

DEERHORN VALLEY COMMUNITY ASSOCIATION

“Promoting an Inter- Connected and Vibrant Community?”

BYLAWS

(Revised August 2009)

Article I. NAME

Section 1.01 The name of this organization shall be known as the DEERHORN VALLEY COMMUNITY ASSOCIATION (DVCA).

Article II. PURPOSE

Section 2.01 **PURPOSE:** The purpose of the DVCA is

- (a) To serve the Greater Deerhorn Valley community: those residents and owners of property lying within the emergency response boundaries of the Deerhorn Valley Fire Station:
- (b) To network and coordinate with other agencies and associations to provide or enhance services that benefit the community: e.g. safety and emergency response, outreach, needs assessment, education, and community interaction.
- (c) To conduct fundraising and support activities which benefit the community.
- (d) To create community among our neighbors, to provide information, education, assistance through various modes of communication and outreach

Article III. MEMBERS

Section 3.01 **QUALIFICATIONS:** Any property owner or resident within the boundaries described in Section 1.03(a) may become a member upon payment of dues. Only Members may vote and hold office.

Section 3.02 **DUES:** Dues are payable January 1 through December 31. Membership will expires on December 31 of each year. Dues for members shall be established by the Board of Directors.

Article IV. OFFICERS AND DUTIES

Section 4.01 **OFFICERS:** The elective officers shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer

Section 4.02 **NEW OFFICES:** New offices may be created, filled, or retired at any meeting of the Board of Directors.

Section 4.03 **REMOVAL:** An officer may be removed by a vote of the membership at a meeting or by action in writing pursuant to Section XXX whenever in the judgment of the Board or membership the best interests of the community will be served thereby.

Section 4.04 **COMMITTEES:** The Board may appoint standing and ad hoc committees as needed.

- (a) **Chairperson:** It shall be the duty of the Chairperson to preside at all meetings of the Association, see that the Bylaws are observed, and generally supervise the affairs of the Association.
- (b) **Vice-Chairperson:** The Vice-Chairperson shall assume the duties of Chairperson and preside at meetings in the absence of the Chairperson.
- (c) **Secretary:** The Secretary shall record and preserve all minutes of meetings, handle the correspondence and be responsible for notifying the membership of special meetings. Upon retirement, the Secretary shall turn over to his/her successor or to the President all records and other property of the Association in his/her possession.
- (d) **Treasurer:** The Treasurer shall receive and be responsible for the funds of the Association and shall be accountable to the membership of the Association. The Treasurer shall pay all current bills, with the consent of the President and Secretary, and keep the membership informed of the financial status of this organization, and follow customary accounting procedures. The Treasurer shall collect all dues and issue membership cards, and shall maintain a petty cash fund. Upon leaving office, the Treasurer shall turn over to his/her successor or to the President, all funds, books, records, and other property of the Association in his/her possession.
- (e) **Member-At-Large:** The Member-At-Large shall be appointed by the Board of Directors. The Member-At-Large shall serve as a resource to DVCA and the greater Deerhorn Valley community.

Article V. MEETINGS

Section 5.01 **MEETING SCHEDULE**: Regular meetings will be held a minimum of six (6) times per year.

Section 5.02 **SPECIAL MEETINGS**: Special meetings may be held at any time when called for by the Chair or a majority of Board members.

Section 5.03 **AGENDAS**: Agendas shall be provided at least three (3) days in advance.

Article VI. VOTING

Section 6.01 **QUORUM**: Six (6) members constitutes a quorum for a regular or special meeting. In the absence of a quorum no formal action shall be taken except to adjourn the meeting to a subsequent date.

Section 6.02 **ACTION APPROVAL**: Passage of a motion requires a second and a simple majority.

Section 6.03 **ACTION WITHOUT A MEETING**: Any action required or permitted to be taken at a meeting of the DVCA may be taken without a meeting if **all** the members of the Board consent in writing to taking the action without a meeting and to approving the specific action. Such action will be recorded and attached to the minutes of the next regular meeting.

Article VII. FISCAL POLICIES

Section 7.01 **FISCAL YEAR**: The fiscal year of the Board shall be January – December.

Section 7.02 **CHECKS**: Two (2) signatures shall be required on all checks. Any two of the following four officers may sign checks – Chair, Vice Chair, Secretary, or Treasurer.

Section 7.03 **FINANCIAL REVIEW**: Each year within the sixty (60) day period immediately prior to the end of the fiscal year, a financial review shall be conducted by a four(4)-person committee to include at least two (2) Board members.

Article VIII. CONFLICT OF INTEREST

Section 8.01 **CONFLICT OF INTEREST**: Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to

voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

Article IX. DOCUMENTS, BOOKS AND RECORDS

Section 9.01 **TRANSPARENCY AND PUBLIC ACCESS:** Correct books of account of the activities and transactions of the DVCA shall be available at public venue such as meetings or online posting of same. At a minimum these shall include a minute book, which shall contain a copy of the Articles of Incorporation, a copy of these Bylaws, minutes of all meetings, and regular reports including the Yearly Financial Review (Section 7.03) and

Article X. AMENDMENT OF BYLAWS

Section 10.01 **AMENDMENT OF BYLAWS:** These Bylaws may be amended by a (majority/two-thirds) vote of the membership, provided prior notice is given of the proposed amendment in the meeting notice at which such action is taken.

Article XI. ELECTIONS

Section 11.01 **NOMINATIONS:** Nominations may be made at the November meeting, at which time the election of officers will be held. Officers shall be elected by a majority of the members who are present. Elected officers shall take office on January 1st of the following year.

Section 11.02 **VACANCIES:** Vacancies in any office may be filled by a majority vote of the members present at a regular meeting.

Article XII. PARLIAMENTARY AUTHORITY

Section 12.01 **PROCEDURE:** The rules contained in Roberts' Rules of Order, revised, shall govern the proceedings of the Association, except in such cases as are governed by these Bylaws. A summary account or brief edition of the Rules shall be available at meetings.

Article XIII. Ethics Statement (Draft)

Statement of Ethics:

- Members will promote the merits of the DVCA. Their words and actions represent respect for truth, fairness, free inquiry, and the opinions of others.
- Members will respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.
- Members give credit for ideas, words, or images originated by others.
- Members safeguard privacy rights and confidential information.
- Members do not grant or accept favors for personal gain, or solicit or accept favors for the association where a higher public interest would be violated.
- They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.

Statement of Values:

Successful partnership between the DVCA and the community is based on trust, effective service, and accountability. Our greatest asset is public trust, an asset best protected by policies that ensure openness and responsibility. The need for public scrutiny must be balanced with protections against the invasion of privacy. DVCA will guard against the misuse of confidential, personal information. All board members and volunteers of the organization will act with honesty, integrity, and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.

In raising funds from the public, DVCA will respect the rights of donors,

To be informed of the mission of the organization, the way the resources will be used and their capacity to use donations effectively for their intended purposes;

- To be informed of the identity of those serving on the organization's governing board and to expect the board to exercise prudent judgment in its stewardship responsibilities;
- To have access to the organization's most recent financial reports;
- To be assured their gifts will be used for the purposes for which they were given;
- To receive appropriate acknowledgement and recognition;
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by the law;
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature;
- To be informed whether those seeking donations are volunteers, employees of the organizations or hired solicitors;
- To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share; and,
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.