

BYLAWS OF THE CORONADO NEIGHBORHOOD ASSOCIATION

ARTICLE 1. MISSION STATEMENT

The Purpose of the Coronado Neighborhood Association (CNA), hereinafter called the "Association", shall be to enhance that area of the City of El Paso, El Paso County, State of Texas bounded on the West by Interstate 10, bounded on the North by Resler Drive including Sandcastle and Western Skies Subdivisions, bounded on the East by Mesa Street, bounded on the South by Sunland Park Drive; hereinafter as to the Association area, to promote a better neighborhood and community through group action, so that the quality of life in the area shall be in keeping with the social, environmental, cultural and historic needs and interests of the residents. To this end, the activities of the Association shall include, but are not limited to, sponsoring cooperative planning research, fundraising, and public education programs, as they are deemed necessary.

ARTICLE II. MEMBERSHIP

A. The general membership of the Association shall be comprised of residents, property owners and businesses within the Association boundaries and are persons interested in Association issues.

B. A voting membership shall be allocated to one member representing each postal address within the Association boundaries.

C. The annual dues of \$20.00 are payable at the time of enrollment in the Association. Members enrolled after June 30 shall be assessed \$10.00 for that year. Any member whose annual dues are delinquent beyond January 30 may not be a voting member.

D. The membership shall not be denied on the basis of views or opinions opposite the activities or purposes of the Association.

ARTICLE III. OFFICERS

A. The voting members of the Association shall nominate and elect the Officers of the Association. The Officers of this Association shall hold office for a term of one (1) year. The term of office shall begin at the close of the Annual Meeting. The officers of this Association shall be President, Vice President, Secretary and Treasurer. The Officers of the Association will comprise the Board of Directors.

B. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the Association, shall appoint any special committees necessary for the operation of the Association business, and shall act as official spokesperson for the Association.

C. In the absence of the President, the next present officer as in A above shall be empowered to assume the duties of the President.

D. The Vice President shall, in the absence of the President, assume all of the duties of that office. The Vice President shall be responsible for publicity and notifications of meetings of the Association through the Area Representatives.

E.The Secretary shall keep records of all formal meetings, relevant correspondences and legal transactions of the Association. Minutes of each meeting shall be made available for review as provided for under Robert’s Rules of Order. A copy of meeting minutes shall be submitted to the El Paso City Designated Representative (DNR) within ten (10) days of each meeting.

F.The Treasurer shall keep all financial receipts and a permanent record of all financial business of the Association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.

G.The Board of Directors shall organize the Area Representatives. They shall be Voting Members and serve specific areas within the Association boundaries.

H.Any officer can be removed by a two-thirds (2/3) vote of the dues paying membership attending any meeting. The DNR requires notice of any meeting involving the recall of an officer.

ARTICLE IV. COMMITTEES

A.The President shall have the power to appoint committees as necessary to implement the purposes of the Charter.

B.The President shall be an ex-officio member of all committees.

ARTICLE V. MEETINGS

A.An Annual Meeting shall be held on the third Tuesday in January as directed by the President.

B.Quarterly Meetings shall be held on each third Tuesday in April, July, and January.

C.Interim Meetings may be called by the President or at the request of not less than ten percent of the Voting Membership submitted to the Board of Directors in writing.

D.Notices regarding Association activities shall be distributed as agreed upon by the Board of Directors.

E.Voting Members present shall constitute a quorum at the Regular or the Special Meeting.

F.The Board of Directors shall meet once a month as directed by the President. All Board of Directors Meetings shall be public and open to any interested persons.

ARTICLE VI. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

A.Nominations of Officers shall be made from the floor at the Annual Meeting.

B.Election of Officers shall be held on the same day as the nominations.

C.Upon installation of the Officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the Bylaws which are in the possession of the outgoing Officers shall be submitted to the newly elected counterpart within ten (10) days of the Annual Meeting.

D.Any vacancies occurring during the year of any Officer or member of the Area Representatives shall be filled by appointment by the Board of Directors.

ARTICLE VII. FISCAL RESPONSIBILITY

A.Expenditure of funds of the association may not be made without the signatures of at least one (1) of the Officers and the Treasurer.

B.Financial records of the Association shall be audited at least once a year by a committee of at least two (2) Voting Members appointed by the President prior to a new Treasurer's taking office or at the request of a majority of the Voting Members at any meeting.

ARTICLE VIII. AMENDMENT OF BYLAWS

A.These Bylaws may be amended by two-thirds (2/3) of the Voting Members present at a Regular or Special Meeting.

ARTICLE IX. GENERAL

A.The rules in the current edition of Robert's Rules of Order shall govern the Association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of this Charter and the Bylaws or any special rules that the Association may adopt.

B.If any part of the Charter and Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby and only the affected portions are declared eliminated.

C.No Officer, representative, spokesperson or member shall have any financial liability of the Association.

DATE ADOPTED: _____

PRESIDENT

SECRETARY

