBORHOOD  
6 ASSOCIATION referred to as “the organization” in these Bylaws.

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8 **ARTICLE II: PURPOSE**

9 The purpose of this organization is to support neighborhood communication by  
10 information gathering and sharing related to enhancing and protecting the quality of the  
11 neighborhood and its individual residents.

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13 **ARTICLE III: AREA**

14 Whenever in these Bylaws the phrase “the neighborhood” or “the area” or the phrase  
15 “the membership area” is used, the area referred to shall be that portion of Denver,  
16 Colorado, which is bounded on the north by East Alameda Avenue, on the South by  
17 Leetsdale Drive, on the West by South Holly Street and on the East by South Monaco  
18 Blvd..

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20 **ARTICLE IV: MEMBERSHIP**

21 Each and every adult resident, eighteen years of age or older, who resides, owns real  
22 property, or operates a business or institution in the membership area shall be eligible  
23 for membership in the organization.

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25 **ARTICLE V: DUES**

26 Those members, per residence, wishing to be formally recognized and registered shall  
27 pay an annual correspondence fee: the amount being established and approved by the  
28 membership at the Annual General Meeting. This correspondence fee will be collected  
29 each calendar year.

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31 **ARTICLE VI: VOTING RIGHTS AND QUORUM**

32 All binding action of the members of this organization or of the Board of Directors,  
33 unless otherwise provided by these Bylaws, shall be by a majority vote of the members  
34 present. The members present at any meeting of the members of this organization shall  
35 constitute a quorum, and one third of then constituted Board of Directors shall  
36 constitute a quorum. When not assembled, the Board of Directors may act upon  
37 submission by a majority vote of the members thereof.

40 **ARTICLE VII: ANNUAL GENERAL MEETING AND SPECIAL MEETINGS**

41 Section 1. – The Annual General Meeting of the members of this organization shall be  
42 held for the purpose of electing officers each calendar year at such time and  
43 place as the Board of Directors may determine.  
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45 Section 2. – Written notice of this election meeting shall be mailed or hand delivered to  
46 all registered and non-registered members at least 7 days prior to the meeting.  
47 This notice shall be a part of an annual or biannual newsletter summary of the  
48 year-to-date activities, accomplishments, information, opportunities, and  
49 calendar of future events in the neighborhood.  
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51 Section 3. – Special meetings of the members of this organization may be called by the  
52 President upon the approval of the Board of Directors, at such time and place as  
53 the Board of Directors may determine.  
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55 **ARTICLE VIII: OFFICERS AND DIRECTORS**

56 Section 1. – Election. The President, Vice President, Secretary, Treasurer, and a  
57 maximum of 10 additional members of the Board of Directors will be elected by  
58 the membership at the Annual General Meeting.

59 Section 2. – Duties.

- 60 (a) President: The President shall preside at Executive and General Meetings and  
61 represent the organization at all official functions and meetings or appoint another  
62 member to act in his or her behalf. Communicate with and direct a Director-at-  
63 Large or committee chairpersons to compile and coordinate a written agenda for  
64 each meeting, and special activities for the neighborhood. Appoint special  
65 committees as needed.
- 66 (b) Vice President: The Vice President will assume those functions and duties assigned to  
67 the President in the event of his or her absence, and assist the President in  
68 carrying out his or her functions.
- 69 (c) Secretary: The Secretary shall have charge of the documents and papers belonging  
70 to the organization, keep records of all proceedings at Executive and General  
71 Meetings, be responsible for making all official communications, notify the general  
72 membership of important activities using the best means available, and submit  
73 copies of her records to the organization’s newsletter editor. The secretary and  
74 the newsletter editor may share their responsibilities.
- 75 (d) Treasurer: The Treasurer shall have charge of all financial records and transactions  
76 of the organization, provide copies of a written report of all financial transactions  
77 and standings to the President and the neighborhood newsletter editor to post at  
78 the meetings and in the newsletter. The Treasurer may share his or her  
79 responsibilities with a co-treasurer or membership committee person.
- 80 (e) Board of Directors: The Board of Directors shall function as stated in these Bylaws to  
81 determine the operating procedure of this organization.  
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83 **ARTICLE IX: RULES GOVERNING BUSINESS AT MEETINGS**

84 Section 1: Board Meetings. The order of business at Board Meetings will be  
85 determined by the Chairman of the Board of presiding member of the Executive  
86 Board.

87 Section 2: General Meetings. The order of business at General Meetings of the  
88 organization shall be as follows:

- 89 (a) Announcement that a copy of the minutes of the last regular meeting and the  
90 Treasurer's report are posted in the meeting room and/or printed in the  
91 organization's newsletter.
- 92 (b) Call to order.
- 93 (c) Reports from chair and/or committees. Elections as needed.
- 94 (d) Follow agenda.
- 95 (e) Adjournment.

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97 **ARTICLE X: AMENDMENTS**

98 Section 1: Procedure. All amendments shall be submitted in writing to the Board of  
99 Directors at least ten days prior to the meeting in which the amendments are to  
100 be voted upon. The membership will vote on amendments at any General  
101 Meeting or at a Special Meeting called for this purpose. Those amendments  
102 receiving a majority vote from the quorum will become a part of this  
103 organization's Bylaws.

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105 **ARTICLE XI: FINANCES**

106 Section 1: Fiscal Year. The fiscal year of this organization shall be fixed by the Board of  
107 Directors, from July to July.

108 Section 2: Banking. The monies of the corporation shall be deposited in the name of  
109 the corporation in such bank or banks as the Board of Directors shall designate  
110 and may be withdrawn only in the name of the organization by such persons or  
111 persons as the Board of Directors, by appropriate resolution, may direct. Notes  
112 and commercial paper, when authorized by the Board, shall be signed in the  
113 name of the organization by such officer or officers or agent or agents as shall  
114 hereunto be authorized from time to time by the Board of Directors.

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116 THE ABOVE BYLAWS WERE APPROVED AND ADOPTED BY THE Board of Directors of this  
117 organization on the 13<sup>th</sup> day of January, 1993.

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119 SOUTH HILLTOP NEIGHBORHOOD ASSOCIATION  
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