

# Bylaws of the Southwood Neighborhood Association

Adopted at August 2<sup>nd</sup>, 2007 General Membership Meeting

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## ARTICLE I - NAME

This organization shall be known as, "**SOUTHWOOD NEIGHBORHOOD ASSOCIATION**", ("**ASSOCIATION**" for short), a non-profit organization organized and existing under the laws of the State of Oklahoma.

## ARTICLE II - MISSION STATEMENT

Our mission is to preserve, protect, and enhance the character of our residential property; to promote harmonious living within the neighborhood; and to be an advocate for our neighborhood while working with the City of Bixby and various private and professional entities.

## ARTICLE III - MEMBERSHIP

**Section 1:** Any resident or property owner in the Southwood, Southwood Resub., and Southwood Extended neighborhood subdivisions is eligible for membership in the Association. However, only property owners have voting privileges.

**Section 2:** A property owner is defined as the owner of a subdivision lot containing a single-family dwelling, occupied by himself, family member or tenant. Owners of multiple lots and/or dwellings shall be limited to one vote on all matters coming before the Association.

**Section 3:** All members of the Association shall abide by the Restrictive Covenants ascribed to their specific subdivision as recorded by the Tulsa County Clerk; Reference Plat Nos. 2585 (Southwood), 2601 (Southwood Resub.), and 2769 (Southwood Extended), and such subsequent restrictions that may exist applicable to lots within the subdivisions.

## **ARTICLE IV - OFFICERS OF THE ASSOCIATION**

**Section 1:** The officers of the Association shall consist of a President, Vice-President, Secretary, and Treasurer, which shall collectively be referred to as the Board of Directors.

**Section 2:** Officers shall be members of the Association

## **ARTICLE V - SELECTION AND TERMS OF OFFICERS**

**Section 1:** The Board of Directors will accept nominations from members in good standing for election to the Board of Directors.

**Section 2:** Term of office shall commence on July 1<sup>st</sup>, and shall be for one year or until a successor is elected.

**Section 3:** Vacancies of any office shall be filled by appointment by the remaining Officers, and the appointee will hold office for the remainder of the unexpired term. A majority of the Board of Directors shall determine a vacancy of office.

**Section 4:** Only one member of a household may serve as an Officer for any given term.

## **ARTICLE VI - ELECTION OF OFFICERS OF THE ASSOCIATION**

**Section 1:** Officers of the Association shall be chosen by a majority of the voting members present at the Annual Meeting.

**Section 2:** Nominations for Officers will be presented to the membership for election at the Annual Meeting. Nominations may also be made from the floor at the Annual Meeting.

## **ARTICLE VII - DUTIES OF OFFICERS OF THE ASSOCIATION**

**Section 1:** The Officers shall perform the duties prescribed in these articles, the Bylaws of the Association, and the parliamentary authority adopted by the Association.

**Section 2:** The President shall be the chief executive officer and the official spokesperson of the Association and shall have the general supervision of the affairs of the Association. The President shall have the power to appoint committees, with the consent of the Board of Directors, to investigate matters of common interest of the Association and will be an ex-officio member of all such committees. The President shall see that orders and resolutions of the Board of Directors are carried out. The President and Treasurer shall sign all notes, checks and all other written instruments approved by the Board of Directors and/or Membership.

**Section 3:** The Vice-President shall be the principal architect of the Associations' annual budget. The Vice-President shall assist the President and assumes the duties of the President at the President's request or absence, and shall exercise and discharge such other duties as may be required of him by the Board of Directors.

**Section 4:** The Secretary shall record the votes and keep the minutes of the proceedings of the Board of Directors and of the Annual Meeting; keep the records and corporate seal of the Association; shall record in a database the names of all members of the Association together with their addresses and contact information; and shall notify directors and committee chairs of votes, orders, and proceedings affecting or pertaining to their duties.

**Section 5:** The Treasurer shall have charge of the receipt of funds of the Association; shall deposit in appropriate bank accounts to the credit of the Association all monies of the Association and shall disburse, with the President, such funds as approved by the Board of Directors. The Treasurer shall keep proper books of account and provide a written financial report at each meeting of the Association.

## **ARTICLE VIII - MEETINGS**

**Section 1:** The Annual Meeting of the Association shall be held on a suitable evening during the month of May for the purpose of electing Officers and for the transaction of other business as may be necessary. Notification of the date, time and location of the Annual Meeting shall be provided to all members of the Association.

**Section 2:** Board of Directors meetings shall be held at the direction of the President. A minimum of three meetings, not counting the Annual Meeting, shall be held during the year. All meetings are open to the members of the Association. The date, time and location of the meetings shall be made available to the members of the Association, such as by posting on the web site.

**Section 3:** Special meetings of the Association may be held at the direction of the President or upon a written request of a majority of the Board of Directors. The date, time and location of the meeting shall be made available to the members of the Association, such as by posting on the web site.

**Section 4:** A majority of the Board of Directors shall constitute a quorum at any Board of Directors meeting, or at the Annual Meeting.

## **ARTICLE IX - ASSOCIATION DUES**

**Section 1:** The annual budget shall cover the calendar year and shall be prepared on the basis of estimated dues and expenses for the coming calendar year.

**Section 2:** The annual Association dues shall be due and payable to the Treasurer during the Annual Meeting..

## **ARTICLE X - COMMITTEES**

**Section 1:** The President, with the consent of the Board of Directors, shall establish committees as deemed necessary.

**Section 2:** Committees may be established for specific tasks or to perform general activities. Committees shall exist as long as the Board of Directors determines.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

**Section 1:** The rules contained in *Robert's Rules of Order* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

## **ARTICLE XII - AMENDMENTS**

**Section 1:** These By-Laws may be amended at any special meeting of the Association called for that purpose or at the Annual Meeting of the Association.