

Barkley Area Neighborhood Association

Bylaws, as amended January 26, 2020

Preamble

The Barkley Area Neighborhood Association, Inc. – which includes Barkley Place, Siegen Village and Magnolia Chase - is organized to unite its members, who are interested in the improvement of these areas in the Parish of East Baton Rouge, State of Louisiana. The intent of this association is to promote the general welfare and prosperity of the areas and its members through communication and action.

Section 1 – Membership

The membership of this association shall consist of those persons residing in the aforementioned areas listed in the preamble of these bylaws, and who have paid dues in accordance with section 21.

Section 2 – Representative Districts

For the purpose of establishing a representative democracy form of association, the subdivisions are hereby divided into seven districts as follows:

District 1	Barkley Place Lots 1-6, 8-11 and 114-129;
District 2	Barkley Place Lots 12-21 and 98-113;
District 3	Barkley Place Lots 22-34, 73-82 and 96-97;
District 4	Barkley Place Lots 35-42, 63-72 and 89-95;
District 5	Barkley Place Lots 43-62 and 83-88;
District 6	Barkley Place Lots 130-157 (aka Siegen Village);
District 7	Magnolia Chase Lots 1-32

Section 3 – Representation

The nominees for each representative district shall be submitted and voted on by members from each respective district at the July general meeting.

Section 4 – Officers

The officers of the association shall consist of a President, Vice President, Recording Secretary, Correspondence Secretary and a Treasurer. Nominees for officers shall be submitted and voted on by association members at the July general meeting. Should it prove impossible to fill a particular office by ordinary means, the Board of Directors shall appoint a replacement or delegate the relevant tasks and duties for the interim, with the stipulation that an election should be attempted at each general meeting until said office is filled.

Section 5 – Board of Directors

The board of directors shall consist of the 5 officers and 7 representatives provided for in Sections 3 and 4.

Section 6 – President

The president shall preside at all meetings of the association and the board, appoint committees, be a member of all committees, and perform such other duties as may be prescribed by the bylaws and the board.

Section 7 – Vice President

The vice president shall perform the duties of the president in the absence of the president or by request of the president, and shall perform such other duties as may be prescribed by the bylaws, the president and the board.

Section 8 – Recording Secretary

The recording secretary shall keep minutes of organization and board meetings, maintain membership records and all committee reports, maintain records of financial transactions and reports, and keep an up to date record of all committee members.

Section 9 – Correspondence Secretary

The correspondence secretary shall maintain files of all official communication received, respond to all communications as directed by the president and the board, perform the duties of the recording secretary in the absence of that officer, and act as chairperson for the newsletter.

Section 10 – Treasurer

The treasurer shall receive all monies, be custodian of all funds, make distributions according to the annual budget or as directed by the board, deposit monies in the bank within two business days of receipt, maintain records of receipts and disbursements, submit a financial report to the board at each board meeting, present the books for audit prior to the January meeting, and sign checks along with the president and vice president.

Section 11 – Audits

The books of account of this association shall be audited at least annually by a committee appointed by the president subject to the approval of the board, whose report shall be rendered at the July general meeting for approval.

Section 12 – Access to Records

All members of this association shall have free access to personally audit, copy and otherwise review all records, books or documents of the association within a reasonable time of proper notice to the custodian of the records in question.

Section 13 – Meetings

There shall be one general meeting of this association each January and July of the calendar year. The board shall meet quarterly. Special meetings may be called by the president or by three members of the board. All meetings in which any business of the association is transacted shall be open to any member of the association.

Section 14 – Quorum and Approvals

A – Board of Directors

A quorum at any meeting of the board shall consist of a majority of all current members of the board. No business may be conducted unless there is a quorum. Matters coming before the board must be approved or rejected according to the following schedule:

<u>Matter</u>	<u>Approval Required</u>
Capital outlay	Two thirds of those present
All other matters	Majority of those present

B – General Meetings

Business conducted at the semiannual general meetings of the association shall be approved by a majority of the members present. Due to the infrequency of meetings, no specific quorum requirements are imposed. Members are thus encouraged to attend the semiannual meetings. Matters coming before the membership in a general meeting must be approved or rejected according to the following schedule:

<u>Matter</u>	<u>Approval Required</u>
Election of Officers	As provided by Section 4
Election of Representatives	As provided by Section 3
Removal of an officer	Majority of members present
Overruling decision of board	Majority of members present
All other matters	Majority of members present

Resolutions recommending board action passed at a general meeting must be acted upon by the board at the next board meeting.

Section 15 – Vacancies

The board shall fill vacancies among the officers by a majority vote. Vacancies on the board other than officers shall be filled by presidential appointment. All vacancies filled pursuant to this article shall be temporary and must be filled in accordance with the election procedures in these bylaws at the next general meeting of the association.

Section 16 – Recall

An officer may be removed from office by a petition signed by a majority of the association's general membership. A district representative may be recalled by a petition signed by a majority of the association's members residing in that district.

The petition must be presented to the recording secretary and certified by that officer as proper and correct. In the event the recording secretary is the object of the petition, the vice president shall assume the duties of the recording secretary listed in this section.

Section 17 – Term of Office

All officers are elected to serve for a period of one year or until they are replaced according to the bylaws. When possible, officers shall not serve for more than two consecutive terms. District representatives shall be elected to serve for a period of two years or until they are replaced according to the bylaws. To provide continuity, district representative terms of office shall overlap; Representatives for odd numbered districts shall be elected in odd numbered years, and representatives for even numbered districts shall be elected in even numbered years.

Section 18 – Amendments

These bylaws may be amended only by a majority vote at a general meeting of the association.

Section 19 – Rules of Order

Robert's Rules of Order shall be the authority governing the conduct of this association not otherwise provided for in these bylaws.

Section 20 – Association Spokesman

Authority to communicate with persons or organizations outside the association as a representative of the association is reserved for the president, or other members of the association with written authority from the president. Such permission will only be granted in unusual circumstances.

Section 21 – Dues and Assessments

Association dues shall be per household and due annually by the January general meeting. Assessments may be imposed on all members if approved by a confirmed ballot of the association.

Section 22 – Voting Privileges

Each paid household will have the privilege of one vote. There shall be no proxy voting in any meeting of the association.

These bylaws adopted by the association on 26 January 2020.