

Canyon North Neighborhood Association By-Laws

Article I Name and Mission Statement

The name of the association shall be Canyon North Neighborhood Association (CNNA). The CNNA Mission Statement is: To unite as neighbors to preserve the safety, beauty and value of our homes, property and families.

Article II Boundaries

The association will include the Canyon North Addition with legal description as stated in the rules and covenants of said addition and includes the area of White Oak Townhouse Village as set forth in the legal description of the owner's restrictions and protective covenants of that re-platted area. This area has been divided into six sections as designated by the acting Board of Directors of CNNA. Such sections may be realigned as deemed necessary and by majority vote of the Board of Directors.

Article III Membership

Section 1: Membership Composition. All the people who live within the boundaries of the Canyon North Addition shall be eligible for membership in the Association. Membership is obtained by paying annual dues to the CNNA. Membership shall be extended to all members of a household; however, each household shall be entitled to only one vote on issues during membership meetings and elections. The voting member must be 18 years old or older.

Section 2: Term of Membership. Effective October 1st – September 30th of each year. Dues for members joining after the annual membership drive shall not be reduced until after the first 6 months of the fiscal year then ½ of the total dues will be charged.

Section 3: Dues. Annual dues will be charged for a household. Dues shall be payable to the CNNA. Dues may be adjusted each year by the Board of Directors to reflect the financial needs of CNNA.

Article IV Board of Directors

Section 1: General Powers. The affairs of the CNNA shall be generally managed by the Board of Directors. However, approval of any expenditure over \$1,500.00 shall require the approval of the majority of members at the annual or a special meeting.

Section 2: Composition. The Board of Directors shall be composed of the President, Vice President, Secretary, Treasurer, six Section Chairmen, and the appointed Trustees/Honorary members. The six Section Chairmen shall be elected at the annual meeting by majority vote.

Section 3: Regular Meetings. Regular meetings of the Board of Directors shall be held at least quarterly.

Section 4: Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any majority of the Board members.

Section 5: Quorum. A quorum must be present to conduct any meeting of the Board of Directors. A majority of the members shall constitute a quorum.

Section 6: Payment. Members of the Board of Directors serve without any payment for their services.

Article V Officers

Section 1: Officers. The officers of the CNNA shall be President, Vice President, Secretary and Treasurer. The CNNA may elect such officers, as it may deem desirable. These elected officers shall have general supervision responsibility of the CNNA's affairs between meetings of the member of the Board of Directors.

Section 2: Election. The election for President, Vice President, Secretary and Treasurer shall be during the annual meeting in September.

Section 3: Terms. The term for all officers shall be from the time of election until the conclusion of the next annual meeting or until other successors are elected.

Section 4: Removal. Any officer may be removed by a petition signed by a majority of the members of the CNNA, or by a two-thirds (2/3) vote of the Board of Directors, when in their judgment, the best interests of the CNNA would be served.

Section 5: Vacancies. A vacancy in any office shall be filled by the Board of Directors.

Section 6: President. The President shall be the principal executive officer of the CNNA and shall generally supervise and control the business and affairs of the CNNA. The President shall preside at all meetings of the membership and the Board of Directors.

Section 7: Vice President. The Vice President shall assist the President in the performance of the duties of that office. The Vice President shall perform the duties of the President in the event of the inability of the President to act.

Section 8: Secretary. The Secretary shall keep the minutes of the membership meetings of the CNNA and the Board of Directors. The Secretary shall also insure that notices are given in accordance with these By-Laws and be the custodian of the records of CNNA. He/she shall perform other duties incident to the office of Secretary or those assigned by the President or the Board of Directors. All minutes of meetings shall be completed and on file within 10 days of such meeting.

Section 9: Treasurer. The Treasurer shall be responsible for all funds of the CNNA. He/she shall receive and issue receipts for all monies in the name of the CNNA to the financial institution selected by the Board of Directors. If required by the Board of Directors, the CNNA may provide the Treasurer a Schedule Bond in some reputable Surety or Casualty Company in the amount of ten thousand (\$10,000) dollars, or an amount sufficient to cover the amount of funds handled each year as determined from the annual audit report. The Treasurer shall provide monthly reports to the Board of Directors and at least bi-annual reports to the general membership.

Section 10: Trustees/Honoraries. Up to three (3) Trustees or Honorary members by be appointed by the Board of Directors and will function at the discretion of the Board.

Article VI Membership Meetings

Section 1: Annual Meeting. An annual meeting of the membership of CNNA shall be held during the month of September.

Section 2: Regular Meetings. The Board of Directors shall meet at least quarterly as scheduled by the President.

Section 3: Special Meetings. Special meetings may be called by the President or by a majority vote of the Board of Directors.

Section 4: Meeting Location. All meetings shall be held within the neighborhood or at a convenient facility within a reasonable distance from the neighborhood.

Section 5: Notice of Meetings. The annual meeting shall be preceded by seven to ten (7-10) days notice. Special meetings shall be preceded by 2 days notice. Flyers and signs will be distributed and posted to make notice of any meeting.

Article VII Committees

Committees will be formed by the Board of Directors. Committee Chairmen will be appointed to annual terms by the Board of Directors and members to the committee shall be recruited by the Committee Chairmen and/or the assistance of the Board of Directors. The President shall serve as advisory member of all committees. No committee will have fewer than three and no more than seven members not including the President.

Article VIII Amendment to By-Laws

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority vote of the Board of Directors or by the membership at any annual or special meeting as long as the meeting notice contained an explanation of the proposed change.

Article IX Informal Action

Any action required or permitted to be taken at any meeting of the Board of Directors or any committee thereof may be taken without a meeting if prior to such action a written consent thereto is signed by all members of the Board of Directors or of the Committee, as the case may be, and such written consent is filed with the Minutes of the proceeding of the Board of Directors or the Committee.

Article X Incorporation

The CNNA is incorporated as a non-profit organization with the Oklahoma Secretary of State's office.

Article XI Indebtedness

The highest amount of indebtedness or liability that the corporation shall at any time incur shall be \$2,500.00.

Adopted at the CNNA regular meeting held on the 10th day of October, 2002.

_____ President

_____ Vice President

_____ Secretary

_____ Treasurer