

BY-LAWS OF THE UPLANDS RESIDENTIAL ASSOCIATION

Amended March 2004 (underlined text is new or changed)

ARTICLE I – NAME

The name of the organization shall be “The Uplands Residential Association,” hereafter referred to as the Association.

ARTICLE II – DEFINITION OF UPLANDS

The Uplands shall be defined as that residential area situated within the City of Peoria, Illinois bounded by North University, West Main, North Parkside, and Interstate 74.

ARTICLE III – PURPOSES OF ASSOCIATION

The Purpose of this Association shall include, but not be limited to:

1. retaining the original vision of The Uplands as a single-family residential neighborhood,
2. protect and improve Bradley park and our other green areas,
3. maintain the safety of the streets, sidewalks, and alleys of The Uplands,
4. curtail violations of Peoria zoning ordinances that pertain to the subdivision’s area and character,
5. strive to curtail commercial infringements that tend to congest The Uplands, lessen property value in The Uplands, or endanger its residents, and
6. investigate and curtail misrepresentation of Uplands’ property and its uses by local real estate brokers, sales representatives and rental agents.

ARTICLE IV – MEMBERSHIP

Section 1: Eligibility: All residents and non-resident owners of property in

The Uplands, of age 18 or older are eligible for membership in the Association upon payment of dues.

Section 2: Voting Rights and Membership Dues:

- A. The annual dues for residents are \$10.00 per address per calendar year, with a maximum of 2 votes per address.
- B. The annual dues for non-resident owner are \$10.00 per calendar year, with no more than 1 vote per non-resident owner regardless of the number of structures owned in The Uplands.

ARTICLE V – MEETINGS

Section 1: Regular Meetings: The Association shall hold regular meetings in every month except December and July.

Section 2: Special Meetings: Special meetings may be called by the President for the purpose of conducting specific business of the Association.

The President shall also be directed to call a special meeting of the Association upon the petition of five (5) members.

Section 3: Notice of Meetings; Place of Meetings: Notice of all regular or special meetings shall be distributed to all residents of The Uplands at least five (5) days prior to the date of such meeting. The time, place and agenda of a meeting shall be indicated on the notice for the meeting.

Section 4: Quorum: For any meeting, a quorum is defined as those dues-paying members in the Association attending that meeting.

Section 5: Rules of Order: “Roberts Rules of Order, Newly Revised”, as modified by the by-laws of the Association, shall be observed in conducting the business of the Association.

ARTICLE VI - OFFICERS

Section 1: Election of Officers: The officers of the Association shall be a President, a First Vice President, a Second Vice-President, a Secretary, and a Treasurer. The officers shall be elected at the May meeting and shall serve for one (1) year beginning at the end of that meeting until the end of the following year’s May meeting.

The president of the Association will appoint a nominating committee in the March meeting to solicit nominations for each office. The committee will solicit nominations and complete the ballot for all offices. The nominating committee shall accept and include in the ballot any nominees supported by a petition signed by five (5) or more dues-paying members of the Association. These nominees will be listed in the May meeting notice, which will be distributed to all residents no less than two (2) weeks prior to the date of the May meeting. Officers shall be nominated among the dues-paying members.

At the May meeting, the nominating committee shall present the ballot of candidates to be voted upon for the offices of President, First Vice-President, Second Vice-President, Secretary, and Treasurer. The committee shall conduct the election by secret ballot unless there is only one candidate for a particular office. For the case where there is more than one candidate, the winner will be determined by a simple majority of secret ballot votes cast. For the unopposed case, the candidate will be declared unanimously elected.

No officer shall serve more than 4 consecutive terms in the same office.

Section 2: Duties of President: The duties of the President shall include, but not be limited to, the following:

1. presiding at all regular and special meetings of the Association,
2. overseeing the selection of and announcing in the written notice for the June meeting the planned schedule of the Association's regular meetings for the upcoming year,
3. serving as ex-officio non-voting member of all committees of the Association,
4. enforcing the by-laws of the Association,
5. notifying all other officers of any zoning or other notice received pertaining to the stated purposes of the Association,
6. representing the Association to external bodies,
7. discharging any other duties which ordinarily pertain to the office and such other duties as may be prescribed by these by-laws and as the Association membership may from time to time direct.

At the President's discretion, an executive meeting of the officers, (which may include the past president and committee chairs) may be called to discuss any upcoming issues and short notice issues.

Section 3: Duties of the First Vice-President: The duties of the First Vice-President shall include, but not be limited to:

1. serving as President in the President's absence,
2. serving as ex-officio, non-voting member of all committees of the Association, and
3. chairing a standing committee.

Section 4: Duties of the Second Vice-President: The duties of the Second Vice-President shall include, but not be limited to:

1. chairing the Block Captains Committee and Neighborhood Safety Committee
2. recruiting Block Captains
3. maintaining a current list of Block Captains, to be presented at the June meeting of the Association.

Section 5: Duties of Secretary: The duties of the secretary shall include, but not be limited to, the following:

1. taking minutes at all meetings of the Association and maintaining the written reports received at the membership meetings,
2. issuing calls for meetings at the direction of the President,
3. maintaining the by-laws of the Association,
4. serving as acting President in the absence of the President and Vice-Presidents,
5. maintaining a database of dues-paying members as provided by the Treasurer,

6. tallying the votes at membership meetings, and
7. circulate sign-up sheets for volunteers to standing committees at the May meeting.

Section 6: Duties of the Treasurer: The duties of the Treasurer shall include, but not be limited to, the following:

1. maintaining accounts in a local bank in which to deposit Association funds,
2. keeping an account of all receipts and disbursements,
3. paying the bills of the Association,
4. having the responsibility, along with the Block Captains, for collection of the annual dues from the eligible members of the Association,
5. providing a current list of dues-paying members to the Secretary on a monthly basis,
6. making a financial report to the membership at each regular meeting of the Association, including the most recent copy of the bank statement,
7. verifying the eligibility of the voters and assisting the Secretary in tallying the vote at membership meetings, and
8. provide the financial report to the Audit Committee and supporting documents at the end of each term.

Section 7: Vacancies: In the event of vacancy during the year of the office of President, the First Vice-President shall assume presiding for the Association for the unexpired term.

In the event of vacancy during the year of the office of First Vice-President, Second Vice-President, Secretary, or Treasurer, the President shall appoint a member of the Association to fill the unexpired term.

Section 8: Officer Absenteeism: Any officer of the Association who fails to attend two (2) consecutive meetings without good cause may be removed from office by a simple majority vote of the membership of the Association at a duly authorized meeting of the Association.

Section 9: Officer Removal: Any officer who fails to support the stated purposes of the Association or abide by the by-laws of the Association may be removed from office by a three-fourths majority of eligible voting members of the Association.

ARTICLE VII – BLOCK CAPTAINS

Section 1: Selection; Term of Service: To assist in the operation of the Association, the Second Vice-President of the Association shall recruit one or more Block Captains for each street in the Uplands. The Block Captains so obtained shall serve a term of one (1) year to coincide with that of the officers of the Association.

Section 2: Duties: Block Captains shall serve as a liaison between the officers and membership of the Association for their designated area of the Uplands. The duties of Block Captains shall include, but not be limited to, the following:

1. disseminating information regarding current Association business **and neighborhood safety issues**,
2. aiding the Treasurer in the collection of annual dues,
3. recruiting personnel for Association work projects,
4. welcoming new residents and informing them of existence and purposes of the Association,
5. attending Block Captain meetings and membership meetings of the Association, and
6. soliciting and/or conveying members' comments, criticisms, and suggestions regarding Association matters to the officers of the Association.

ARTICLE VIII – COMMITTEES

Section 1: Eligibility: The Chair and members of each committee are to be selected from among the dues-paying members of the Association.

Section 2: Standing Committees: The Secretary shall circulate sign-up sheets for volunteers to standing committees at the May meeting.

The President shall nominate the Chair of the following standing committees -- 1) Zoning and Land Use, 2) Code Violations, 3) Traffic, 4) Neighborhood Safety, 5) Neighborhood Beautification, **6) Long-range Planning**, **7) Parking Committee**, and **8) Audit Committee** - to be voted upon at the June meeting.

The Chair of each standing committee shall select the membership of that committee.

Section 3: Ad Hoc Committees: Ad hoc committees for a specific stated purpose and their Chairs shall be appointed by the President of the Association.

Members of an ad hoc committee shall serve on that committee until its assigned task has been completed. If a vacancy on an ad hoc committee is created, the Chair shall seek to find and appoint a replacement to serve the remaining period of the committee's existence.

Section 4: Reporting: The Chair of each committee shall have the responsibility of reporting, both orally and in writing, all activities of the committee at all regular meetings of the Association when requested to do so by the President. A written report shall be provided to the Secretary of the Association.

Section 5: Termination of Committee Operation: An established committee will cease to perform its function when:

1. the task assigned to the committee has been completed or,
2. the officers of the Association determine that the committee is not performing its assigned task competently, at which time a new committee

shall be formed under the guidelines stated in these by-laws to perform the task originally assigned to the first committee.

ARTICLE IX – REPRESENTATIVES

Section 1: Definition; Appointment; Termination: Occasionally in the operation of the Association, representatives to committees, councils, or task force groups, external to the Association will be needed. The President shall seek and appoint such representatives as the need arises. A representative shall serve a one-year term concurrent with the officers of the Association, or until:

1. the external group ceases to exist,
2. the by-laws of the external group require that a new representative be selected or appointed,
3. the representative desires to resign, at which time the President shall appoint a replacement, or
4. the officers of the Association wish to remove the representative for reasons of not performing his assigned duties competently, in which case the President shall appoint a replacement.

Section 2: Reporting: A representative of the Association to an external organization shall provide a report, both orally and in writing, at every regular scheduled meeting of the Association, updating the external organization's activities. A written report shall be provided to the Secretary of the Association.

ARTICLE X – AMENDMENTS

Section 1: Who May Propose Changes: Proposals for amendments or repeal of these by-laws may be initiated by:

- A. Any group of 10 or more dues-paying members of the Association; or
- B. An ad hoc committee appointed by the President, under Article VIII, section 3, to consider and recommend amendments to these by-laws.

Section 2: How Changes Are Proposed: Any such proposal shall be submitted in writing to the Preside and Secretary of the Association.

Section 3: When Proposed Changes Are to Be Submitted: Any such proposal shall be so submitted at least 2 weeks before the next regularly scheduled membership meeting of the Association.

Section 4: Notice to The Uplands of Proposed Changes: The President shall provide **each address** in The Uplands with a copy of each proposal with the written notice for the next regularly scheduled membership meeting.

The proposal(s) shall appear as originally submitted to the President and Secretary, shall include the names of the persons proposing the amendments and shall be without commentary.

Section 5: First Meeting; Debate and Discussion: In the first regular membership meeting following such notice (section 4 above) there shall be discussion and debate of the proposal(s). There shall be no vote taken.

Section 6: Second Meeting; Vote: In the second regular membership meeting following such notice (section 4 above), the vote of the dues-paying membership to adopt or reject such proposal(s) shall be taken.

The proposal(s) is (are) adopted if approved by a favorable vote of two-thirds of the dues-paying membership in attendance at the meeting. The membership may accept or reject the proposal(s) in whole or in part.