

BYLAWS
of the
UNIVERSITY AREA COMMUNITY COUNCIL
(Revised June 5, 2002)
(Revised April 6, 2005)

ARTICLE I: NAME

The name of this organization shall be the University Area Community Council.

ARTICLE II: BOUNDARIES

The UACC shall encompass the area bounded by Lake Otis Parkway on the west, Tudor Road on the south, Baxter Road on the east and Northern Lights Blvd. on the north.

ARTICLE III: DEFINITION

The council is a non-profit, voluntary, self-governing association composed of residents, property owners, business owners, and representatives from non-profit associations and other entities located within the council boundaries.

ARTICLE IV: PURPOSE

The purpose of the council shall be to improve communications between the citizens of the community and all entities, which may affect it, to encourage community involvement of all citizens, and to respond to local government proposals submitted to the council.

ARTICLE V: MEMBERSHIP

Section 1. Eligibility

Any person 18 years of age or older who is a resident, property owner, or the representative of a business, institution or other organization within the council boundaries is eligible for membership. Organizations, businesses, and institutions recognized by the community council and located within the council boundaries will be limited to one vote per issue at council meetings.

Section 2. Voting

Every eligible member as defined in the preceding section shall have one vote. There will be no proxy voting.

Section 3. Membership Year

A membership year shall run from October 1 through September 30 of the following year.

ARTICLE VI: ORGANIZATION

Section 1. Structure

The formal organization of the UACC shall consist of four officers, an executive board, and standing committees as follows:

A. Officers

The officers shall consist of a President, Vice-President, Secretary-Treasurer, and the immediate Past President.

B. Executive Board

The Executive Board shall consist of the four officers, two members -at-large, and the chairperson of each standing committee.

C. Standing Committees

Standing committees shall be organized with the following areas of concern: Planning and Zoning, Parks and Recreation, Community Protection and Traffic.

D. Ad Hoc Committees

Ad hoc committees shall be formed as necessary to meet a temporary need.

Section 2. Selection

Selection procedures shall be as follows:

A. Officers

Officers shall be elected by the general membership at the September meeting, for a one-year term beginning immediately or until their successors are elected.

B. Standing Committee Chairpersons

Standing committee chairpersons shall be elected at the first meeting of each standing committee in October, and shall serve a one-year term. A standing committee facilitator may be appointed by the president to serve until a committee is formed.

C. Executive Board Members -at-Large

Executive Board Members -at-Large shall be elected in September for a one-year term.

D. Committees

Committees shall be open to any member who wishes to serve.

E. Removal from Office

An executive board member may be removed from office for due cause by a two-thirds vote of the executive board.

Section 3. Responsibilities

A. President

The president shall be responsible for running the general meetings, calling and presiding at Executive Board meetings, acting as a clearinghouse of information and representing the interests of the community council.

B. Vice-President

The Vice-President shall assume the duties of the presidency during the absence of the president, and shall assist the president in representing the council to the community.

C. Secretary-Treasurer

The Secretary-Treasurer shall keep written records of all council proceedings, keep minutes of the general meeting and forward copies to the Community Councils Center, handle correspondence as directed by the president, keep the financial records, including preparing a brief monthly financial statement and year-end report.

(Added April 6, 2005) *Each August the Secretary shall summarize all UACC resolutions and provide them to the membership both through snail mail and email.*

D. Executive Board

The Executive Board shall be empowered to make emergency decisions on behalf of the general membership when action is required before the next regular meeting. Any such decision must be agreed to by a majority of all executive board members. The executive board shall make appointments to fill any vacancy until the next regularly scheduled election.

E. Committee Chairpersons

Committee chairpersons shall call and preside at committee meetings and report committee activities to the general membership.

Section 4. Meetings

A. General meetings shall be held monthly September thru August with the option of canceling meetings if not needed. A quorum shall be a majority of the executive committee, two of whom must be officers. Decisions shall be made by simple majority.

B. Executive board meetings shall be held monthly as needed and shall be open to the general membership.

ARTICLE VII: FINANCES

Funds collected by the council shall be deposited into a special account at an established bank with the Secretary-Treasurer being responsible for all deposits and accountings. Funds shall be disbursed only to further the legitimate purposes of the community council. The officers shall be authorized to sign checks, with at least two signatures required.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by the following process: Any proposed amendment shall be introduced and read at a regular meeting, and shall be voted on at the next regular meeting. Bylaw changes must receive a two-thirds majority of members present to pass.