

**Hanscom Park Neighborhood Association
Of
Omaha, Nebraska**

BY-LAWS

By-Law No. 1 – Office

This Association shall maintain a mailing address in the City of Omaha, in Douglas County, in the State of Nebraska; it shall be synonymous with the address of the President.

By-Law No. 2 – Officer Duties

--IT SHALL BE THE DUTY OF THE PRESIDENT TO:

1. The President shall preside at all general membership and executive board meetings and shall cast the deciding vote in the case of a tie.
2. The President shall have general supervision of the affairs of the organization. Parliamentary procedure shall be followed at all meetings.
3. The president shall be the official representative of the organization at all public functions or shall appoint such a representative as the need arises.
4. Be a member of all standing and special committees (ex-officio) with the exception of the nominating committee for elections.
5. Serve as a liaison between the City Council and elected Representatives, and the Omaha Police Department, as it relates to the Neighborhood Association.
6. Be responsible for reviewing and distributing information received from Governmental Entities and other Associations.
7. Be responsible for making the membership aware of grant opportunities.
8. Develop a monthly agenda for meetings and provide to the Communications Chair to publish.
9. Help Association members keep current and aware of opportunities by arranging for Speakers on various topics at General Membership Meetings.
10. Give notice of all meetings to the Vice President/Communications Chair for publicity.
11. Prepare and present a proposed Neighborhood Association annual project list, at the first Board meeting following the annual elections.
12. Update and submit Incorporation papers to the Secretary of State's office bi-annually or as required.

--IT SHALL BE THE DUTY OF THE VICE PRESIDENT/COMMUNICATIONS CHAIR TO:

1. The Vice President shall perform the duties of the President in the absence of the President.

2. Assist the President in the operation of the organization and represent the chapter at community meetings upon request.
3. Serve as a liaison between HPNA and other Neighborhood Organizations and Community Groups such as MNA (Midtown Neighborhood Alliance).
4. Publish a quarterly Hanscom Park Neighborhood Association newsletter. The newsletter shall be made available electronically and post on the HPNA website.
5. Coordinate Neighborhood Association communications including updating the Association website on a monthly basis, newsletter and social media.

--IT SHALL BE THE DUTY OF THE TREASURER TO:

1. Record all funds of the Association, by each project, for membership dues and as a whole.
2. Disperse funds as directed by the Officers as set forth in the annual budget, or with the consent of the Board of Directors.
3. Complete and file all necessary federal and state tax forms, as required by the Internal Revenue Service.
4. The Treasurer shall keep an accurate record of all monies received and all monies disbursed, and shall make a monthly report of all transactions.
5. The Treasurer shall develop a yearly budget and keep it current as of each meeting.
6. The Treasurer shall provide officer vouchers for use in documenting expenditures. No payment shall be made without a voucher and receipt(s).
7. The Treasurer shall perform the duties of the President in the absence of the President and Vice President.
8. The Treasurer shall arrange to have all account documents (signature cards) signed, as required by the Bank holding the account of the Association.

--IT SHALL BE THE DUTY OF THE MEMBERSHIP DIRECTOR TO:

1. Assist the President in the operation of the organization.
2. Fill in for the President in the absence of the Vice President and Treasurer.
3. Be responsible for keeping the membership roster accurate.
4. Notify all HPNA members by March 1st in the event their dues are not current for that year.
5. The Membership Director shall be responsible for generating new memberships by sending welcome letters to new residents within the Hanscom Park Neighborhood Association boundaries.
6. The Membership Director shall be responsible for receiving and recording dues received from members and forwarding all monies received, to the Treasurer for deposit.

