

Burroughs Neighborhood Organization

as approved

April 14, 2008

1. Mission Statement

- a. *The Burroughs Neighborhood Organization (BNO) is a members driven organization to improve the quality of life in our neighborhood.*
- b. The people of the Burroughs Neighborhood Organization will focus on four main values:
 - i. *Safety* (Block Watch, Safety Tips Etc)
 - ii. *Community Care* (Block Parties, Clean Up, Elderly Care)
 - iii. *Communication* (Website, Email, Flyers, Etc)
 - iv. *Political Action* (Voter Assistance, City Council, Local Business Accountability)
- c. To prevent the BNO from becoming a stereotypical “neighborhood association” nuisance policing insignificant things, this Neighborhood Organization is restricting its involvement to the four values listed above unless the amendment proposed is passed by a simple majority vote by the members present.

2. Membership

- a. Membership is extended to anyone living in the residential area of south of Airport Highway starting on Barclay extending through Williamsdale. It can be extended at anytime with membership discussion and vote passed by simple majority of members preset.
- b. Everyone is able to vote, but only Member’s votes count towards change and amendments
- c. Membership to the BNO is gained by any resident or business who pays dues of \$5/year. Donations for more than the annual dues are also accepted and will be used by the governing committee in respect to the mission of the BNO. These dues are to be kept minimal and only used to cover the cost of expenses in running meetings/flyers/website management. (These dues can be made in payments as well.

3. Meetings

- a. Meetings will happen monthly on the second Monday of the month and will be organized and run by the Governing Committee
- b. Anyone can attend the meetings whether they are members or not.
- c. Suggested meeting schedule:
 - i. 7:00-7:15 - Various Committees meet too discuss needs/plans/etc
 - ii. 7:15-7:30 - Officer Mitchell offers crime reports of neighborhood
 - iii. 7:30-7:50 - Governing Committee presents needs/action for all members
 - iv. 7:50-8:00 - Final Comments

d. Meetings will take place at Burroughs Elementary School Cafeteria through the school year and the preside at the Lutheran Church over the summer months.

4. Organizational Structure

a. The Burroughs Neighborhood Organization will be lead by a Volunteer Governing Committee consisting of officers elected by the membership (such as President, Vice President, Secretary, Treasurer) and Chair Persons for the various committees. The purpose of this structure is to create an accountable group of volunteers who work in conjunction with the neighborhood to accomplish the mission listed above.

b. Every person will have a voice in all matters discussed during meetings.

c. The Volunteer Governing Committee of the Burroughs Neighborhood Organization:

i. Elected Officers

1. are to be nominated and voted on by the members present at the meeting. They will receive positions with a majority vote. Their term is for one full year.

2. President, whose functions are:

a. to preside at BNO meetings.

b. to represent the BNO to outside organizations or individuals

c. to carry out decisions approved by a majority vote

d. to uphold the integrity of the organization by example and to make recommendation for termination of membership for anyone insubordinate of mission statement or who willfully misrepresents the BNO.

3. Vice-President, whose functions are:

a. to substitute for the President in his/her absence, or at his/her request.

b. to serve as a member of special committees

4. Treasurer, whose functions are:

a. to maintain a current record of the financial transactions of the Neighborhood Council, and to provide a report of the financial balance as requested by the Governing Committee.

b. to deposit all collections into an account for the BNO.

c. to pay any bills incurred by the BNO, which have been approved by the Governing Committee.

5. Secretary, whose functions are:

a. to provide members of the BNO with a copy (or minutes) of the discussions and decisions made at meetings.

b. to maintain a file of the records and other official documents of the BNO.

c. to maintain an up-to-date list of all residents attending BNO meetings, including their addresses and phone numbers.

ii. Committee chairs

1. are to be nominated and voted on members of the BNO serving on designated committee

2. these chairs are to oversee the committee, to be responsible for the value, and to provide information to the members information regarding the designated purpose

3. there will be four committees based on the values listed above.

5. Amendments

a. Suggested amendments to the by-laws can be made by bringing them before the Governing Committee and then presented for vote to the membership. All members will have a voice and the suggested amendment must be passed by a simple majority vote of members present.