

- I. Preamble - In the best interest of the community it is the responsibility of people and organizations that live and operate there to cooperate with each other in a spirit of mutual respect. Without such respect there is no community. Therefore, to support the community the residents and organizations of Pueblo we hereby organize under the name of Pueblo Neighborhood Partnership.
- II. Bylaws
 - A. References
 1. Colorado Revised Statutes Title 7
 - a) Article 40
 - b) Article 90
 - c) Articles 121 through 123
 - d) Articles 126 through 128
 - e) Articles 130 through 134
 - f) Article 136
 - B. Purpose of the Organization
 1. Provide means of communication among the residents and organization of Pueblo in order to keep them informed on developments in the geopolitical communities of the organization.
 2. Coordinate with political, governmental and non-governmental agencies and groups in order to share information and conduct mutually beneficial activities.
 3. Support the needs of the neighborhoods of Pueblo with respect to their organization, growth and conducting business in the community of Pueblo as it may be affected by the organization.
 4. Maintain and improve the quality of life in Pueblo.
 5. Foster an appreciation for the heritage and culture of Pueblo.
 6. Encourage a feeling of community among the neighborhoods.
 7. Provide a voice for the neighborhoods of Pueblo that can be heard and appreciated by the governmental and non-governmental agencies.
 - C. Membership
 1. Members
 - a) Any neighborhood association that is recognized by the state of Colorado as a non-profit corporation can be a member of the Pueblo Neighborhood Partnership.
 - b) Non-governmental organizations of a charitable, community service, educational or other nature that operates in Pueblo County may be a member.
 - c) Who is a member
 - (1) Types
 - (a) Neighborhood Association Member
 - i) Any neighborhood organization may have a designated representative .
 - (b) Non-Governmental Organizational Member
 - i) An organization which conducts its activities from a facility in the area of Pueblo County.
 - ii) Such an organization may be of the following types:
 - (1) Religious
 - (2) Educational
 - (3) Charitable
 - (4) Community Service
 - iii) Organizations receive one vote. They shall designate their voting representative with a letter from the President or governing board of the organization.
 - d) What is required to be a member

- e) What members can do
- f) Dues
- 2. Non-Members
 - a) What non-members can do
- 3. Privacy
 - a) Information about members of the organization is considered confidential to the organization and to be used only for official purposes.
 - b) Information about members will not be provided to other organizations unless agreed to by any and all individuals involved or required in accordance with the law.
- D. Areas of Operation
 - 1. Area of Membership — Pueblo County.
 - 2. Area of Influence — The geographical/political area in which the organization wishes to exercise influence on what is going on.
 - 3. Area of Interest — The geographical/political area in which the organization has an interest in what is happening.
- E. Organization
 - 1. Table of Organization
 - a) Directorates
 - (1) General
 - (a) Each directorate will establish its own standard operating procedures (SOP).
 - (b) These SOPs will be used to manage the routine operations of each directorate.
 - (c) The SOPs are subject to the approval of the Board of Directors.
 - (d) Any changes to the SOPs must be approved by the Board of Directors.
 - (2) Administration
 - (a) Responsibilities
 - i) Maintain official records for the organization, e.g.:
 - (1) Bylaws
 - (2) Minutes of meetings
 - (3) Standard Operating Procedures
 - (4) Mission statements for committees
 - (5) Election results
 - ii) Maintain a history of activities of the organization.
 - iii) Manage Election Committees and their activities.
 - (3) Finance
 - (a) Responsibilities
 - i) Keep financial records.
 - ii) Maintain and manage a checking account in accordance with generally accepted accounting practices.
 - iii) Write checks for expenses of the organization on the account.
 - iv) Deposit funds to the account.
 - v) Prepare a draft budget for approval by the Board of Directors.
 - vi) Arrange for an independent audit of the accounts whenever the annual budget exceeds \$10,000.
 - (4) Communications
 - (a) Responsibilities
 - i) Manage the organization's means of communications.
 - ii) Prepare, print and distribute the newsletter.
 - iii) Maintain and operate the electronic means of communications.
 - (5) Outreach

- (a) Responsibilities
 - i) Manage committees for support of the organization and its members
 - ii) Keep records on members of the organization for official purposes.
 - iii) Oversee committees working on special projects relating to:
 - (1) Helping members
 - iv) Encourage participation by members in activities and events
 - v) Publicity
 - vi) Arrange for presentations, speakers and other activities which are appropriate for the organization.
- b) Officers
 - (1) General
 - (a) Officers are members of the organization who occupy elected positions as described below.
 - (b) Elections
 - i) Annual
 - (1) There will be an annual election during which:
 - (a) Officers will be selected from among the resident membership by total membership.
 - (b) Modifications to the bylaws will be voted on.
 - (2) Elections will be held annually during the months of November-December by secret ballot.
 - (3) Ballots will be submitted by members of the organization during the election period by mail or in person to the election committee.
 - (4) Ballots will be tallied by the election committee and the results of the election will be published by 31 December of each year.
 - (c) Term of Office
 - i) Officers will serve for a period of one year.
 - ii) Officers may hold an office for two consecutive years.
 - (d) Removal
 - i) An elected officer may be removed from their position on a majority vote of the membership.
 - ii) To initiate such an action, a petition requesting the Board of Directors to hold a special election to remove a specific officer must be presented to the Board of Directors.
 - iii) The petition must be signed by no less than 25% of the existing membership at the time.
 - iv) When a valid petition has been presented to the Board of Directors a special election will be held to decide upon removal of the specified officer.
 - v) Such an election will only address the removal of an officer. No other item will be addressed in such an election.
 - vi) Such an election will be held at the next general meeting or special meeting.
 - (e) Replacement
 - i) If an officer can no longer fulfill their responsibilities during the course of their term a replacement officer shall be appointed by the remaining officers until a new officer can be elected to the position by the membership at the next regular election.
 - (2) Positions
 - (a) President
 - i) Duties

- (1) Manage the activities of the organization.
 - (2) Articulate the will of the group.
 - (3) Supervise the activities of committees.
 - (4) Supervise the activities of liaisons.
 - (5) Serve as the primary point of contact for the group.
 - (b) Vice President
 - i) Duties
 - (1) Perform duties of the President when said is absent
 - (2) Act as coordinating officer for directorate activities.
 - (a) Resolve conflicts between directorates.
 - (b) Assure communication between directorates.
 - (c) Secretary
 - i) Duties - Manage activities of the Administration Directorate
 - (d) Treasurer
 - i) Duties - Manage activities of the Finance Directorate
 - (e) Communications Director
 - i) Duties - Manage activities of the Communications Directorate
 - (f) Outreach Director
 - i) Duties - Manage activities of the Outreach Directorate
2. Committees
- a) General
 - (1) Committees are organized to meet specific requirements of the organization, e.g.,
 - (a) Elections
 - (b) Special Projects
 - b) Purpose
 - (1) Conduct activities
 - c) Formation
 - (1) Committees will be formed by , and serve at the discretion of, the Board of Directors.
 - (2) Each committee will have a mission statement as approved by the Board of Directors.
 - d) Structure
 - (1) Each committee will have a chair.
 - (2) Each committee will have as many members as the Board of Directors deems appropriate to support the committee's mission statement.
 - e) Responsibilities
 - (1) Will be defined by the Board of Directors for each committee formed.
 - f) Duration
 - (1) Will be determined by the Board of Directors for each committee formed.
3. Liaisons
- a) Purpose
 - (1) Provide a voice for the organization and be an observer at other organizations' activities
 - b) Appointment
 - (1) Are appointed by, and serve at the discretion of, the Board of Directors.
 - c) Duties
 - (1) Are determined by the Board of Directors.
 - d) Duration
 - (1) Will hold their position for a year.

(2) May hold their position for as many years as they are willing and the Board of Directors approves.

(3) There is no limit to the number of terms they may hold the position.

F. Meetings

1. General

a) Rules

(1) Where it is not inconsistent with these bylaws, Robert's Rules of Order, Newly Revised, shall be the parliamentary authority with regards to procedures.

2. Types

a) General

(1) There will be a general meeting held at least once each quarter.

(2) It will be scheduled and announced at least one month in advance.

(3) Elections of officers will occur at the last general meeting of each calendar year.

b) Special

(1) Special meetings may be called by the Board of Directors.

(2) These meetings will be to address significant issues and projects.

(3) They will be announced as early as possible.

c) Board of Directors

(1) The Board of Directors will meet at least once each quarter.

(2) The membership is welcome to attend these meetings.

d) Committee

(1) Will be scheduled by the committees themselves.

G. Modification to Bylaws

1. These bylaws may be amended or modified by vote of the membership.

2. Proposed bylaws amendments must be published for the membership's review at least as early as the general meeting before the last general meeting of the calendar year, during which election results are tallied and published.