

BOULEVARD LANE COMMUNITY ASSOCIATION BYLAWS

Revised March 2014

ARTICLE 1: NAME

The name of this organization will be the Boulevard Lane Community Association (referred to in this text as BLCA)

ARTICLE 2: OBJECTS

The object of the BLCA will be to serve as a community and be an organizational tool for neighborhood events.

ARTICLE 3: BASIC POLICIES

The BLCA will be noncommercial, nonsectarian, and nonpartisan. The organization or any of its divisions may cooperate with other clubs with like concerns, but the BLCA representative will make no commitment which binds BLCA. The BLCA is not liable for personal or property loss or damage.

ARTICLE 4: MEMBERSHIP AND DUES

Any resident willing to promote the objects of the BLCA, to uphold it's policies, and to subscribe to the bylaws may become a member of the BLCA upon payment of dues. Members are entitled to attend meetings, vote and hold office. Dues are payable in February of each year to the Membership Chairman or the membership drive volunteer.

ARTICLE 5: OFFICERS AND THEIR ELECTION

The Officers of the BLCA shall be a President, 1st Vice-President (Membership Chairperson), 2nd Vice-President (Community Development Chairperson), 3rd Vice-President (Program Chairperson), Secretary, and Treasurer. Officers shall be elected annually during the month of March and will take office April 1 of each year, for a term of one year.

ARTICLE 6: DUTIES OF OFFICERS

The President shall preside at all meetings of the BLCA and the Executive Committee, shall appoint all standing and special committees, shall be an ex-officio member of all committees, shall perform all duties usually pertaining to the office and those specified in the bylaws, and shall represent Boulevard Lane in the larger community when needed. In the President's temporary absence the President shall designate one of the other officers to perform the duties of the President during such absence.

The 1st Vice-President (Membership Chairperson) shall be in charge of memberships in general, collection of dues yearly, help compile the directory according to the standing rules, help compile an updated "Welcome Information Sheet" when needed, and appoint a committee to assist in completing the membership drive.

The 2nd Vice-President (Community Development Chairperson) shall be responsible for the non-social community development activities that enhance the quality of life in Boulevard Lane. Target projects will be designated/coordinated by the Executive Committee based on

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community feedback requirements and needs. The 2nd Vice-President shall appoint special task force committees to complete target projects as needed.

The 3rd Vice-President (Programs Chairperson) shall be in charge of coordinating meetings of the BLCA Board, shall appoint chairpersons for the following committees – luncheons and coffees, progressive dinners, summer programs, summer picnics – and shall assist these chairpersons when needed.

The Secretary shall: record the minutes of all meetings of the BLCA and the Board, shall notify the President of all unfinished business, head the calling committee, conduct all correspondence for the club including the sending of greeting cards as needed, and assist the President in the filing of perpetual records.

The Treasurer shall: receive and issue receipt of all general monies of the club, keep accurate records of and disburse same on authorization of the BLCA or the Executive Board, shall present a simple financial statement at each meeting, shall prepare and file the proper tax forms (if needed) in April of each year, shall have the books audited by a nonpartisan individual or individuals for the coming year in cooperation with the incoming Treasurer before April 1st of each year.

ARTICLE 7: EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers. The Executive Committee shall transact necessary business between association meetings and other business as may be referred to it by the association.

ARTICLE 8: BLCA COMMITTEES

The executive board will appoint the committee chairpersons for any and all committees deemed necessary by the general membership. Committee chairpersons shall attend monthly board meetings as they relate to their committee and shall submit an annual report relating to their activities.

ARTICLE 9: STANDING RULES

The BLCA shall draw up and adopt standing rules by majority rule, which shall consist of 51% of the members present at a meeting of the general membership.

ARTICLE 10: AMENDMENTS TO THE BYLAWS

Bylaws for the BLCA may be amended by a majority vote at a general membership meeting. A copy of the proposed amendments or changes shall be made available to each member thirty days in advance of the vote.

BOULEVARD LANE COMMUNITY ASSOCIATION STANDING RULES
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1) DUES

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- A. Membership dues shall be \$30 per calendar year.
- B. Membership dues can be raised by a majority vote of the Executive Committee.
- C. Dues cannot exceed \$40 per calendar year.
- D. Dues shall be payable in February of each year.

2) ELECTION OF OFFICERS

- A. A nominating committee will present a slate of officers at the January board meeting.
- B. Whenever possible, the nominee for President shall be an individual with prior Executive Board experience.
- C. The general membership shall elect officers at the March general meeting. Officers will assume duties at the April meeting.
- D. When a vacancy needs to be filled in the Executive Board mid-term, the President shall appoint (upon approval of the board) someone for the remainder of the year.

3) MEETINGS

- A. Board meetings shall be held monthly.
- B. Board meetings shall be held at least nine months of the year.
- C. The General Meetings shall be held at least two times a year.
- D. Balloting at all meetings will be by voice vote unless a hand vote is requested or the chair is in doubt. Secret written ballots may be used if the membership votes to do so.
- E. Balloting is on the basis that one household equals one vote.
- F. Majority rules. 51% of the members present shall constitute a majority.

4) GUESTS

- A. Shall be welcome at any general meeting or community function.
- B. Former members in good standing not presently in residence in BL are honorary guests and may attend as many meetings as desired.

5) EXPENSES

- A. Expenditures over \$100 must be approved at a general meeting by majority vote.
- B. Expenditures \$100 and under may be approved by the Executive Board. If, due to the emergency nature of a situation, it is deemed necessary by the President to do so, the executive board may be called to order and may authorize expenditures greater than \$100.
- C. An annual financial report will be printed in Crier.
- D. The Lane Crier Editor(s) shall be responsible for all financial transactions and records (upon approval of the board) pertaining to the publication of the Crier.

6) RECORDS AND SUPPLIES

- A. Current and actively used records and supplies are to be maintained by the appropriate officer or chairperson.
- B. All chairpersons shall submit a brief report to the Secretary within 30 days of completion of the chairmanship which should include the following information: activities held,

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purpose, where and when held, detailed expenditures, donations and by whom, supplies, amount used, and any suggestions for improvements.

- C. Past 5 years and original records are to be kept by the President and discarded at the discretion of the Executive Board.
- D. A resident directory shall be available every other year (even years). This directory shall also be given to all new neighbors moving into the neighborhood during the year.

Revision history

March 2014

Allows board (executive committee) to increase yearly dues to an amount not to exceed \$40 and set yearly dues to \$30. (Changed Boulevard Lane Community Association standing rules 1) A., added 1) B. and 1) C.

October 2001

(The following is verbatim from a copy of Bylaws/Standing Rules attached to a revised bylaws dated October 2000, also attached is a copy of Bylaws/Standing Rules dated October 2001 –Rob North)

Proposed Amendments to BLCA Bylaws/Standing Rules

The Executive Board intends to submit to the membership the following amendments to the BLCA Bylaws/Standing Rules for approval at the March General meeting:

Amend Bylaws Article 6, Duties of Officers, to delete the provisions under the 1st, 2nd, and 3rd Vice-Presidents which specify an automatic succession of who performs the duties of the President in the President's absence and add a provision under the President which specifies that "In the President's temporary absence the President shall designate one of the other officers to perform the duties of the President during such absence."

Amend Standing Rules Section 2.D, Election of Officers, to add a provision that specifies that "Should a vacancy in the office of President occur mid-term, the remaining members of the Executive Board shall select someone to full such vacancy for the remainder of the term".

Amend Standing Rules Section 2.A, Election of Officers, to add a provision that specifies that "Whenever possible, the nominee for President shall be an individual with prior Executive Board experience."

Reasons for the preceding amendments:

BLCA does not operate in a fashion which has the Executive Officers advance through the chairs' to the office of President, it has generally been a struggle just to find individuals willing to serve on the board. The proposed amendment to Article 6 eliminates the provision that a specific officer automatically perform the duties of President during the President's absence when such

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officer may be unwilling or ill-prepared to do so; this modification permits the President to select the officer deemed best qualified to do so.

Though the Standing Rules provide for filling mid-term vacancies in the other Executive Board positions, they do not clearly specify how such a vacancy in the office of President is to be filled.

It is highly desirable that the person charged with the responsibility for running BLCA be someone who is familiar with the purpose of the Association, the responsibilities of its Board and the types of issues the Board is called upon to address. While encouraging the nomination of someone with prior Board experience, this amendment does not preclude the selection of an individual without such experience when no one with such experience is willing to serve as President.

(explanatory note from Rob North (March 2016): From the data available to me, the proposed changes were approved with the exception of the change to Standing Rules, section 2. D. and were incorporated into the Bylaws/Standing Rules with a revised date of October 2001.)