

**CONSTITUTION AND BY-LAWS
of the
BROOK CREEK NEIGHBORHOOD ASSOCIATION**

ARTICLE 1

Section 1: Name

The name of BCNA is the Brook Creek Neighborhood Association (BCNA).

Section 2: 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 BNSF Spur Line and Burroughs Creek, and on the south by the north side of 19th Street. Edgewood Homes is not part of the Brook Creek neighborhood.

ARTICLE 2: Purpose

Our mission is to stabilize and maintain the neighborhood as a quality, primarily single-family residential neighborhood. Our goals are to preserve, maintain, and improve the quality of living conditions in the neighborhood, identify and respond to its changing needs, and provide an infrastructure for communication on relevant issues. Our goals are also to increase communication and interaction between residents in all parts of our large neighborhood.

ARTICLE 3: Membership

Section 1

Any person 18 years of age, residing in or owning property within the boundaries of the BCNA, as defined above, whose dues are paid, shall be a voting member of BCNA.

Section 2

Interested people living outside the neighborhood boundaries shall be non-voting members by paying dues.

ARTICLE 4: Officers

Section 1

The officers of BCNA shall be President, Vice-President, Secretary, and Treasurer.

Section 2: Term of Office

The officers of BCNA shall be elected for one (1) year.

Section 3: Resignation of Officers

A written resignation to the BCNA officers 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 4: Vacancies

In the event of a vacancy in any office except that of President, the successor shall be appointed by the BCNA officers, Such successor shall hold office for the remainder of the term.

ARTICLE 5: Duties of Officers

Section 1: President

In addition to the duties already listed in these By-Laws, the President shall preside at meetings as well as holding the usual power and authority vested in the office of the President of an unincorporated association, and shall execute the plans and policies of BCNA.

Section 2: 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 by the BCNA officers (AO); become President in case of the vacancy of the office of President.

Section 3: Secretary

The Secretary shall attend all sessions of the BCNA officers and all BCNA meetings. He/she shall record all votes and the minutes of all proceedings in a book and/or digital files to be kept for that purpose; keep an accurate list of committees; prepare ballots for elections; contact media outlets with news of all meetings; and perform other duties as may be prescribed by BCNA Officers or President under whose supervision he/she shall perform his/her duties.

Section 4: Treasurer

The Treasurer shall have general custody of the funds of BCNA and shall keep full and accurate accounts of receipts and disbursements in books belonging to BCNA, and shall deposit all money in the name and to the credit of BCNA in such manner and in such depository as shall be designated by BCNA Officers. He/she shall cause the funds of BCNA to be disbursed in such manner as shall be designated by BCNA Officers and see that proper receipts cover all disbursements. He/she shall report at regular meetings of the membership, collect all dues and assessments, issue membership cards, and furnish the BCNA officers with an accurate list of members entitled to vote.

ARTICLE 6: Nomination and Election of Officers

Section 1

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

Section 2

No member shall be nominated or be a candidate for more than one office at the same election.

Section 3

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 4

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 whose consent has not previously been attained shall be nominated by the committee.

Section 5

Election shall be either by ballot or by voice vote and a plurality vote shall elect.

Section 6

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 currently qualified shall be deemed eligible for any such office by vote of the BCNA officers. Candidates-elect to office may accept by letter if unable to attend the December meeting.

Section 7

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

ARTICLE 7: Meetings

Section 1

Regular meetings of the BCNA shall be held at least seven (7) times a year.

Section 2

Meetings of the BCNA officers shall be called by the President as necessary or at the request of another Board member.

Section 3

Special meetings of the members for any purpose may be called by the BCNA officers. The business transacted at any special meeting shall be confined to the announced purpose of the meeting.

Section 4

Notice, either written, email, or telephone, will be given stating the nature of the business to be conducted at any special meetings of the members called by the BCNA officers. Such notice will be given seven (7) days in advance of said meeting.

Section 5

Ten percent (10%) of the voting members of BCNA shall constitute a quorum for all meetings of the members. No meeting shall be dismissed in less than 30 minutes while waiting for a quorum.

Section 6

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

ARTICLE 8: Committees

All standing and special committees shall be appointed by the BCNA officers. The duties of these committees shall be determined by the President.

ARTICLE 9: Dues and Finance**Section 1: Dues**

The annual dues of BCNA shall be \$1.00 per year per member, payable in advance. Those who are neither residents nor property owners in the neighborhood can become non-voting members by paying dues of \$3.00 per year.

Section 2

Memberships are due at the first of the year and are considered delinquent after the March meeting. Members who have not paid their dues by the March meeting shall be automatically dropped from the voting roster until the dues are paid.

Section 3: Expenditures

All expenditures of BCNA in excess of \$25.00 shall be approved by the BCNA officers. The President or Treasurer may authorize expenditures of \$25.00 or less.

Section 4: Checks

All checks on Association accounts shall be signed by the President or Treasurer] and those in excess of \$25.00 shall be co-signed by an additional officer.

ARTICLE 10: Inspection of Books

Any member of BCNA 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 BCNA or of the proceedings of the members or Officers.

ARTICLE 11: 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 to all members at least 7 days prior to the date of the meeting.

ARTICLE 12: Discipline**Section 1**

The President has the right, at any meeting, to declare any person attempting to create disruption or refusing to conform to the BCNA By-Laws out of order. If, after being declared out of order, such person continues this behavior, the President and BCNA officers shall expel such person from the meeting.

Section 2

Any officer whose conduct is such that it discredits BCNA, or who works against the interest and purpose of BCNA may be recalled from office by a two-thirds (2/3) vote of the members present.