

BROOKFIELD HERITAGE NEIGHBORHOOD ASSOCIATION BYLAWS

Rev. September 2018

Article I: Duties of Officers

Section 1. President

The President shall:

- 1.** Be the chief presiding officer of all meetings of the Association and be responsible for the calling of such meetings.
- 2.** Be the chief presiding officer of all meetings of the Board and be responsible for the calling of such meetings.
- 3.** Be responsible for the carrying out of the directives of the Board.
- 4.** Be responsible for the appointment of committees and committee chairpersons as required and the assignment of duties to such committees. The President shall be an ex-officio member of every committee.
- 5.** Be responsible for empowering the officers of the Association to carry out their assigned tasks.
- 6.** Be the liaison to City government and other neighborhood associations.

Section 2. Vice President

The Vice President shall:

- 1.** Perform all tasks assigned by the President and assist the President in the supervision of the work of committees of the Association.
- 2.** Preside at all meetings in which the President is absent and call meetings of the Board if the President is incapacitated.
- 3.** Direct the Association's efforts to solicit and retain dues-paying members.

Section 3. Treasurer

The Treasurer shall:

- 1.** Be responsible for the collection of and the disbursement of all Association monies.
- 2.** Open and maintain in the Association's name such checking and/or saving accounts as are normal and customary in a bank to be named by the Board, with the President and the Treasurer having the authority to sign checks, make withdrawals and deposits.
- 3.** Promptly deposit all monies paid to the Association in the appropriate bank depositories under the Association name.
- 4.** Pay upon approval of the Board any bills of the Association.
- 5.** Keep accurate, complete and current records of all financial transactions of the Association, including documentation for each disbursement and receipt of money, and make such records available to any member upon reasonable demand and at reasonable times and places.
- 6.** Maintain a record of membership dues collected from Neighborhood residents.
- 7.** Make a financial report at each quarterly Board meeting and present a yearend financial report at the annual meeting of the Association. The fiscal year shall run from July 1 to June 30.
- 8.** In the absence of the President, Vice President, and the Secretary, conduct the meetings of the Association.

Section 4. Secretary

The Secretary shall:

- 1.** Record and transcribe accurately and fully the minutes of all meetings of the Association and Board, both regular and special.
- 2.** Preserve such minutes in an appropriate loose leaf or bound book used specifically for such purposes and cause such minutes to be posted on the Association's internet site(s).
- 3.** Make available to any member of the Association copies of such minutes at reasonable times and places.
- 4.** Report the proceedings of any meetings for which records exist upon request to do so at any regular meetings of the Association.
- 5.** Perform all other duties as are normal to the Office of Secretary.
- 6.** In the event the Secretary is unable to attend and record the proceedings of a meeting of the Association, the Secretary shall be responsible for having a replacement present to assume such duties.
- 7.** In the absence of the President and Vice President, the Secretary shall conduct the meetings of the Association.
- 8.** Maintain historical records of significance to the Brookfield Neighborhood, as may be provided by Association members, in a permanent file.

Section 5. Communication Officer

The Communication Officer shall:

- 1.** Be responsible for assembling and editing the Association Newsletter and internet site content.
- 2.** Assure that the Association Newsletter be published and mailed to the entire membership as needed.
- 3.** Assure that notices of all Association meetings be sent to the membership as required under “Article IX: Meetings” of the Association’s Constitution.
- 4.** Be responsible for informing the membership of social, educational, or recreational events which the Communication Officer deems relevant to the Association’s purpose and/or those events the Board approves.
- 5.** Be responsible for developing and/or coordinating those social, education, and recreational events deemed appropriate for the Association by the majority vote of the Board.

Article II: Committees

1. The Association may form committees from its members and other resource persons as deemed necessary by the Board to carry out the Purpose of the Association set forth in its Constitution. These may include but not be limited to the following areas of interest:
 - a. Government:
Awareness of issues before the East Lansing Council and its appointed committees or commissions, attending public meetings thereof when necessary.
 - b. History:
Maintenance of a historical archive of the Brookfield area and recording current events in the neighborhood and of the Association which are of historical import.
 - c. Environment:
Assessment of the neighborhood's environment including right-of-way trees and public open space, and gaining the advice of knowledgeable persons on how to maintain and improve the neighborhood environment.
 - d. Welfare:
Ensuring that Association members are aware of health and safety concerns affecting the neighborhood in general and individual members with special needs in particular, undertaking such programs of assistance deemed appropriate by the Association.
 - e. Social:
Encouraging interaction and sharing among Association members through neighborhood events, communication outlets, special purpose gatherings, and similar outreach activities.
 - f. Public Safety:
Developing communication resources and accessing public safety services and personnel as may be necessary to ensure neighborhood security.
 - g. Disaster Preparedness:
Providing information, training, and coordination guidelines with public safety organizations to prepare for and respond to emergencies that may impact the neighborhood.
2. The President may appoint members to a committee and shall either appoint a Chairperson therefore or may elect to allow the committee members to select their own Chairperson.
3. The President may appoint a Committee Chairperson and allow the Chairperson to select the members of the committee and to determine their number.
4. The President, with concurrence of the Board, may dissolve a committee.
5. The Board shall, within thirty (30) days of the Association's annual meeting, review all committees to:
 - a. Determine if such committees shall continue;
 - b. Examine their charge and make program recommendations;
 - c. Verify their membership participation; and
 - d. Receive a report of the committee's findings.