

Grixdale Farms Neighborhood Association

Bylaws

Article 1 – Purpose and Authority

These Bylaws establish the rules and procedures for the governance and operation of the Grixdale Farms Neighborhood Association (“the Association”) in alignment with its Constitution.

Article 2 – Membership

Section 1: Eligibility

Membership is open to all persons verified as residents, property owners, businesses, and organizations within the Association boundaries, as defined in Article 2 and 3 of the Constitution.

Section 2: Membership Registration

Membership shall be established through completion and verification of a membership registration form. Member verification for residents is determined by photo ID, listed property owner, or proof of residency, that reflects the neighbors name and address in our boundaries. Businesses and Organizations verification is determined by the owner or manager’s record of deeds that reflect physical location within our boundaries.

Grandfathered members are those who were established prior to the implementation of this document and are considered in good standing until January 2027. The GFNA board maintains an official membership registry (See Article 12)

Section 3: Good Standing

A member is considered in good standing if:

- Their membership is verified and currently resides within the boundaries.
- Dues (if applicable) are paid
- They adhere to the Association's Code of Ethics

Section 4: Rights of Members

Members in good standing shall have the right to:

- Attend meetings
- Participate in discussions
- Vote (dues paid or waiver filed and 18+ years old)
- Run for elected positions

Section 5: Transferability

Membership is not transferable.

Section 6: Termination of Membership

A person's membership shall be terminated by death, resignation, change in eligibility, or failure to pay dues (if applicable). A person's membership may be terminated by vote of the Board for breaches of the Association's By-Laws.

Article 3 – Meetings

Section 1: General Meetings

The Association shall hold at least three (3) general membership meetings annually.

Section 2: Annual Meeting

The annual meeting shall include:

- President's report
- Treasurer's financial report
- Board elections
- The Board shall post notice of the Annual Meeting on the website at least 21 days before the final agenda is compiled.

Section 3: Special Meetings

Special meetings may be called by:

- The Board of Directors

Section 4: Notice

A minimum of seven (7) days' notice shall be provided for all meetings.

Section 5: Quorum

- A quorum for general membership meetings shall consist of at least **10% of active members** or 20 members.
- A quorum for board meetings shall be a **simple majority of sitting board members**.

Section 6: Voting

- Each eligible member 18 years and older in good standing shall have one vote
- Voting may occur in person or via approved virtual methods
- Vote by proxy is not permitted
- Decisions shall be made by majority vote unless otherwise specified

Section 7: Procedures

Meetings shall follow **Robert's Rules of Order** unless otherwise specified in these bylaws.

Guiding Principles of Robert's Rules of Order:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to hear what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one motion can be discussed at a time

Refer to supplemental document titled ***Robert's Rules of Order Simplified*** for complete instructions on how to implement.

Article 4 – Board of Directors

Section 1: Authority

The Board shall manage the affairs of the Association between general membership meetings and remain accountable to the membership.

Section 2: Responsibilities

The Board shall:

- Implement decisions of the membership
- Ensure compliance with the Constitution and Bylaws
- Oversee committees and operations
- Maintain transparency with members

Section 3: Vacancies

Vacancies may be filled by majority vote of the Board for the remainder of the term. Vacancies should be filled within 3 months of vacancy creation, unless the vacancy occurs within 2 months of elections.

Section 4: Termination of Office

A term shall be equal to two (2) years. Board members are eligible for reelection after the expiration of a term.

Article 5 – Officers

Section 1: Officers

Officers shall include:

- President
- Vice President
- Secretary
- Treasurer

Section 2: Duties

President

- Presides over meetings
- Sets agendas
- Provides leadership and direction

Vice President

- Supports the President
- Oversees committees
- Acts in absence of President

Secretary

- Maintains meeting minutes and records
- Oversees membership documentation

Treasurer

- Manages finances
- Provides financial reports
- Ensures proper handling of funds

Section 3: Financial Controls

- All deposits and disbursements require at least two authorized and recorded approvals
 - Financial records shall be available for review upon request
 - Authorized approvers are the Treasurer and Board President
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Article 6 – Committees

Section 1: Establishment

The Board may establish standing and ad hoc committees as needed.

Section 2: Standing Committees

Standing committees may include, but are not limited to:

- Communications Committee
- Events Committee
- Membership Committee
- Safety and Standards Committee

- Neighborhood Growth and Stewardship Committee

Section 3: Communications Committee

The Communications Committee shall:

- Manage website and digital platforms
- Oversee communications and outreach
- Maintain records and data security
- Support event documentation

Section 4: Reporting

All committees shall report regularly to the Board.

Article 7 – Elections

Section 1: Nominations

Nominations shall be open to all eligible members in good standing.

Section 2: Voting

Elections shall be conducted at the annual meeting and may include virtual voting methods.

(removed Section 3 & placed Term Limits under Article 4 since it refers to the Board)

Article 8 – Code of Ethics

All members shall:

- Members shall provide accurate information in matters related to the organization, avoid knowingly making false or misleading statements, honor commitments made to the organization, and refrain from conduct that undermines trust within the community.
- Conduct themselves in a way that is respectful of others at all association meetings and events.
- Disclose potential conflicts of interest
- Protect confidential information,

- Not harass, threaten or attempt through any means to control or instill fear in any member, owner, resident, employee, contractor or city officials.
- Not advocate or support any action or activity that habitually violates regulatory requirements, city ordinances, state or local laws.

Failure for any member to uphold this code may result in grounds for board review or removal.

Article 9 – Removal and Accountability -

Section 1: Grounds for Removal

A board member may be removed for:

- Failure to perform duties
- Misconduct or unethical behavior
- Excessive absence from meetings without notice

Section 2: Process

- A formal complaint must be submitted
 - The member shall be given notice and an opportunity to respond (7 days)
 - The Board may recommend removal
 - Final removal requires a **majority vote of the board**.
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Article 10 – Non-Discrimination Policy

The Association shall not discriminate on the basis of race, color, religion, gender, age, disability, sexual orientation, or any other protected status.

Article 11 – Finances

Section 1: Use of Funds

Funds shall be used solely to support the mission of the Association.

Section 2: Dues

Dues shall be determined by the Board and approved by membership.

Annual dues will begin at the first meeting of 2027. The suggested amount per member will begin at \$10 annually and may increase in the future with six months notice. The board has the option to waive the fee with consideration to in-kind donations and extreme circumstances.

Annual Dues shall pay for the remainder of the Calendar Year.

Section 3: Financial Reporting

A financial report shall be presented annually and made available to members.

Article 12 – Records and Transparency

The Association shall maintain:

- Meeting minutes
- Financial records
- Membership records

Members may request access to records with reasonable notice.

Article 13 – Amendments to Bylaws

These Bylaws may be amended by:

- A majority vote of the Board
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Article 14 – Annual Review

The Constitution and Bylaws shall be reviewed annually to ensure relevance and effectiveness.

These Bylaws were approved and adopted by a majority vote of the general membership on the _____ day of _____ 2026. They are active and effective immediately.