

TWO CREEKS NEIGHBORHOOD ORGANIZATION
REVISED AND ACCEPTED BY-LAWS 02/18/2012

DEFINITION OF ORGANIZATION

Section A: NAME

The organization is registered with the City of Lakewood as “Two Creeks Neighborhood Organization” (TCNO).

Section B: PURPOSE

The purpose of TCNO shall be to work towards the betterment of and to aid, assist, represent and advance the interest of the residents of said area.

The Two Creeks Neighborhood Organization strives to maintain a neighborhood which represents a positive community oriented atmosphere based upon building and maintaining a healthy image. The Two Creeks Neighborhood Organization encourages a sense of community pride, provides a positive influence for citizens, strives to protect the neighborhood environment from negative impacts and encourages more public open space.

Section C: ADDRESS

The address for the organization shall be that of its current PO Box.

Section D: AREA

The area represented by the organization shall consist of the following outlined areas in the City of Lakewood, County of Jefferson, State of Colorado: The boundary on the east shall be Sheridan Boulevard from Colfax Avenue south to 6th Avenue; the boundary on the west shall be Wadsworth Boulevard from Colfax Avenue south to 6th Avenue; the boundary from the south shall be north side of 6th Avenue: the boundary on the north shall be the south side of Colfax Avenue. The area shall include residents and businesses within the stated boundaries.

Section E: MEMBERSHIP QUALIFICATION

The membership of this organization shall be defined as any resident, building owner or business owner whose property is in the stated boundaries. If there is any question about the validity of any family or business unit to qualify for membership, the board shall determine membership.

Section F: DUES

There will be no annual dues assessed. Funds to keep the organization viable will be solicited from residents, businesses, available grants and other donations.

Section G: BY-LAW AMENDMENTS

These by-laws may be modified, amended, supplemented or altered by the affirmative vote of the majority of the Board of Directors present at any board meeting. Notice of a vote on the amendments must be included in the notice of the meeting and reported at the next annual meeting.

MEETINGS

Section A: BOARD MEETING

Board meetings are held the third Saturday of each month except a December meeting will be held only in case of need. A quorum shall consist of a simple majority of the members present.

In case of items needing to be addressed outside of normal Board Meetings, the item can be addressed via email. A quorum shall consist of a majority of the respondents to the email.

Section B: COMMITTEE MEETINGS

Committee meeting may be called at any time by a Board Member. The call for committee meetings may be decided at a previous board meeting or by email. Notice of the meeting shall state time, place and business to be conducted. A minimum of 48 hours notice shall be given. A quorum shall consist of a majority of the members present.

Section C: ANNUAL MEETING

The annual meeting of the organization shall be held during the first two weeks of October of each year on a day designated by the Board of Directors. Notice of the meeting shall be in such a manner as to inform as many of the residents and businesses as possible. A quorum shall consist of the simple majority of the general membership in attendance.

Section D: ACTION

It shall be the duty of the Board of Directors to carry out the objective and purposes of the organization and to determine policy and procedure in connection with such objectives and purposes. They shall have the power to act as a clearinghouse for issues with the City. All directions shall be in accordance with the registered area plans adopted by City Council. If there are issues within the area plans adopted by City Council that need changing, the Board has the authority to act in accordance with members desires to work with the city officials as to how to proceed. Such

notifications of changes to area plans adopted by City Council shall be distributed within normal City notification channels. The Board has no responsibility to act above and beyond the stated City regulations.

BOARD OF DIRECTORS

Section A: OFFICERS AND QUALIFICATIONS

1. Chair and/or co-chairs – member of the organization
2. Secretary – member of the organization
3. Treasurer – member of the organization
4. Newsletter Editor – member of the organization
5. Special Events Coordinator – member of the organization.
6. Section Leaders from each of the assigned Sections 1 through 8 – members of the organization.
7. Any other positions appointed by a majority vote of the Board of Directors.

Section B: ELECTION AND TERMS

Officers shall be elected by a simple majority of the general membership at the Annual Meeting. Officers shall serve in such capacity from annual meeting to annual meeting until their successors are duly elected. If any board member needs to resign before his or her term is complete, the Board may appoint a replacement by a simple majority vote.

Section C: DUTIES

The duties of the (Co) Chair

- Shall be a member of the Board of Directors
- Presides at all board meetings or appoints an appropriate member of the Board to preside if unable to attend
- Provides an agenda for meetings approximately one week in advance of the designated meeting
- Sets yearly calendar
- Prepares and distributes contact list
- Works as a liaison with the City of Lakewood
- Represents the organization at auxiliary meetings which affects TCNO neighborhood, or appoints a liaison to attend
- Assigns and writes appropriate newsletter items
- Assist with TCNO events
- Write appropriate newsletter items
- Serves on committees of interest
- Volunteers for activities as they arise
- Assists in soliciting funds for the organization

The duties of the Secretary

- Shall be a member of the Board of Directors
- Keeps a record of the minutes of all board meeting and annual meetings
- Provides a written copy of all minutes to the board members for approval within 1 week prior to the next scheduled board meeting
- Provides a written list of all attendees and absentees board members at the board meetings
- Assist with TCNO events
- Write appropriate newsletter items
- Serves on committees of interest
- Volunteers for activities as they arise
- Assists in soliciting funds for the organization

The duties of the Treasurer

- Shall be a member of the Board of Directors
- Provides a financial report at all board meetings
- Pays all expenses of the organization authorized by the Board of Directors
- Provides accurate written financial records to the Board of Directors upon request
- Assist with TCNO events
- Write appropriate newsletter items
- Serves on committees of interest
- Volunteers for activities as they arise
- Assists in soliciting funds for the organization

The duties of the Newsletter Editor

- Shall be a member of the Board of Directors
- Produces a quarterly newsletter and arranges for timely printing and distribution
- Sets newsletter deadlines
- Write appropriate newsletter items
- Attends TCNO board meetings
- Serves on committees of interest
- Volunteers for activities as they arise
- Assists in soliciting funds for the organization

The duties of the Special Events Coordinator

- Shall be a member of the Board of Directors
- Shall coordinate special events as defined by the board
- Shall communicate such special
- Shall organize recruited volunteers
- Establish an organizational and communication process among volunteers for each project.

- Maintain records of volunteers, their contact information and their areas of interest.
- Assists in soliciting funds for the organization

The duties of the Section Leaders

- Shall be a member of the Board of Directors
- Serves as a representative of the residents and business in his/her section.
- Gathers input from and disseminates information to the residents of his/her section as needed.
- Welcomes new neighbors in his/her section and reports them in the newsletter
- Attends TCNO board meetings
- Serves on committees of interest
- Volunteers for activities as they arise
- Assists in soliciting funds for the organization

ADDENDUM TO TCNO BY-LAWS

- Section 1 10th Avenue to Colfax Avenue, Wadsworth Blvd. to Reed Street
- Section 2 10th avenue to Colfax Avenue, Reed Street to Lamar Street
- Section 3 10th Avenue to Colfax Avenue, Lamar Street to Fenton Street
- Section 4 10th Avenue to Colfax Avenue, Fenton Street to Sheridan Blvd
- Section 5 10th Avenue to 6th Avenue, Wadsworth Blvd. to Reed Street
- Section 6 10th Avenue to 6th Avenue, Reed Street to Lamar
(Lakewood Country Club)
- Section 7 10th Avenue to 6th Avenue, Lamar Street to Fenton Street
- Section 8 10th Avenue to 6th Avenue, Fenton Street to Sheridan Blvd