

BROOKFIELD HERITAGE NEIGHBORHOOD ASSOCIATION

CONSTITUTION

Article I

The name of the Association shall be the Brookfield Heritage Neighborhood Association.

Article II

The Brookfield Heritage Neighborhood to be included in this Association consists of: all that area of the City of East Lansing 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 along the north side of Grand River Avenue from the Meridian Township line west to the intersection with Hagadorn Road. These are the 98 lots recorded August 1, 1923 in Liber 7, p.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. It also includes Lots #1628 and #1654 of Plate #2 of Meridian Township. Both areas were annexed to East Lansing in 1958.

Article III

Purpose of the Association

1. To foster goodwill and friendship among all residents.
2. To preserve the residential character, natural environment and trees lining the streets of the subdivision.
3. To act in the best interests of the neighborhood or Association members regarding requests for community improvements and welfare.
4. To 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

- Section 1. Every adult resident and/or owner of land situated within the above described area is eligible for membership in the Association.
- Section 2. Membership in this Association shall become valid upon payment of dues to the Treasurer and shall be represented by receipt.
- Section 3. Membership shall be terminated by:
- a. Request of the individual member.
 - b. Dues in arrears of more than six (6) months.
 - c. Ceasing to meet the requirements of Section 1.

Section 4. All members in good standing will receive notices of meetings, be entitled to participate in meetings and to vote on matters to come before the Association.

Article V
Executive Committee

Section 1. The governing body of this Association shall be its Executive Committee. The Executive Committee shall be responsible for:

- a. the implementation by the Association of its purpose and objectives;
- b. the establishment of such policies and procedures as shall be required to effectuate such purposes and objectives; and
- c. the management of the affairs of the Association.

Section 2. The Executive Committee shall consist of nine (9) members, three to be elected each year at the annual meeting for three year terms.

a. Except that, at the first election nine members will be elected, three of whom will serve one year, three of whom will serve two years, and three of whom will serve three years. The Executive Committee will choose its officers of the Association from those willing to serve more than one year on the Executive Committee.

Section 3. The Executive Committee will be responsible, through an appointed nominating committee, for a slate of new members to be presented at each annual meeting of the Association. Nominations will be accepted from the floor at the annual meeting for vacancies on the Executive Committee.

Section 4. Within two weeks subsequent to the annual meeting of the Association, the Executive Committee will meet to choose from its membership the officers for the coming year.

Section 5. The Executive Committee shall meet at least once each calendar quarter, unless waived. Each member of the Executive Committee shall, receive notice of the meeting at least seven (7) days in advance. Special meetings of the Executive Committee may be held upon request of any three members of the Committee.

Section 6. A majority of the Executive Committee members in good standing shall constitute a quorum. The vote of a majority of those present shall decide any matters voted upon, provided a quorum is present.

Section 7. Any vacancy on the Executive Committee shall be filled by appointment of the Committee, said appointee to serve until the next annual meeting. A member of the Executive Committee shall cease to be in good standing and shall automatically create a vacancy in his or her office if the member is absent from two consecutive Executive Committee meetings, unless good cause for the absence is provided to the President or Vice President at least five (5) days in advance to the absence.

Section 8. All meetings of the Executive Committee shall be open to all members of the Association.

Section 9. All actions of the Executive Committee must be approved by a majority of members present and voting at a duly constituted Association meeting.

Article VI
Officers

- Section 1. The officers of the Association shall be: President, Vice President, Treasurer, Secretary, and Communications Officer.
- Section 2. Officers shall serve a term of one year. They may be reelected to the same office.
- Section 3. Whenever, for any reason, a vacancy shall occur in the office of President, the Vice President shall automatically succeed to the office of President. Any vacancies in the other offices shall be filled by appointment of the Executive Committee from within its membership.
- Section 4. The duties, function and responsibilities of the officers shall be those usually performed in a similar association and set forth in the bylaws.

Article VII
Meetings

- Section 1. The Association shall hold an annual meeting with the date, time and place determined by the Executive Committee.
- Section 2. Notice of the annual meeting shall be mailed to all residents and property owners at least two (2) weeks in advance. It shall contain notice of any matters to be voted upon.
- Section 3. The order of business at the annual meeting shall be as follows, unless otherwise waived:
- a. roll call;
 - b. proof of due notice of meeting;
 - c. minutes of previous annual meeting;
 - d. treasurer's report;
 - e. Executive Committee's statement of affairs and proposed program;
 - f. election of new Executive Committee members;
 - g. new business; and
 - h. adoption of proposed program.
- Section 4. Twenty-five (25) members of the Association shall constitute a quorum for the transaction of business at an Association meeting.
- Section 5. A majority of members present, provided there is a quorum, may decide any question properly brought before an Association meeting.
- Section 6. A special meeting of the Association shall be held when at least fifteen (15) voting members or a majority of the Executive Committee by request in writing to the Secretary. Such meeting shall be held within two weeks (14 days) of receipt of the petition. Only items listed on the agenda and meeting call may be voted on.

Article VIII
Dues and Fiscal Year

- Section 1. Dues are payable upon application for membership and for each fiscal year.

Section 2. The fiscal year of the Association shall be July 1 to June 30.

Section 3. The amount of dues shall be determined by the Executive Committee.

Article IX
Committees

Section 1. The Executive Committee shall establish any committees which it deems desirable to assist in carrying out its responsibilities.

Section 2. No committee shall last for more than one year without being reestablished by the Executive Committee.

Article X
Amendments

Amendments to this Constitution and to the Bylaws (when written) may be proposed by any member in writing. A proposed amendment must be filed with the Recording Secretary at least thirty (30) days prior to the meeting at which the amendment is to be considered. The membership will be informed of the substance of the proposed amendment. The amendment shall become effective upon adoption by a majority of those present at the meeting provided a quorum is present.

Article XI
Effective Date

This Constitution shall become effective on September 9, 2012. Adopted this 9^h day of September, 2012.

Chairperson pro tem

Secretary pro tem

Revised: November 17, 1981
September 9, 1990
September 9, 2012