

THE BY-LAWS OF THE EL MONTEVIDEO NEIGHBORHOOD ASSOCIATION:

BY-LAW ONE

OFFICERS

(A) Terms: The President, the Vice President, the Treasurer and the Secretary shall take office immediately upon their election, and shall serve for a term of one year, or until successors are duly elected. A Historian and two members at large shall be appointed by the newly elected Executive Committee officers.

(1) The President shall call and preside at all Association and Executive meetings. (S)He shall add to or appoint any special committees necessary (at any point in time deemed necessary) for the operation of the business requirements of the Association. The President shall implement any and all duties and decisions as set forth by the Association. The President of the Association shall be an ex-officio of all committees, except for the Executive Committee.

(2) The Vice President shall perform all duties of the President during the absence of the President. (S)He shall be a member ex-officio of all committees, as the Vice President.

(3) The Treasurer shall keep an account and written record of all moneys received and expended for use of the Association, including but not limited to, keeping an updated list of members (along with other owners of non-member status for historic reference), and shall make disbursements as authorized by the Executive Committee. All sums received shall be deposited by the Treasurer in the financial institution(s) as approved by the Executive Committee, and shall make a report at the annual meeting or when called upon by the President or a majority of the Executive Committee. Funds may be drawn on the signature of the Treasurer or the President.

The funds, books and vouchers in his or her hands shall, with the exception of confidential reports submitted by the members, at all times be subject to verification and inspection of the elective officers of this Association. At expiration of the term, the Treasurer shall within a ten day period of time, transfer and deliver all accounts, records, moneys and other property of the Association, to the newly elected or otherwise successor of the office of Treasurer.

(4) The Secretary shall attend and keep a permanent record of all meetings (annual, monthly, special or other), and shall maintain all current documents of the Association. The Secretary shall notify the Executive Committee and the general membership of all applicable meetings. In addition, the Secretary shall transcribe the minutes of each meeting and shall forward one copy to each member of the Executive Committee in a timely fashion, prior to the next meeting of the Executive Committee.

(5) The Historian shall keep in his or her possession, and copy to the property of the Association, a permanent record of all items as addressed by all committees, publicity, secretarial and treasury documentation, and all related or inter-related history or statistics of the Association and topics which may or do affect the Association outside of the boundary of the Association as noted within. The Historian shall attempt to recreate the past history not organized and/or documented; as well as, organize an on-going record for future reference. Zoning, building, road construction or other possible developments shall also be addressed through the Historian to ensure and preserve the character and the integrity of the neighborhood.

(6) The two additional members at large shall serve on the Executive Committee for reference and advise of past executive committee members or general members of the Association with a general history of the neighborhood.

BY-LAW TWO

ELECTIONS

(A) The Executive Committee for the Association election shall take place annually at the time and place of the regular annual meeting. Any voting member shall be eligible for office. Mail and proxy votes will not be permitted for the election of the Executive Committee.

(B) The members of the Executive Committee shall at the first meeting after their election, adopt, amend or supercede these by-laws as presented within.

BY-LAW THREE

COMMITTEES

This Association shall have one standing committee, that of the Executive Committee. Any additional committee requirements shall be created to facilitate the aims and needs of the Association, by the Executive Committee for periods of time to be specified at the time of implementations of such committees. The functions of these committees shall be to carry out the objectives as set forth by the Executive Committee. Chairpersons of these committees shall be encouraged to attend the Executive Committee meetings.

The Executive Committee shall have supervision, control and direction of the affairs for the Association, and shall execute the policies and decisions of the active membership. The Executive Committee shall have regular meetings as set by the officers of the Executive Committee and shall update Association records on a yearly basis for historic preservation of all documentation. This committee shall report to its membership, make recommendations, and establish minimum qualifications as to requirements of any and all additional committee requirements and functions thereof.