

BROOKFIELD HERITAGE NEIGHBORHOOD ASSOCIATION CONSTITUTION

The Brookfield Heritage Neighborhood Association renounces any form of discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all current and future neighbors.

Article I: Name

The name of the Association is the “Brookfield Heritage Neighborhood Association”, herein called the Association.

Article II: Boundaries

The boundaries and neighborhood of the Association are detailed in [Appendix A](#).

Article III: Purpose

The purposes of the Association are to:

- 1.** Foster goodwill and friendship among all neighbors.
- 2.** Preserve the residential character, the natural environment, and the trees that are lining the streets of the subdivision.

3. Act in the best interests of the neighborhood or Association members regarding requests for community improvements and welfare.
4. Study the problems of the neighborhood as brought to the attention of the Association by its members and to take whatever action may be necessary to support the purposes outlined above.

Article IV: Membership

Every resident at or over the age of majority (currently 18) and/or owner of land situated within the Neighborhood is automatically included in the Association.

1. Upon payment of dues to the Treasurer, a resident of the Neighborhood will be considered a member in good standing of the Association.
2. A resident must be a member in good standing in order to vote on matters that come before the Association at an annual or special meeting.
3. Association membership shall be terminated by:
 - a. Request of the individual member.
 - b. Dues in arrears of more than six (6) months.
 - c. No longer living nor owning property in the Neighborhood.

Article V: Board

The governing body of the Association is the Board which consists of nine (9) members, three to be elected each year at the annual meeting for three-year terms. The Board will take what actions are necessary to implement the purposes of the Association.

Article VI: Election of Board Members

The election of board members is a process open to all members in good standing of the Association.

1. Any member in good standing who wishes to be on the Board may declare his or her intentions by the day of the annual Neighborhood meeting.
2. Election of Board members may be by acclamation, by a hand count, or by other means deemed needed by the Board.

3. The three candidates who receive the highest number of votes will be elected to the Board.

Article VII: Board Vacancy

1. A vacancy on the Board occurs due to:
 - a. Resignation or death of a Board member.
 - b. The Board member moves from the Neighborhood.
 - c. The Board member is no longer deemed to be in good standing because:
 - i. Any reason listed under Article [IV](#) Item 3.
 - ii. The Board member is absent for two consecutive Board meetings, unless good cause for the absence is provided to the President or Vice President in advance of the absence.
 - iii. The Board member is removed by action of the Association at a special meeting.
2. When a vacancy occurs:
 - a. The Board will appoint a member in good standing who will serve until the next annual meeting.
 - b. At the annual meeting, any member in good standing who wishes to complete the term of the vacancy shall declare his or her intentions by the day of the annual Neighborhood meeting.
 - c. Voting on this vacancy will be as allowed under Article [VI](#), [Election of Board Members](#).

Article VIII: Officers

The Board will select officers from the nine Board members following the annual meeting.

1. The officers of the Association shall be:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Communications Officer
2. The duties of officers are specified in the bylaws.

- 3.** Officers will be appointed for one year and are eligible for reappointment to the same office in consecutive years.
- 4.** Whenever, for any reason, a vacancy occurs in the office of President, the Vice President will automatically succeed to the office of President. Any vacancies in the other offices will be filled by appointment of the President from the Board.

Article IX: Meetings

There are three types of meetings of the Association.

- 1.** Regular Board meetings:
 - a.** There will be regular Board meetings where the Board meets at least once each calendar quarter, unless waived. Notice will be posted on the Association website of the date, time, and location of the meetings.
 - b.** There must be at least four (4) Board members in good standing at a meeting to constitute a quorum.
 - c.** A majority of the quorum of the Board will decide any matters voted upon.
- 2.** Annual Neighborhood Meetings:
 - a.** The Association will hold an annual meeting with the date, time, and place determined by the Board.
 - b.** Notice of the annual meeting will be mailed to all neighbors at least two (2) weeks in advance.
 - c.** The order of business at the annual meeting will generally be as follows, but may be amended by the Board where appropriate:
 - i.** Introduction of new neighbors
 - ii.** Roll call where neighbors attending the meeting introduce themselves
 - iii.** Approval of Minutes of previous annual meeting
 - iv.** Treasurer's report
 - v.** Board's statement of affairs and proposed program
 - vi.** Election of new Board members
 - vii.** New business
 - viii.** Adoption of proposed program
 - d.** Twenty-five (25) members in good standing of the Association will constitute a quorum for the transaction of business at these meetings.
 - e.** A majority of members in good standing who are present where a quorum is present may decide any question properly brought before the Association.

3. Special Meetings:

- a.** Special meetings of the Association will be held upon request of any four (4) members of the Board or when at least fifteen (15) members in good standing request so in writing to the Secretary.
- b.** Notice of special meetings will be placed on the Association's website and will include the date, time, and place of the meeting.
- c.** Only items listed on the agenda may be voted on.
- d.** Twenty-five (25) members in good standing of the Association will constitute a quorum for the transaction of business at a special meeting.
- e.** A majority of members in good standing who are present where a quorum is present may decide any question properly brought before the Association.

Article X: Dues and Fiscal Year

Dues are paid on a fiscal year basis as follows:

- 1.** Dues are payable to the Treasurer for each fiscal year.
- 2.** The amount of dues shall be determined by the Board.

Article XI: Committees

The Board will establish any committees it deems necessary to assist in carrying out its responsibilities. No committee will last for more than one year without being re-established by the Board.

Article XII: Amendments

Amendments to this Constitution and to the Bylaws may be presented to the Board by any member in good standing at least thirty (30) days prior to the annual meeting where the amendment will be considered.

Article XIII: Effective Date

Dates for when the Constitution was first adopted and subsequent amendments are included in Appendix B.

- 1.** This Constitution or any subsequent amendments to the Constitution will become effective after a majority of members in good standing who are at the annual meeting where a quorum is present vote in favor of the amendment.
- 2.** The amended Constitution will be distributed to all neighbors in the Neighborhood through the Association's website or, upon written request, by mail or personal delivery.

Appendix A: Properties within the Association

There are 98 lots recorded August 1, 1923 in Liber 7, page 50 described as beginning at W. 1/4 post of Sec. 17, T. 4N., R. 1W., thence E. on 1/4 line 1321.5 feet to 1/8 line, thence S. on 1/8 line 2061 feet to center of Grand River Avenue, thence N. 70 W. along said avenue 1417.5 feet to W. line of Sec. 17 commonly known as Brookfield #1.

This area consists of all lots on the east side of Hagadorn Road running north from Grand River Avenue to and including the second lot north of Roseland Avenue, lots on both sides of Roseland Avenue from Hagadorn Road to the Meridian Township line, all lots on Maplewood and Oakland Drives, and lots along the north side of Grand River Avenue from the Meridian Township line west to the intersection with Hagadorn Road. The addresses of these properties are as follows:

East Grand River Avenue 1521, 1617, 1627, 1637, 1647, 1717, 1729, and the vacant lot next to 1729.

North Hagadorn Road 114, 120, 126, 196, vacant lot next to 196, 202, 216, 224, 234, 240, and 264.

Maplewood Drive 103, 120, 131, 136, 144, 147, 152, 155, 164, 167, 174, 175, 184, 185, 192, 204, 205, 216, 228, 235, 236, 237, 241, 244, 245, 252, 253, 261, vacant lot next to 261, 277, and 282.

Oakland Drive 103, 108, 120, 131, 136, 144, 147, 155, 158, 164, 165, 204, 205, 216, 217, 219, 224, 236, 237, 244, 245, 252, 253, 261, 262, 274, 277, and 284.

Roseland Avenue 1511, 1523, 1524, 1535, 1547, 1561, 1603, 1615, 1625, 1635, 1645, 1653, 1707, 1715, 1724, 1727, 1736, and 1739.

Appendix B: Dates of Adoption and Revision

- 1.** Adopted November 17, 1981
- 2.** Revised September 9, 1990
- 3.** Revised September 9, 2012
- 4.** Revised September 9, 2018