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# WOODCLIFFE NEIGHBORHOOD BYLAWS

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WNA



## Contents

Article I Definition .....	1
Article II Purpose.....	1
Article III Structure.....	1
Article IV Roles and Responsibilities.....	2
Article V Membership Dues .....	2
Article VI Meetings.....	3
Voting.....	3

## Article I Definition

### Section 1. Name:

The name of the organization shall be Woodcliffe Neighborhood Association (WNA).

### Section 2. Membership

Membership shall be open to all residents within the Woodcliffe neighborhood, non-resident property owners and businesses within the Woodcliffe neighborhood boundaries. Currently the bordering businesses are Halls Sports Center, Kustum Kreations, Affordable Fence, and Jim's Auto Sales.

### Section 3. Boundaries

WNA boundaries: southwest corner of Getty St. and Broadway to Fielstra Dr. Streets include Woodcliffe Drive, Fielstra Dr, Overbrook Dr., Overbrook St., Lincoln Ave., Lincoln Court and Summit (east of Harris Park to Getty).

## Article II Purpose

### Section 2. Purpose

The overall purpose of the neighborhood association shall be to promote a better neighborhood and community through group actions. Specific desired results are:

- a. Provide a process by which all members may get involved in the affairs of our neighborhood
- b. Educate our residents by communicating pertinent community information
- c. Establish a line of communication with other city neighborhood organization to promote city improvements
- d. Active representation in front of city government to garner support in neighborhood improvements.
- e. Promote goodwill among our residents
- f. Improve the quality of life

## Article III Structure

### Section 1. Officers

The officers of the association shall be: President, Vice President, Secretary and Treasurer

### Section 2. Committees

The membership may establish necessary committees at any meeting in addition to the president.

### Section 3. Block Captains

A person who is a resident of the Woodcliffe Neighborhood and is willing to address situations affecting their block

### Section 4. Board Members

The Board shall consist of the association's officers plus up to five board members

## Article IV Roles and Responsibilities

### Section 1. Duties of the Officers

- a. **President:** The president is responsible for the overall leadership of the association. The president shall prepare the agendas and preside over all general membership meetings; make sure members are notified of the meeting dates, time and location; represent the organization in a public capacity; keep the agenda focused and within the allotted time; bring issues to a vote as needed; follow up on decisions made; and mediate arguments.
- b. **Vice President:** The vice president shall assist the president and shall function as the President in the President's absence and follow up on tasks assigned to members of the association.
- c. **Secretary:** The secretary shall keep minutes and written records of all general membership meetings; shall assist the president and vice president with meeting notifications
- d. **Treasurer:** The treasurer shall be accountable for all WNA funds and shall give an accounting at each general membership meeting; shall disperse funds with all distribution requiring the signature of the Treasurer and another officer. In the event the organization is dissolved the Treasurer shall be responsible for drafting a resolution to donate any remaining assets to a charitable organization.

### Section 2. Board of Directors

The board of directors shall be responsible for the management of WNA between general membership meetings. Board members shall attend regular meetings of the board and association, shall also be accountable to the general membership.

### Section 3. Block Captains

- a. Monitors and record situations that might be detrimental to persons in his/her block
- b. Meets periodically with the president on issues affecting his/her block.
- c. Assists with the dissemination of information received from the Neighborhood Chairperson for the resident's block
- d. Attend WNA meetings and periodic city council meetings

## Article V Membership Dues

No membership dues will be assessed

## Article VI Meetings

### **Section 1. General Membership Meetings**

Meetings will be held at a minimum of once per quarter, or often as deemed necessary

### **Section 2. Quorum**

At least eight (8) must be present to conduct official business

### **Section 3. Meeting Agendas**

The president shall be responsible for preparing the meeting agendas. Agenda may be changed by agreement of members present at the meeting.

## Voting

- a) Voting is limited to persons 18 years of age or older that live or own property within the Woodcliffe neighborhood.
- b) Officers and board members shall be elected for a period of one year and shall serve from October 31 to November 1 of the following year.
- c) Only persons eligible for WNA membership shall be eligible to hold office