**Bonnie Brae Neighborhood Association**

**[City of Denver Registered Neighborhood Association Number 14]**

**Bylaws**

**August 7, 2023**

**ARTICLE I – Name, Location and Definition**

The name of the organization is Bonnie Brae Neighborhood Association (BBNA), a Denver, Colorado, Registered Neighborhood Organization (RNO).

**ARTICLE II – Mission and Purpose**

The mission of the Bonnie Brae Neighborhood Association is to:

1. Promote a greater sense of community;
2. Be a central information resource; and
3. Be a voice for the Bonnie Brae neighborhood regarding existing and future issues and challenges that concern the neighborhood.

The purpose of the BBNA shall be to:

1. Work with the City of Denver, its representatives, and other organizations with similar goals, in shaping the Bonnie Brae neighborhood and Denver, relative to both current and future opportunities and concerns. BBNA supports the tenets of democracy and encourages residents to do likewise.
2. BBNA is a Registered Neighborhood Association (RNO). It is incorporated and a non-profit entity.
3. BBNA is required to complete an annual registration renewal with the City of Denver to be recognized as a Registered Neighborhood Association.
4. BBNA is comprised of a volunteer Board of Directors and residents who are committed to improving the quality of life in the neighborhood. On behalf of the residents, it may present an opinion or position to achieve the mission and goals of the organization.

**ARTICLE III – Non-Discrimination Policy**

BBNA shall carry out its purpose without regard to race, color, religion, creed, gender, age, nationality, sexual orientation, marital status, familial status, any physical or mental condition protected under the law, citizenship, or political affiliation.

**ARTICLE IV – Membership**

1. BBNA exists for the benefits of the membership, the neighborhood and. local businesses.
2. To be a member of the BBNA, residents must live within Bonnie Brae, defined by the City of Denver with the following geographical boundaries: north by Exposition Avenue, south by Mississippi Avenue, west by University Boulevard and east by Steele Street.
3. A current resident of a Bonnie Brae home is eligible for membership and does not have to be the owner of the property.
4. To vote, residents must be current in their BBNA dues.
5. Dues are paid annually, and the Board of Directors will establish the amount of the dues. Membership dues are per household, not individuals in the household. The minimum age of a dues-paying member is 21 years.
6. Current dues shall be published on the BBNA website and in BBNA newsletters.
7. The Membership Committee will be responsible to promote membership in the BBNA; to receive dues; and to manage the roster of BBNA members, including names, email addresses, street addresses and the date of payment for dues.
8. Although membership is not required for a Bonnie Brae resident, it is encouraged to help provide support of BBNA activities and its goal of improving the desirability of the neighborhood.

**ARTICLE V – Board of Directors**

1. The Board of Directors shall consist of up to nine (9) directors. Board members must be current, dues-paying members of BBNA.
2. The Board shall:
   1. Manage the affairs of the BBNA;
   2. Manage all BBNA funds to ensure financial soundness of the organization;
   3. Evaluate and recommend policies, programs and projects suggested by board members and the membership;
3. A quorum of the Board of 2/3 of its members shall be required to vote on business conducted by the Board.
4. Terms on the Board shall consist of three (3) years. Vacancies on the Board may be filled by nomination and a 2/3 majority vote of the full Board. Upon the end of a given term, the individual is free to apply for re-nomination for an additional term.
5. A member of the Board of Directors may be removed from the Board with a 2/3 majority vote of the remaining Board if there is reasonable cause for removal.
6. A Treasurer will be appointed among the Board of Directors to:
   1. Access bank statements;
   2. Reconcile financial transactions;
   3. Keep and preserve accurate and complete financial records;
   4. Collect and deposit membership dues and financial donations;
   5. Pay vendors and invoices on a timely basis; and
   6. Present financial reports at meetings of the Board of Directors.
7. A Secretary will be appointed to keep a list of attendees at the Annual Meeting, and to take notes at other meetings.

**ARTICLE VI – Committees**

1. The Board of Directors of the Bonnie Brae Neighborhood Association serves as a Governance Committee. In addition to Governance, there are two standing committees of the Board: Membership; and Events. Additional committees may be recommended and appointed by the Board of Directors. *(See addendum Committees and Descriptions.*)
2. Each Committee will have a chair, who will be a Board member, as well as other Board members and non-board member volunteers. Committee members must be Bonnie Brae residents who are in good standing with current membership.

**ARTICLE VII – Meetings**

1. The regular meetings of the Board of Directors will be held quarterly (January, April, July, October), on an agreed upon date by the board members. The meeting location will be determined by the board. Additional meetings that may be deemed necessary by a quorum of the Board may be held in the interim.
2. A quorum of the Board of 2/3 of its members shall be required to vote on business conducted by the Board.
3. All meetings are open to the public.

**ARTICLE VIII – Communication**

1. To fulfill its responsibility to be a central information resource for its membership, the BBNA will provide timely, accurate and consistent communication to members through its website, and digital information, as deemed appropriate.
2. Communication will include:
   1. Information about developments in the neighborhood, such as zoning, safety issues, traffic and transportation, etc.;
   2. Policies, programs, projects and activities of the BBNA; and
   3. Other information that is deemed relevant for residents.

**ARTICLE IX – Conflicts of Interest**

1. A member of the Board who would financially benefit from a BBNA policy, program, project or activity should avoid influencing the decision of the Board and should recuse themselves from voting on the matter.
2. Board members are encouraged to raise questions about any concerns related to potential financial or personal conflicts of interest.

**ARTICLE X – Fiscal Year**

The BBNA fiscal year shall be January 1 through December 31.

**ARTICLE XI – Amendment of Bylaws**

These Bylaws may be amended at any time after a majority vote of the Board authorizes an amendment. An amendment requires a quorum of 2/3 vote of the Board.

**ARTICLE XII – Dissolution**

In the event of the BBNA’s dissolution, any assets shall be donated to a charity or other civic entity as voted by the seated Board of Directors. No assets shall be distributed to Board members or any individual.

Approved by the BBNA Board of Directors

August 7th, 2023

**ADDENDUM TO THE BYLAWS OF BONNIE BRAE NEIGHBORHOOD ASSOCIATION**

**Bonnie Brae Neighborhood Association (BBNA)**

**Board of Directors**

**Committees and Descriptions**

**Background and Organizational Structure**

In November 2021, the Board of the Bonnie Brae Neighborhood Association made the decision to serve as a committee, forgoing the previously held officer structure.

**Committees**

Each Committee will have a chair, who will be a Board member, as well as other Board members and non-board member volunteers.

**Membership Committee**

*Chair: Carol MacBride; Members: Andrew Loyola*

1. Creates, implements, and evaluates a membership plan for the organization, including existing residents and new residents.
2. Provides a Welcome Packet to neighbors new to Bonnie Brae.
3. Employs the necessary technology to maintain a roster of current members.

**Events Committee**

*Chair: Nancy Bell; Members: Dave Anderson, Cathy Kuo, Andrew Loyola, Carol MacBride*

1. Organizes initiatives, programs, and activities of the board on behalf of the neighborhood.
2. Develops guidelines for sponsorships and related promotional interests.
3. Prepares the budget for priority event-based initiatives, programs, and activities.

Approved by the BBNA Board of Directors

August 7th, 2023