

Azalea Park Neighborhood Association By-Laws

Article I. Name and Purpose

1. Name: The name of the Association shall be Azalea Park Neighborhood Association [“APNA”].
2. Purpose: The purpose of the APNA shall be:
 - a. To function as a non-profit organization, under the umbrella of the City Heights Town Council, that represents and serves the interest of Azalea Park residents and homeowners;
 - b. To preserve and enhance the neighborhood environment and quality of life in Azalea Park through community development strategies.

Article II. Boundaries

The general boundaries¹ of Azalea Park are: Manzanita Canyon on the north; Fairmont Avenue on the east; Hollywood Park on the south; Highway 805 on the west.

Article III. Membership

1. Membership in the association is open to anyone residing in or owning a property or business within the boundaries of Azalea Park. No one shall be denied membership on the basis of ethnic origin, religious beliefs, gender/sex, age, sexual orientation, or level of ability.
2. Membership is obtained by attending an association meeting and signing the attendance roster or otherwise contacting the Secretary to provide the APNA with the member’s name, address and [optional] telephone number and email address.
3. A membership roster will be maintained by the APNA for official correspondence. The APNA roster will be used only for APNA business and will never be sold or traded. To be removed from the roster will require a request from the member wishing to be removed or confirmation that the individual no longer meets membership criteria.

Article IV. Voting

Regular business will be run by consensus, with votes held as necessary to determine the will of the group. On questions of regular business, a simple majority is needed to carry a motion. . The procedures for electing association officers and amending the by-laws are further outlined in Articles VI and XIII, respectively. In any case where voting occurs, there shall be one vote per member and only members shall vote. Each household may have more than one voting member, but each member must be registered on the membership list.

Article V. Executive Committee Defined and Duties

1. The Executive Committee is defined as the elected officers including the President, Vice President, Secretary, Treasurer, and Ambassador.
 - a. President: The president shall be the presiding officer at all meetings of the Association; shall have such usual responsibilities of supervision and management as may pertain to the office of president; and shall perform other duties as may be prescribed by the Association.
 - b. Vice president. The vice president shall preside in the absence of the president and perform other duties as may be designated by the Association.
 - c. Secretary: The secretary shall keep minutes of General Membership meetings; shall keep an official file of the minutes and other records, including the official membership list; shall be responsible for correspondence.
 - d. Treasurer: The treasurer shall be the custodian of any and all funds of the APNA as directed by the rules established by the City Heights Town Council. The treasurer shall receive and give receipts for moneys due and payable to the APNA from any source and shall deposit and disburse these funds as required. He/she shall maintain accurate financial records, prepare periodic and yearly financial statements, and shall perform other duties as may be designated by the Association.

¹ 2002 Azalea Park Revitalization Action Plan

- e. Ambassador: The ambassador shall attempt to make contact with new and existing residents and provide them with information about the neighborhood and encourage them to participate in the neighborhood association
2. General duties. The Executive Committee shall conduct whatever duties authorized by the members in addition to administering the general business of the APNA. The Executive Committee shall use appropriate means to coordinate amongst themselves and regularly communicate its actions to the membership.
3. Voting members. Only members of the APNA shall be the eligible for office.

Article VI. Nominations, Elections and Terms of Officers

1. Officers will be elected by the APNA membership at the September meeting of each year, with newly elected officers beginning their terms immediately following that meeting.
2. The terms shall be for one (1) year. Officers may serve for four (4) consecutive terms for any office.
3. Voting will be by secret ballot if there is more than one (1) candidate for office, with the candidate receiving the most votes declared the winner. The ballot shall be maintained for sixty (60) days by the secretary and shall then be destroyed.

Article VIII. Removal and Vacancy of Offices

1. Any elected officer must step down if s/he no longer meets APNA membership criteria. An officer may also be removed from office for good cause. Removal shall be debated by the APNA and shall require a two-thirds [2/3] vote of members present at a general meeting, providing that a resolution proposing the removal has been adopted at the preceding meeting.
2. Should a vacancy occur outside the normal election process, candidates for the unfilled term shall be nominated from the floor and elected at the next scheduled meeting. The person elected to the vacated office will serve for the remainder of the term.

Article IX. General Meetings

1. General meetings are held on the 2nd Tuesday of each month from 6:30–7:30 pm. Meetings are held at the recreation center in Azalea Park.
2. Non-voting attendees. Interested parties are welcome to attend meetings and address issues, but do not have a vote and should not disrupt the regular conduct of APNA business.

Article X. Committees

1. There shall be any number of standing committees, ad hoc committees, or Task Forces.
2. Committees are established by consensus of the membership.
3. Committee membership is open to all interested members. Committees can include individuals who are not members of the APNA at the discretion of the committee. The majority of the members of all committees shall be members of the APNA.
4. The committee members elect committee chairs.
5. Committee chairs are responsible for reporting committee proceedings to the general membership in a timely fashion.

Article XI. Expenditures of Association Funds

1. Any expenditure of association funds greater than one hundred dollars will take place only after a motion has been made, seconded and approved by those in attendance. The proposed expenditure will be announced prior to the meeting in which the final vote will be cast via newsletter and/or email.
2. Expenditures of one hundred dollars or less can be approved by motion, second and the vote of those in attendance at the meeting in which the motion was made.
3. The association Treasurer is authorized to approve expenditures for normal reoccurring expenses that have been previously approved by the membership (i.e. newsletter printing, etc.).

Article XII. Parliamentary Authority

APNA general meetings shall be conducted in a friendly and polite fashion using Robert's Rules of Order as a guideline only.

Article XIII. Amendments

These bylaws may be amended by a two-thirds (2/3) majority vote of those present at a general APNA meeting, providing that a resolution proposing the amendment has been adopted at the preceding general meeting.

Article XIV. Effective Date

These bylaws of the APNA shall become effective on November 8, 2011 and supersede all others.