

## **Neighbors in South Roanoke BY-LAWS**

### **ARTICLE I – Name**

The name of this organization shall be Neighbors in South Roanoke

### **ARTICLE II – Purpose**

The purpose of this organization is to achieve and maintain decent and wholesome living conditions in the South Roanoke community; assist persons residing in the South Roanoke neighborhood to work together for the good of their neighborhood; And provide a non-partisan organization which will benefit this neighborhood and this city through worthwhile programs open to all.

### **ARTICLE III – Membership**

**Section 1.** Membership in this organization shall be open only to persons over the age of 18 who reside in (or do business in) in the South Roanoke neighborhood.

**Section 2.** The neighborhood boundaries: Encompasses the areas around Yellow Mountain Road to Mcclanahan Street to Franklin Road to the US220/I-581 and Franklin Road Interchange

**Section 3.** Members shall also be required to pay such dues as the organization may set at its annual meeting in September. Each household will pay dues.

**Section 4.** The organization also may enroll honorary members, but these members may not vote on matters before this organization.

**Section 5.** Only members in good standing shall be eligible to hold office or vote.

### **ARTICLE IV – Annual Meeting**

During the month of September each year, a meeting of this organization shall be convened for the purpose of electing officers and setting such dues as the membership may deem necessary. This meeting shall also be a regular meeting of the organization for other business.

### **ARTICLE V – Officers**

**Section 1.** The officers of Neighbors in South Roanoke shall consist of President, Vice-President, Secretary, and Treasurer.

**Section 2.** The officers shall be elected at the September annual meeting from a slate prepared by the Nominating Committee, as well as from any additional nominations from the floor. The persons receiving the highest number of votes for each office shall be elected. Those elected shall serve a two year term beginning in the September that they are elected.

**Section 3.** In case of a vacancy in office other than that of President, the vacancy shall be filled by election at a subsequent regular meeting of the organization.

**Section 4.** Officers may be removed for cause, including violation of the by-laws or dereliction of duty, by three-quarters vote at a regular meeting of the organization, provided that the officer to be removed has been notified in writing of the proposed removal at least thirty (30) days before the meeting.

## **ARTICLE VI – Duties of Officers**

**Section 1.** The duties of the President shall be to preside over all meetings of the organization, to call special meetings, to appoint committee chair persons, general board members as defined in Section 5 of Article VI , and to appoint a spokesperson for the organization to local government, the press, or other neighborhood organizations.

**Section 2.** The duties of the Vice-President shall be to preside over meetings of the organization in the absence of the President, and to succeed to the Presidency in the event of a vacancy in the office of President.

**Section 3.** The duties of the Secretary shall be to keep accurate records of all meetings, to make them available to members on request, to keep a list of all members in good standing, and to carry out any correspondence which may be required.

**Section 4.** The duties of the Treasurer shall be to receive any dues or other funds received by the organization, to disburse funds as directed by regular or properly called meetings of the organization, to keep proper financial records, and to make regular reports of the organization's financial status.

**Section 5.** Up to 10 general board members may be appointed by the Officers to assist with the administration and management of the organization. Each general board member will serve at the pleasure of the Officers.

## **ARTICLE VII – Meetings**

**Section 1.** The regular meeting of the organization shall be held once a quarter beginning at 7:00 PM at Crystal Spring Elementary School or a location designated by the President.

**Section 2.** Special meetings may be called by the President, or by petition of one-third of all members in good standing. Such meetings may act on any business proper to the organization, provided that written notice has gone out to all members in good standing at least fifteen days before the meeting date.

## **ARTICLE VIII – Committees and Programs**

**Section 1.** Committees and programs of this organization shall be established by majority-vote of members present at a meeting of organization.

**Section 2.** Committee members and chairpersons shall be appointed by and serve at the pleasure of the President.

## **ARTICLE IX – Quorum and Procedure**

**Section 1.** The quorum necessary for action at any meeting of this organization shall be at least 20 percent of all members in good standing.

**Section 2.** Unless the meeting has adopted some other procedure, all meetings of this organization is governed by the most recent edition of Robert's Rules of Order.

## **ARTICLE X – Amendments**

The by-laws of this organization may be amended at any meeting, provided that the proposed amendments have been sent to all members in good standing at least one month before the meeting at which they are to be considered.