

# Neighborhood Bylaws

## BNA Bylaws

BYLAWS

BRIARCREEK NEIGHBORHOOD ASSOCIATION, INC.  
OKLAHOMA CITY, OK

### ARTICLE I

#### NAME

The name of this organization shall be "Briarcreek Neighborhood Association, Inc."

### ARTICLE II

#### OBJECT

The association is organized and shall be operated exclusively for the charitable purpose of: combating community deterioration; improving and beautifying the neighborhood; educating the members on prevention of residential crime and vandalism; improving neighborhood and community relationships and incurring compliance of the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS.

### ARTICLE III

#### FUNDS

All of the income, earnings and receipts shall be used for the purposes as above set forth, and no party of the assets, income, earnings or receipts shall inure to the benefit of any member, or other individual. No part of the net earnings and no substantial part of the activities of the Association shall be devoted to the carrying on of propaganda or otherwise attempting to influence legislation, or to participate in or intervene in any political campaign on behalf of any candidate for public office.

### ARTICLE IV

#### MEMBERS

Section 1. Class of Members There shall be one class of membership. This membership shall be voting as restricted by Article V, Section 3 (c) of these Bylaws.

## Section 2. Qualifications for Membership

(a) Membership is voluntary and is open to any and all persons over the age of 18 years residing within the Briarcreek Addition, and interested in the objectives and goals of the Association.

(b) Members shall be those who pay annual dues, which may include two (2) members per household.

## Section 3. Dues

(a) Annual dues shall be determined by the Board of Directors.

(b) Membership dues are payable one month prior to the coming fiscal year.

(c) Dues are payable to the Briarcreek Neighborhood Association and remitted to the Treasurer of the Association.

## ARTICLE V

### OFFICERS AND ELECTIONS

#### Section 1. Officers

(a) The officers shall be a President, a Vice-President, a Secretary, a Treasurer, and eight (8) Area Representatives, all of whom shall be members of the Board of Directors.

1. The President, Vice-President, Secretary and Treasurer each shall be elected by the neighborhood Association members at the annual meeting.

2. The eight (8) Area Representatives shall be elected by majority vote of the neighborhood Association members of said area at the annual meeting. Only those persons living within the specific area shall be entitled to vote for that area leader position.

Geographical area boundaries are:

Aqua Area Briarcreek Dr. 9400, 9500, 9600 blocks and Lakeland Rd.

Yellow Area 94th and 95th streets

Blue Area 96th, 97th streets and Lakeland Terrace

Red Area Briarcreek Dr. 9700, 9800, 9900 blocks and 98th street

Orange Area Briarcreek Dr. 6600, 6700 blocks

Green Area Briarcreek Dr. 6800, 6900, 7000 blocks Basswood Canyon

Road 6700, 6900, 7000 blocks Rockwell Terrace and 100th street

Purple Area Newman Drive and Newman Circle

Pink Area East Side 9500 and 9600 blocks of Regal Lane, Except the homes adjacent to Britton Road.

These sections may be changed by two-thirds vote of the Board of Directors.

(b) The office of President and Vice-President cannot be held by the same person at the same time.

## Section 2. Nominating Committee

The Nominating Committee shall consist of three members; a chairman and one member from the membership-at-large appointed by the President at least one (1) month prior to the annual membership meeting, and the immediate past President.

## Section 3. Election

(a) The Nominating Committee shall present a slate of candidates for each office at the annual meeting. Additional nominations may be made from the floor. All nominees must be current members of the Briarcreek Neighborhood Association and must have agreed to serve if elected. Officers shall be elected as described in ARTICLE V, Section 1.

(b) Should no candidate receive a majority vote, a run-off shall be conducted.

(c) Each dues paying household shall have the right to cast a maximum of two (2) votes at the annual or special membership meetings.

## Section 4. Term of Office

(a) Officers shall hold office for a term of one year.

(b) Each officer shall hold office, unless removed, until his successor shall have been duly elected.

## Section 5. Removal

Any officer elected by the membership may be removed by petition signed by the majority of members of the Association or a two-thirds vote of the members of this Board of Directors, whenever in their judgment, the best interests of the neighborhood Association would be served.

## Section 6. Vacancies

In the event of a vacancy in an office, the Board of Directors shall select a person to hold such office for the remainder of the year.

## Section 7. Creation

New offices may be created and filled at any meeting of the neighborhood Association members.

## ARTICLE VI

### DUTIES OF THE OFFICERS

#### Section 1. President

The president shall preside at all Association meetings of the membership and Board of Directors. The President shall be the principal executive officer of the Association and shall in general supervise and control all business affairs of the corporation and execute any deeds, mortgages, bonds, contracts or other instruments which the Board of Directors or Association members have authorized and perform all other duties usually pertaining to the office. The President shall appoint chairperson of committees. The President shall have the power to call a meeting of the Board of Directors and the Association.

#### Section 2. Vice-President

The Vice-President shall preside in the absence of the President and when performing these duties, shall have the power and duties of the President. The Vice-President shall perform other duties applicable to the office as requested by President or the Board of Directors.

#### Section 3. Secretary

The Secretary shall keep a proper record of all meetings of the Association and the Board of Directors and, shall handle all correspondence. The Secretary shall be custodian of the Association records, perform other duties applicable to the office and other duties as requested by the President or the Board of Directors.

#### Section 4. Treasurer

The Treasurer shall receive all funds due the Briarcreek Neighborhood Association, pay all bills and be responsible for all securities of the Association at banks and other financial institutions. All funds of the Association shall be deposited from time to time in the above to credit the Association. The Treasurer shall keep books and render an accurate account at each Board meeting. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as determined by the Board of Directors. He shall perform other duties applicable to

the office as requested by the President or the Board of Directors. These records of the Association may be audited at the request of the Board of Directors.

## ARTICLE VII

### MEETINGS

#### Section 1. Regular Meetings

The Board of Directors meetings shall be considered as regular meetings. These meetings are to be held on the second Monday of the month, a minimum of one per quarter as scheduled by the President.

#### Section 2. Annual Meeting

The annual membership meeting shall be for the purpose of electing officers. This meeting is set by the President.

#### Section 3. Special Meeting

Special meetings may be called by the President; or at the call of a majority of the Board members; or upon written request of one-tenth of the entire members of the Association. Said request to be submitted to the President who shall call the special meeting within thirty (30) days. No business shall be transmitted except that mentioned in the call (that is the notice) of the special meeting.

#### Section 4. Quorum

One-tenth of the members of the Briarcreek Neighborhood Association shall constitute a quorum at the annual or special meeting. A simple majority of those members present shall be required for any action.

#### Section 5. Locations

Members' meetings shall be held either within the neighborhood, or if no adequate facility is available, within a reasonable traveling distance of the neighborhood.

#### Section 6. Notice of Meetings

Notice of meetings shall be written, stating the place, day, hour and subject of the meeting. This notice shall be delivered no less than three (3) days nor more than fifteen (15) days before the date of the meeting either by notices posted in the neighborhood or by newsletter.

## ARTICLE VIII

## BOARD OF DIRECTORS

### Section 1. Composition

The Board of Directors shall include all elected officers, the chairperson of the Newsletter and the immediate past President.

### Section 2. Meetings and Notice

(a) Board meetings shall be held quarterly as scheduled by the President or may be called by the President; or at the call of a majority of the Board members.

(b) Notice of any meeting shall be no less than three (3) days nor more than fifteen (15) days previously thereto in writing or oral notice, delivered personally or by telephone call to each Director at his home. If called, such notice shall be deemed to be delivered when the call is made.

(c) Each dues paying member shall have the privilege of attending any committee of Board of Directors meetings as a non voting member.

### Section 3. Function and General Powers

(a) The affairs of the Association shall be generally managed by the Board of Directors. The Board shall consider all business; make final decisions on all matters, unless a majority of the Board votes to submit an issue to a vote of the general membership.

(b) It is empowered to act for the Briarcreek Neighborhood Association between regular Board meetings.

(c) Approval of any expenditure over \$1,000.00 shall require the approval by majority vote of all members present at regular or special meeting.

Section 4. Compensation Directors and committee members of the Association shall not receive any payment for their services. However, any member may be reimbursed for any actual expenses incurred with the performance of his duties, when presenting properly signed statement of expenses.

## ARTICLE IX

### COMMITTEES

There shall be such committees recommended by the President and approved by the Board of Directors as may be required to promote the objectives and the

interests of the Briarcreek Neighborhood Association. Committee chairpersons shall be current members of the Association.

## ARTICLE X

### PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

## ARTICLE XI

### INDEBTEDNESS

The Association shall not commit to expenditures exceeding the funds available in the treasury.

## ARTICLE XII

### FISCAL POLICIES

Section 1. Fiscal Year The fiscal year shall be September 1 through August 31.

Section 2. Bank Accounts Accounts shall be maintained at such banks and other institutions as may be recommended by the Treasurer and approved by the Board of Directors.

## ARTICLE XIII

### DISSOLUTION

In the event of the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all of the assets of the Association in a manner commensurate with the aims of the Association or to such organization or organizations as may qualify as tax exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

## ARTICLE XIV

### WAIVER OF NOTICE

The attendance of a member or Director at a meeting shall constitute a waiver of notice of such meeting, except where a member or Director attends a meeting for

the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

## ARTICLE XV

### AMENDMENTS OF BYLAWS

(a) These Bylaws may be amended by two-thirds vote of all members present at any regular or special meeting, provided that the amendment(s) has been submitted in writing at a previous meeting or in the meeting notice.

(b) In the case of any conflict between the Declaration of Covenants, Conditions and Restrictions and these Bylaws, the Declaration of Covenants, Conditions and Restrictions shall control.

These Bylaws are to replace in its entirety, the Bylaws approved 12th day of June, 1995, and amended October 14, 1996.