

CHARTER and BYLAWS  
of the  
BROADMOOR-BROADWAY VILLAGE NEIGHBORHOOD ASSOCIATION

**CHARTER**

The Association is formed to promote a pleasant, orderly and secure environment within the neighborhood and to provide a vehicle for communication among the residents in order that they may make informed decisions on pertinent issues. The Association will also promote social events throughout the year to enhance social interactions among the neighbors so that neighbors can meet and become acquainted. Further, the Association will provide an avenue for cooperation with other neighborhoods in matters of mutual interest.

ARTICLE I. NAME and BOUNDARIES

The name of this association shall be the Broadmoor-Broadway Village Neighborhood Association (BBVNA). It shall encompass the area bounded on the north by Broadway Boulevard, on the east by Country Club Road, on the west by Tucson Boulevard and on the south by Winsett.

ARTICLE II. PURPOSE

1. To ensure the preservation of the integrity of the neighborhood and to retain established land use patterns.
2. To maintain and enhance its aesthetic qualities and ensure that it continues to be a quality residential neighborhood.
3. To provide a vehicle for neighborhood planning. This planning shall strive to maintain the existing character of the neighborhood by supporting the development of architecturally compatible buildings and land use.
4. To solicit historic designation for buildings and landmarks for all or part of Broadway Village that qualifies for registry in the City, State and National Register.
5. To prevent high-rise and industrial encroachment or commercial intrusion into the neighborhood.
6. To establish an effective Neighborhood Watch Program.
7. To provide for and encourage desirable neighborhood improvements.
8. To encourage the revitalization and preservation of inner city neighborhoods of Tucson, Arizona, by establishing cooperative alliances with other neighborhood associations.
9. To maintain the commuter arterial designation of Broadway Boulevard and oppose developments that would measurably increase traffic hazards.
10. To promote social interactions among neighborhood residents.
11. To interact with the Mayor and Council and City staff in a productive and positive way.

## BYLAWS

### ARTICLE I. MEMBERSHIP, DUES

1. A voting member is a resident 18 years of age or older, or a non-resident owner of a business within the Neighborhood Association boundaries. Such persons shall be entitled to one vote at meetings of the general membership.
2. Each household and business within the Association boundaries is requested to pay annual membership dues. The amount of the dues may be changed from time to time by vote of the membership at a general meeting. Different dues amounts may be established for business owners than for households. Such dues are voluntary and shall not affect members' participation in Association activities, including voting at general meetings.

### ARTICLE II. BOARD OF DIRECTORS

#### 1. Composition

The Board shall be composed of eight (8) elected officers (President, First Vice-President, Second Vice-President, Secretary, Treasurer, immediate Past-President, and two Members at Large) and the appointed chairpersons of the five (5) standing committees (Neighborhood Watch, Historical Designation, Urban Forestry & Wildlife, Welcoming, and Malvern Plaza committees).

In addition, with approval of the elected officers the President may appoint additional persons to the Board in order to address specific needs of the Association.

#### 2. Board Meetings

- a. The Board shall meet when requested to do so by the President. In addition, any four (4) members of the Board may call a special meeting of the Board at any time.
- b. Any member of the Association may attend Board meetings.
- c. A quorum of the Board shall be a simple majority of its current membership.

### ARTICLE III. OFFICERS & DUTIES, TERMS OF OFFICE, ELECTIONS, VACANCIES

#### 1. Elected Officers and Duties:

- a. The **President** shall preside at all meetings; act on behalf of the membership of the Association; appoint, with Board approval, chairs of any committees necessary for the operation of the business of the Association; act as official spokesperson of the Association; and implement the decisions of the Board.

- b. The **First Vice-President** shall, in the absence of the President, assume all the duties of that office. The First Vice-President may also be considered next in line for nomination to the office of President when the incumbent President retires from office.
- c. The **Second Vice-President** shall, in the absence of the First Vice-President, assume all the duties of that office. The Second Vice-President shall also serve as Chairman of the Nominating Committee.
- d. The **Secretary** shall take minutes of all Board and General Membership meetings and keep such minutes as a permanent record of the Association. The Secretary shall maintain other permanent records of the Association, including correspondence and other relevant documents.
- e. The **Treasurer** shall maintain a permanent record of all financial transactions of the Association; provide a current financial report at each general meeting and when requested at Board meetings; and maintain records of membership and dues payments.
- f. The **Past-President** shall provide continuity of information and support to new members of the Board.
- g. The **Members at Large** shall provide assistance to the Board for different functions of the Board, for example, social events or other activities. Their duties may be specified or unspecified by the Board. These two positions will allow for greater neighborhood involvement and provide a training pathway for future positions on the Board.

## 2. Terms of Office:

- a. Elective terms of office are one year and shall begin at the close of the Annual Meeting in March.
- b. Except for the President, officers may serve consecutive elective terms without limit. No one person can serve as President for more than 2 years in any 5-year span.

## 3. Elections

- a. Nominations of officers shall be made by the Nominating Committee and/or from the floor at the annual meeting in March.
- b. Election of officers shall be held on the same day as nominations. No member may be elected to more than one office at a time.
- c. Election ballots shall be counted by volunteers from the voting membership who are not nominated for any office.

- d. Written ballots are not required when there is only one nominee per office. In such case, a voice vote of members present will complete the election process.
- e. Outgoing officers will transfer all documents and materials pertaining to their office to the newly-elected officers within fifteen (15) days of the election.

#### 4. Vacancies, Removal from Office

- a. Should the nomination and election process fail to elect a new officer in any year, the remaining elected members of the Board may fill the vacant position on an interim basis by appointing an acting officer from the elected members of the Board. In such circumstance, (1) the prohibition of one individual serving in two officer positions would not apply, and (2) the Past-President could be appointed Acting President without regard to the limitation on consecutive Presidential terms described above.
- b. Any vacancies occurring during the year in any office may be filled by appointment of the President with the approval of the Board. The appointee should be provided all the documents of that office that would normally be provided to a newly-elected officer.
- c. An officer may be removed from office for cause by a majority vote held at a general meeting. A statement as to the grounds for removal shall be distributed to the membership as part of the general meeting notice.

### ARTICLE IV. COMMITTEES

The President shall, with the approval of the Board, appoint chairpersons of standing and ad hoc committees as necessary to implement the purposes of the charter, and shall be an ex-officio member of all committees.

#### 1. Standing Committees

Five (5) **standing committees** are established with the following duties:

- a. The **Neighborhood Watch Committee** shall encourage the development of a Neighborhood Watch Program as designated by the City of Tucson Police Department.
- b. The **Historical Designation Committee** shall study and report on all matters involving historic designation and make applications to the appropriate local, state and federal agencies for desired historic designation and zoning.
- c. The **Urban Forestry and Wildlife Committee** shall study and report on matters concerning neighborhood plants, animals, open space and natural waterways as referred to in the BBVNA Plan and Neighborhood Programs Section. The Committee shall foster the cultivation of aesthetically pleasing plants with particular emphasis on non-health threatening and drought resistant species. The Committee shall promote the development

of an environment attractive to birds and other desirable native animals.

- d. The **Welcoming Committee** shall contact new residents in the neighborhood, explain the functions of the Association, and invite them to participate in neighborhood activities.
- e. The **Malvern Plaza Committee** shall a) support and facilitate neighborhood-sponsored events and activities that use the plaza; b) monitor the status of the plaza infrastructure, and make recommendations to the board regarding needs for maintenance and/or improvements; and c) collaborate with the Urban Forestry & Wildlife Committee on the maintenance of vegetation at the plaza.

## 2. Ad Hoc Committees

The President may establish ad hoc committees from time to time as necessary to meet the needs of the Association. Such committees could be established, for example, to coordinate events, raise funds for Association activities, publicize Association activities on social media, publish the newsletter, manage the Association website and records, nominate persons for elective positions, remove graffiti, recommend revisions to bylaws, review financial records of the Association, and/or coordinate with other associations and organizations, such as with Davis-Monthan Air Force Base.

## ARTICLE V. GENERAL MEETINGS OF THE MEMBERSHIP, ANNUAL MEETING, SPECIAL MEETINGS

- 1. General meetings shall be held at least twice per year, in the months of September and March, at a time and place designated by the President. The March meeting shall be the Annual Meeting of the Association at which elections are held to fill officer positions for the coming year.
- 2. Additional general meetings may be called at the discretion of the Board.
- 3. Members of the Association may petition the Board to hold a special meeting at any time. Such petition must be signed by at least fifteen (15) voting members.
- 4. At least five (5) days' notice shall be provided to the membership in advance of any general meeting, and the voting members present shall constitute a quorum.

## ARTICLE VI. FISCAL RESPONSIBILITY

- 1. The signature of two officers is required to withdraw Association funds.
- 2. Before a new Treasurer takes office, the financial records of the Association shall be reviewed by a committee of not less than two (2) voting members appointed by the President.

3. All Association-related records of the officers and committees are the property of the Association.

#### ARTICLE VII. AMENDMENT OF BYLAWS

1. The Bylaws may be amended by a two-thirds (2/3) majority of those present and qualified to vote at a general meeting.
2. A summary of proposed amendments shall be sent to all members of the Association at least ten (10) days in advance of the meeting at which action is to be taken, or shall be read at the preceding meeting.

#### ARTICLE VIII. GENERAL

1. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
2. No officer, representative, spokesperson or member shall have any financial liability of the association.