

BEACON WOODS NEIGHBORHOOD ASSOCIATION BY LAWS- 2025 Updated

ARTICLE 1 - GENERAL

SECTION A: The name of the association shall be:

BEACON WOODS NEIGHBORHOOD ASSOCIATION (herein referred to as BWNA)

SECTION B BOUNDARIES: **NORTH:** Robert Street, Rolston Street (West Side), Vance Avenue, Lions Park, Santa Lisa Court, Eastwood Drive, Vance Avenue (South Side) **SOUTH:** E State Boulevard (North Side) **EAST:** N. Coliseum Blvd (West Side) **WEST:** Woodward Avenue (East Side), Lawndale Drive (North Side), Buena Vista Drive (East Side), Vance Avenue (North Side), Crescent Avenue (East Side)

ARTICLE 2 - PURPOSE The purpose of this non-profit organization shall be as follows:

1. To promote direction and services to the neighborhood through cooperative activities that we may better serve the needs of the residents and businesses in the neighborhood in which we live and work.
2. To establish needed and necessary policies and programs for the general improvement of the neighborhood.
3. Identify and help to resolve neighborhood issues by forming specialty committees concentrating on the major areas of concern; Planning, Newsletter, Special Projects, Recreation, Neighborhood Watch.
4. To encourage and establish mutual concern and a spirit of friendliness for each other as neighbors, and that we may practice better ways of living.
5. To help make members aware of city, state, and federal ordinances which affect them and our neighborhood.
6. To help the neighborhood have a voice in our local city government

ARTICLE 3 - MEMBERSHIP

SECTION A: The ELIGIBLE MEMBERSHIP of the BWNA

shall consist of all who reside, or who own or operate a business, within our boundaries who are 18 years of age or older.

SECTION B: MEETINGS

1. ASSOCIATION MEETINGS of the BWNA shall be held Bi-Monthly on the third Wednesday in February, April, June, August, October, and December.
2. MEETING/BOARD ELECTIONS of the BWNA shall be annually held at the October Bi-Monthly meeting.
3. SPECIAL MEETINGS: Any individual or group of residents who ask for a special meeting of the BWNA must notify an officer or board member. Special meetings may be called by action of two thirds (2/3) of the elected board members and must include two (2) officers.

SECTION C: VOTING RIGHTS

1. Any eligible member who has paid their annual dues shall have the right to one (1) vote.
2. All issues shall be decided by a majority vote of those in attendance at the annual Meeting/Board Elections in October. In the case of a tie, the President shall cast the deciding vote.
3. Absentee votes shall be allowed. The absentee vote must be submitted to the BWNA Board Secretary prior to the meeting in a signed, sealed envelope. The vote will be unsealed by the Secretary at time of voting and recorded. You must be an eligible voting member of the BWNA to submit absentee votes.

ARTICLE 4: OFFICERS (BOARD OF DIRECTORS)

SECTION A: OFFICERS OF THE BWNA

1. The officers of the BWNA shall be; President, Vice President, Secretary, Treasurer, and a Business Representative.
2. Election of Officers: Elections to be held by ballot vote at the annual Meeting/Board Elections in October.
3. Terms of Office: Each term of office is for two years, with the President, Secretary, and Business Representative on the first cycle, and the Vice President and Treasurer on the alternating term cycle. The President, Secretary, and Business Representative official two year term will start at the 2026 election, therefore they will only serving a one year, partial term upon the 2025 elections.
4. Vacancies: All vacancies shall be filled by majority vote of the Board of Directors. Officers so selected shall serve during the remaining part of the term of the vacated seat.
5. Partial Term: Any person serving a partial term may run for a full term once the term has expired. The election will be held at the Annual Association Meeting.

SECTION B: DUTIES

1. President

- A. The President shall preside at all BWNA Bi-Monthly Meetings and Meetings of the Board of Directors.
- B. Shall appoint committees and act as an ex-officer member of each.
- C. Shall enforce the By Laws, generally administer the affairs and preserve the assets of the BWNA.

2. Vice President

- A. The Vice President shall work closely with the President and provide assistance as needed.
- B. Shall preside at all BWNA Bi-Monthly Meetings or Meetings of the Board of Directors in the absence of the President.

3. Secretary

- A. The Secretary shall keep the minutes at all Bi-Monthly Meetings or Meetings of the Board of Directors.
- B. Shall keep file of all minutes and other reports as required By Law or at the request of the President and/or Board of Directors.
- C. Shall issue notices and file petitions per request of the President and/or Board of Directors.
- D. Shall conduct the general correspondence of the BWNA.
- E. Will maintain record of each committee to contain description and members.
- F. Shall keep attendance of members for each association meeting.
- G. Secretary may delegate responsibilities to others but must oversee all work.

4. Treasurer

- A. Treasurer shall receive, record and deposit all money collected from dues or specific fundraising projects, into the BWNA approved bank account.
- B. The Treasurer and the Association President shall have authorization to sign checks. Any disbursements from the BWNA approved bank account will not be made without prior Board authorization.
- C. The Treasurer shall collect annual dues at each BWNA Bi-Monthly Meeting or Meeting of the Board of Directors.
- D. Will maintain an up to date and accurate record of members who are eligible to vote.

5. Business Representative

- A. Business Representative shall be a business representative that is an eligible member
- B. Business Representative shall act as a voice for business owners withing the neighborhood
- C. Business Representative shall assist in outreach to new businesses and help to support in-kind donations

ARTICLE 5 - BOARD OF DIRECTORS

SECTION A - STRUCTURE

- 1. Number and Who: The Board of Directors consists of the five elected Officers.
- 2. Chairperson: Acting President of the BWNA.
- 3. Quorum: Shall be three officers.

SECTION B - DUTIES

- 1. The Board of Directors shall direct and oversee the ongoing affairs of the BWNA.
- 2. Shall investigate any matters affecting the BWNA or the general welfare of the neighborhood.
- 3. All petitions or BWNA sponsored contracts require a majority vote by the Board of Directors for approval

4. Shall assess member dues annually. Any request for change requires a majority vote of approval by BWNA Board of Directors. Dues are payable through the calendar year running January 1 through December 31.
5. Shall prepare agenda for the BWNA Bi-Monthly Association meetings.
6. Shall meet bi-monthly, if necessary, in addition to the BWNA Bi-Monthly Association meeting, starting January.
 - A. If a Board Member is going to be absent from a meeting they must notify the President or Vice President prior to the meeting. No notification constitutes an un-excused absence.
 - B. 3 or more consecutive, un-excused absences will be just cause for removal.

ARTICLE 6 - COMMITTEES

SECTION A - STRUCTURE

1. The President shall appoint all committees following the October Meeting/Board Elections and prior to the beginning of the following term.
2. Committee will be formed from eligible members.
3. All committees are responsible to the BWNA Board of Directors. Committees must present to the BWNA Board of Directors in writing any new proposals. Approval of new proposals must be by a majority vote of the BWNA Board of Directors.
4. Will have a minimum of 2-5 members depending on committee
5. Each Committee of the 2-5 members will be led by one board member appointed by the President of BWNA.

ARTICLE 7 - BY LAWS

SECTION A - REVIEW/AMENDMENTS

1. By Laws shall be reviewed annually by the Board of Directors.
2. By Laws can only be amended by a majority vote of the BWNA Board of Directors.
3. BWNA Members shall be notified of recommended changes, by newsletter, social media, or email, prior to the vote at the next BWNA Bi-Monthly Association Meeting or BWNA Board of Directors Meeting at least 10 days in advance.

ARTICLE 8 - ASSOCIATION DUES

SECTION A - REVIEW/AMENDMENTS

1. Annual dues cover membership from January 1 through December 31.
2. Association dues annual amount charged shall be reviewed by the BWNA Board of Directors.
3. Membership dues must be paid on an annual basis or eligible member will forfeit their BWNA voting rights.
4. Any change to the annual due amount charged shall require a 65% majority vote of BWNA Board of Directors at the annual Meeting/Board Elections in October.
5. BWNA annual dues charged is \$5 per eligible member.

ARTICLE 9 - ORDER OF BUSINESS

SECTION A - PROCEDURAL AUTHORITY

1. Roberts Rules of order shall not supersede these By Laws but shall be utilized as the governing rules regarding all question of parliamentary procedures not detailed herein.

SECTION B - ORDER OF BUSINESS

1. Meeting called to order by presiding officer
2. Secretary's Report
3. Treasurer's Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Appointment of Committees as needed
8. Adjournment

SECTION C - SPECIAL FEATURES/CIRCUMSTANCES

1. Special features such as speakers, elections, etc. may be placed in order as the presiding officer may choose.
2. The order of business may be changed by a majority vote of BWNA Board members present at meeting.

ARTICLE 10 - NON-DISCRIMINATION/PRIVATE BENEFIT

SECTION A - NON-DISCRIMINATION

1. In all of the membership, activities, and programs, the BWNA shall not discriminate against any person on the basis of race, creed, sex, marital status, handicap, sexual orientation, age or national origin.

SECTION B - PRIVATE BENEFIT

1. In no event shall the program, benefit, activities, or assets of the BWNA become to the advantage of any person having a personal and or private interest in the activities of the BWNA.

ARTICLE 11 - DISSOLUTION SECTION A - DISSOLUTION

1. In the event that the BWNA shall cease to exist and shall be dissolved, all assets shall be distributed to such non-profit, charitable organization, as shall be determined by order of the Allen County Circuit Court Judge, on petition of any interested party.