



Revised; March, 1983

CONSTITUTION AND BY-LAWS

of the

BROOK CREEK NEIGHBORHOOD IMPROVEMENT ASSOCIATION

ARTICLE I

Section I. Name. The name of the Association is the Brook Creek Neighborhood Improvement Association.

Section II. Boundaries: That area of the City of Lawrence, Douglas County, Kansas, bounded on the east by the City Limits; on the north by the Kaw River; on the west by the Santa Fe Spur Line; and on the south by the north side of 19th Street to the City Limits, excluding Edgewood Homes.

ARTICLE II

Section I. Purpose. The purpose of the Brook Creek Neighborhood Improvement Association is to promote understanding with the City of Lawrence; to improve living conditions; to better communications in the Neighborhood.

ARTICLE III

Membership

Section I. Any person 18 years of age or married, residing in or owning property within that area of the City of Lawrence, Kansas, above defined, whose dues are paid, shall be a voting member of the Association.

Section II. Interested people shall be non-voting members by paying dues.

Section III. No person shall be excluded from membership by reason of race, color, creed or political view.

ARTICLE IV

Meetings

Section I. Regular meetings of the Association shall be held the second Thursday of each month and the time shall be 7:30 p.m. The meetings shall be held at the East Lawrence Youth Center. If the regular meeting falls on a holiday, the meeting will be held the following Thursday.

Section II. Meetings of the Executive Board shall be called by the President as necessary or at the request of another Board member.

Section III. Special meetings of the members for any purpose may be called by the Executive Board. The business transacted at any special meeting shall be confined to the announced purpose of the meeting.

Section IV. Notice, either written or by phone, will be given stating the nature of the business to be conducted at any special meetings of the members called by the Executive Board. Such notice to be given 7 days in advance of said meeting.

Section V. Ten per cent (10%) of the voting members of the Association shall constitute a quorum for all meetings of the members. No meeting shall be dismissed in less than thirty (30) minutes while waiting for a quorum.

Section VI. Meeting procedures shall follow those set forth in Robert's Rules of Order.

ARTICLE V

Nomination and Election of Officers

Section I. The nomination of officers shall be held annually at the regular meeting in November with election held at the regular meeting in December.

Section II. No member shall be nominated or be a candidate for more than one office at the same election. No officer-elect shall be a candidate for any other office.

Section III. Nomination for offices shall be made by a nominating committee of three members. One shall be appointed by the President and the other two shall be elected by the members in October.

Section IV. The nominating committee shall report at the November meeting, submitting one nominee for each office, after which nominations are in order from the floor. No one shall be nominated by the committee whose consent has not previously been attained.

Section V. Election shall be by ballot and a plurality vote shall elect.

Section VI. Any member in good standing who has attended at least one-fourth of the business meetings of said year up to and including the nominations meeting shall be eligible for election to any office. Any member not so qualified shall be deemed ineligible for any such office. Candidates-elect to office may accept by letter if unable to attend the December meeting.

Section VII. Officers elected shall officiate at the first regular meeting following the election.

ARTICLE VI

Section I. Committees. All standing and special committees shall be appointed by the Executive Board. The duties of these committees shall be determined by the President.

ARTICLE VII

Dues and Finance

Section I. Dues. The annual dues of the Association shall be \$1.00 a year per member, payable in advance.

Section II. Dues are payable by the second Thursday of January and delinquent after the second Thursday of March. Members who have not paid their dues by the second Thursday of March shall be automatically dropped from membership unless definite arrangements have been made with the Executive Board.

Section III. Expenditures. All expenditures of the Association in excess of \$20.00 shall be approved by the Executive Board. The President or Treasurer may authorize expenditures of \$20.00 or less.

Section IV. Checks. All checks on Association accounts shall be signed by the President or Treasurer and those in excess of \$20.00 shall be co-signed by a member of the Executive Board.

ARTICLE VIII

Officers

Section I. The officers of the Association shall be President, Vice-President, Secretary, Assistant Secretary, and Treasurer.

Section II. Term of Office. The officers of the Association shall be elected for one (1) year.

Section III. Resignation of Officers. A written resignation to the Executive Board shall be required of an officer wishing to resign from office. The books of the office must be in order and/or audited before the resignation of the Secretary or Treasurer can be accepted.

Section IV. Vacancies. In the event of a vacancy in any office except that of President the successor shall be appointed by the Executive Board. Such successor shall hold office for the remainder of the term.

Section V. The elected officers of the Association shall constitute the Executive Board.

ARTICLE IX

Duties of Officers

Section I. 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 the Association, and shall perform such duties as the Executive Board may perscribe.

Section II. Vice-President. The power and authority of the Vice-President shall be to preside at meetings in the absence of the President; perform such other duties as shall be assigned him by the Executive Board; become President in case of the vacancy of the office of President.

Section III. Secretary. The Secretary shall attend all sessions of the Executive Board and all meetings of the Association and record all votes and the minutes of all proceedings in a book to be kept for that purpose; keep an accurate list of membership and committees; prepare ballots for elections and perform other duties as may be prescribed by the Executive Board or President under whose supervision he shall perform his duties.

Section IV. Treasurer. The Treasurer shall have general custody of the funds of the Association and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association, and shall deposit all money in the name and to the credit of the Association in such manner and in such depository as shall be designated by the Executive Board. He shall cause the funds of the Association to be disbursed in such manner as shall be designated by the Executive Board and see that proper vouchers cover all disbursements. He shall report to the Executive Board at regular meetings of the Board;

collect all dues and assessments and issue membership cards; furnish the election committee with an accurate list of members entitled to vote at the meeting in November.

Section V. Assistant Secretary. The Assistant Secretary shall perform such duties as are prescribed by the Executive Board.

ARTICLE X

Section I. Inspection of Books. Any member of the Association shall have the right to examine in person or by agent or attorney at any time for any purpose the by-laws, books, accounts and records of the Association or of the proceedings of the members or Executive Board.

ARTICLE XI

Section I. Amendments. The By-Laws may be amended at any regular or special meeting called for that purpose by simple majority of the members present and voting providing notice of such amendment has been sent all members at least seven (7) days prior to the date of the meeting.

ARTICLE XII

Discipline

Section I. The President has the right to declare any person attempting to create dissension or refusing to conform to the By-Laws of the Association out of order. If, after being declared out of order, such person continues this behavior, the President and Executive Board shall expell such person from the meeting.

Section II. Any member whose conduct is such that it discredits the Association, who endeavors to create dissension among the members or who works against the interest and purpose of the Association shall be expelled from the Association. Expulsion from the Association shall take place at any regular or special meeting of the membership provided notification of the expulsion proceedings has been given to the membership at least seven (7) days in advance. Charges must be preferred in writing and the member charged shall be given the opportunity to be heard on the charges preferred.

Section II. A two-thirds (2/3) vote of the members present shall be sufficient for expulsion.

Section III. An expelled member may petition for reinstatement after six (6) months. A two thirds (2/3) vote of the members present at any regular or special meeting shall be sufficient for reinstatement. Provided notification of reinstatement proceedings has been given at least seven (7) days in advance.