



Organized March 30, 1994

NORTHWEST AREA RESIDENTS ASSOCIATION (NARA)

BYLAWS

(Revised, Updated & Adopted March 18, 2019)

Seventh Revision

ARTICLE ONE

NAME, LOGO AND BOUNDRIES

1. The name of this Rural Neighborhood Preservation Overlay District volunteer community association will be: **NORTHWEST AREA RESIDENTS ASSOCIATION (NARA)**.
2. The neighborhood association shall have a common design bearing the words "NORTHWEST AREA RESIDENTS ASSOCIATION, with the corporate organization date of March 30, 1994. The Executive Board may adopt a "logo." This logo will be included on badges, stationary, flags, banners, and other materials used to promote our mission objectives.
3. The NARA community volunteer association will be filed with the State of Nevada as a Domestic Nonprofit Corporation and will, at all times, maintain compliance within official standards.
4. The geographical boundaries of NARA within the City of Las Vegas, County of Clark, State of Nevada will be:
 - North Boundary - West Craig Road
 - South Boundary - West Cheyenne Avenue
 - West Boundary - North Rancho Drive & North Jones Blvd.

East Boundary - North Decatur Blvd. - (This is also the boundary for the City of North Las Vegas).

ARTICLE TWO

PRINCIPAL OFFICE

The principal office of this Domestic Nonprofit Corporation neighborhood association shall be at a gratuitous location in agreement with the Executive Board. Every effort will be made to maintain the principal office in a consistent location to facilitate familiarity and promote association operations

A permanent NARA mailing address will be established for the purpose of association correspondence at a location and for a nominal fee as agreed upon by the executive board.

Any reference to “he” throughout these bylaws shall be known to be as non-gender.

ARTICLE THREE

MEMBERSHIP

1. **Active Membership** with full voting and other privileges:
 - a. Any person who is:
 - (1) A Homeowner or Resident within the defined boundaries of this neighborhood association, which includes the historic Title #19 zoned R-PD-3 and current R-D zoned HOA transitional buffer neighborhoods as part of a Community of Common Interest.
 - (2) A property owner of other real estate, including commercial businesses and vacant parcels within the neighborhood association boundaries.
 - b. Any person who pays the appropriate membership fee and is current with membership dues.
2. **Duration of Membership**: Any member in this association may terminate membership prior to his paid up dues period by voluntary withdrawal or otherwise as provided in these rules.
 - a. A member must give written notice for official withdrawal prior to paid up dues period. All rights and privileges and other interests of a member from or to the association shall cease on termination of membership.
 - b. Membership resignations shall be effective on fulfillment of all obligations to the date of the withdrawal.
 - c. Memberships shall not be transferable.
 - d. Membership dues will be returned to the individual prorated to the end of their paid up membership period upon request.

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3. **Suspension and Expulsion.** If, in a written and signed communication addressed to the Membership Committee, any member of the association shall be charged with conduct detrimental to the image, objectives, or interests of the association and/or be in violation of its rules, code of ethics, or regulations, the Membership Committee will consider the matter and bring it to the attention of the Executive Board. If further action is considered appropriate, the Corresponding Secretary shall send a copy of the charges to the accused member who will be given thirty days to reply. The Membership Committee shall then take such further action as it deems proper. After a fair and impartial hearing along with the Executive Board all are satisfied with the truth of the charges, due notice will be given by the Corresponding Secretary by registered or certified mail to the accused member at the last known address within 14 days from the date of the hearing. The Membership Committee may request the offending member to resign or may suspend or expel the member. Should he decline to resign on such request his name shall be stricken from the roles by the Membership Committee.

ARTICLE FOUR

DUES

1. Dues are required for membership in the Northwest Area Residents Association as a means to defray basic administrative and operational costs. Dues will be:
 - a. **Active Membership:** The membership dues will be twenty five dollars (\$25.00) per household per year.
 - b. **Five Year Memberships:** Residents or Associates who anticipate a long term affiliation with the association may pay in advance at a five year reduced rate of one hundred dollars (\$100.00) receiving a free bonus year membership (\$25 per month).
2. A comprehensive inventory of dues paid and membership in the association will be reviewed annually with a report by the Treasurer presented to the Executive Board.
3. Dues are refundable upon written request and prorated to the end of the paid up period.
4. From time to time the Executive Board may request additional donations to help defray costs and expenses of promoting and/or upholding association goals in preserving and protecting the integrity of the Rural Neighborhood Preservation community lifestyle and culture.

ARTICLE FIVE

MANAGEMENT STYLE

Unlike Homeowners Associations (HOA's) , most Non-Profit Organizations, Private business and Government models with a "top down" management hierarchy and authority, NARA, as a volunteer Rural Neighborhood Preservation Overlay District association (Title 19.10.180), will strive for a "bottom up" management style representing the collective voices of the community.

3.

1. The Executive Board will strive to be a vehicle for association communications with both City and private entities, an information resource to the residents as informed citizens, an archives and administrative resource, and the voice of resident concern in support of Overlay District (Title 19.10.010) original intent and purpose.
2. Intervention on Las Vegas City agenda issues, and other events that impact the Seven Elements of Residential Zoning; (culture, character, integrity, lifestyle, identity, safety concerns and property values), will be made with community input through regular and special NARA meetings.

ARTICLE SIX
MEETINGS

1. **Meetings: Regular, Annual, and Special:**

- a. **Regularly Scheduled Executive Board/Community Meetings:** There will be a minimum of ten (10) regularly scheduled meetings throughout the calendar year for the purpose of conducting regular association business, receiving standing and ad hoc committee reports, evaluation of current items of interest, general planning and financial affairs. These meetings are open to all **Active** Members and the community at large. Neighbors are encouraged to attend these meetings, contribute content and ideas, and become Active Members.
- b. **Annual Community Meetings:** One meeting during the calendar year will promote general community involvement with special notification via regular mailings and/or door to door fliers, and membership e-mail, for the purpose of presenting association activities to the community-at-large, to include a review of association goals and objectives, election of officers as required, status of community efforts, potential threats to the community Rural Neighborhood Preservation Overlay District lifestyle, and for soliciting resident involvement and first hand constructive input to enhance association effectiveness.
- c. **Special Meetings:** A quorum of the Executive Board will be called for a Special Meeting at any time at the direction of the President, or in his absence the Vice President or Recording Secretary, or by a majority of the Executive Board. Special meetings can be the result of issues causing a specific community concern, acute events brought about by City Planning or City Council involvement, or any other topic that requires immediate attention. Every effort should be made to give at least 3 days notice of the Special Meeting. Clear objectives and relative facts to the issue are essential.

2. **Notification and Promotion of Association Meetings:**

- a. Notification of regularly scheduled association meetings will be issued by the designated responsible person with at least **3 days** notice in compliance with the Open Meeting Laws via the membership e-mail listing.
 - 4.
 - b. The association web site will post dates of association regularly scheduled meetings with at least a 3 month advanced listing for general community information.
 - c. The annual general community meeting notification will be disseminated to all community residences within the association boundaries via regular mail from provided listings, or a coordinated effort with door to door fliers to the entire community at least **5 days** before the scheduled meeting date.
 - d. Notification of acute situations that require community input will be disseminated via the active membership e-mail listing and door to door flier distribution to the area that is being specifically impacted by the issue or agenda item.
 - e. Meetings shall be open to ALL residents, businesses owners within the association boundaries, and anyone else with an interest in the association activities.
3. **Quorum**: A quorum at annual, regularly scheduled, and/or special notification meetings shall consist of four (4) of the seven (7) members of the Executive Board.
- a. Any Executive Board member may designate a proxy as necessary with the approval of the Executive Board members in attendance.
 - b. An Executive Board member will be counted as "in attendance" if he/she is participating with the proceedings electronically (cell phone, Skype, etc.)
4. **Order Of Business**: The order of business at regularly scheduled and annual association meetings shall be as follows:
- a. Call to order, pledge to the flag of The United States of America, and roll call of Executive Board officers for a quorum.
 - b. Discussion of the previous meeting minutes that has been sent out to the active membership via e-mail for corrections made, and final approval by the Executive Board.
 - c. Treasurers report pending approval by the Executive Board.
 - d. Recognition of any special guests.
 - e. Report by a NARA resident on the most recent Las Vegas Metropolitan Police Northwest Area Command "First Tuesday" citizens meeting, with emphasis on information of special interest to our community.
 - f. Reports from any standing and ad hoc committees, including the San Miguel Community Garden activities.
 - g. Old/Unfinished business.
 - h. New Business/Announcements - to include election of officers as required.

- i. Open Forum: Comments from residents and others in attendance.
 - j. Adjournment. 5.
 - k. Executive Session - if needed.
5. The order of business may be altered or suspended at any meeting per request by the President or others in attendance with a majority vote of those members present. The use of parliamentary protocol by Roberts Rules of Order shall govern NARA when not in conflict with these By-Laws and shall be enforced by the Parliamentarian/Sergeant at Arms.

ARTICLE SEVEN

EXECUTIVE BOARD OFFICERS

Elected Officers: The seven (7) elected officers of the Northwest Area Residents Association shall be a; President, Vice President, Recording Secretary, Corresponding Secretary/Chief Technology Officer, Parliamentarian/Sergeant at Arms, Treasurer, and Historian as defined:

1. **President** - The President shall:
 - a. Be the chief officer of the neighborhood association and shall be present at all Executive Board and association meetings.
 - b. Be a member ex officio of all committees.
 - c. Communicate to the association such matters and make such suggestions as may in the presidents opinion tend to promote the welfare and increase the usefulness of the association.
 - d. Provide leadership and perform other such duties as necessary to the office for promoting the associations goals and objectives, and efficient use of resources.
2. **Vice President** - The Vice President shall:
 - a. Perform all duties of the President during the absence of the President.
 - b. The Vice President shall also be a member ex officio of all committees.
3. **Recording Secretary** - The Recording Secretary shall:
 - a. Take and keep written minutes of the Executive Board, General and Annual Membership, and any special meetings. Special interest topics may be recorded or videoed per the directive of the NARA president.
 - b. Compile, edit and maintain minutes information for distribution and review at the succeeding association meeting, and future meetings as requested.
 - c. Insure that originals or copies of minutes and communications are forwarded to the historian for archives and reference for a period of not less than 10 years.

- d. Perform other related duties and functions as appropriate per request by the President.

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4. Corresponding Secretary/Chief Technology Officer - The Corresponding Secretary shall:

- a. Be the NARA web site Chief Technology Officer, maintaining its operation and perform duties as necessary to insure the site operates as a functional asset for organization visibility and communications.
- b. Notify the Executive Board, active membership, and community at large of all meetings as appropriate.
- c. Send and respond to all correspondence for the association as required.
- d. Keep the Executive Board apprised of all correspondence sent or received, and include the active membership and general community as appropriate.
- e. Act as chairperson for association newsletters and coordinate for input and issues to focus on for community awareness.
- f. Correspond with the City of Las Vegas Departments/offices, officials, staff, and developers for information and clarification of issues.

5. Treasurer - The Treasurer shall:

- a. Keep an account of all monies received and expended for use of the association, and make disbursements authorized by the Executive Board as required.
- b. Deposit all monies/sums received through dues or donations in a bank account approved by the Executive Board.
- c. Manage the goal of sustaining a minimum balance of \$2,000 in the membership account as a buffer for meeting NARA expenses of acute community needs, such as mailings, newspaper announcements and printing of fliers.
- d. Present a financial report at regularly scheduled Executive Board meetings, annual general community meetings, and when called on by the president.
- e. Establish separate accounts as necessary, such as a "legal fund", and maintain those accounts for Executive Board and membership review at association meetings.
- f. Transfer funds between established accounts at the unanimous vote of the Executive Board when such action is required due to acute and untoward circumstances, and clearly in the immediate best interest of the NARA community integrity.
- g. Funds may be drawn only on the signature of the treasurer and another designated Executive Board officer, with the exception of routine administrative reimbursements.

- h. The funds, books, and vouchers being kept by the treasurer shall be subject to verification and inspection by the Executive Board and association members as necessary.

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- i. At the expiration of the treasurer's term of office, the treasurer shall deliver to the successor all books, money and other administration property of the association.

6. **Parliamentarian/Sergeant at Arms** - The Parliamentarian/Sergeant at Arms shall:

- a. Consult and advise the President, other officers, any committee members, and other members on matters of parliamentary procedures.
- b. Chair the Constitution and By Laws Committee when it is in process.
- c. Interpret By Laws and rules, and present historical association procedure as required.
- d. Introduce and report on City, County and State legal issues that may pertain to NARA, and identify speakers to present legal information to NARA members.
- e. Arrange for the Executive Board to meet with City/County/State officials regarding association interests, and coordinate with the Corresponding Secretary as necessary.
- f. Use Robert's Rules of Order newly revised edition to settle all parliamentary questions reinforcing the "three C's" of: Command, Clarity and Courtesy.
- g. Insure that all meetings are conducted in an orderly manner with the authority to intervene as required to promote a civil environment for the communication of information and ideas.
- h. This office shall be the association contact for Neighborhood Watch program information, resources, and will advise the Executive Board on issues relative to this topic.

7. **Historian** - The Historian shall:

- a. Maintain a chronological documentation and archives of association events, elected officers and committee members, acute and ongoing neighborhood issues, relevant city planning and council meeting items, and association intervention on behalf of the Master Plan/Rural Preservation Community to the association stated mission and goals.
- b. Compile historical information as it becomes available to profile data and activities on topics of accomplishment and issues of concern for possible future reference or intervention.
- c. Perform an annual census to document growth within our neighborhood association boundaries by physically counting the number of homes with a breakdown of gated communities, half acre lots, single and two story residences, businesses, observations of statistical value, and a "Rural Preservation Overlay District large animal count" to profile the rural character of the association, and present this data to the executive board.
- d. In conjunction with the annual census, contact the seven (7) homeowners association property management companies within the NARA boundaries for changes in contract status, and to

maintain ongoing communication and liaison with these entities to support our common interests.

- e. Will make archive material available upon request as a condition of transparency. Copies

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of NARA archive materials will be made available at the cost of time and material as policy set forth by the Executive Board.

ARTICLE EIGHT

COMMITTEES

1. **Executive Committee:** The Executive Board shall serve as a committee to supervise, direct, advise and control the affairs of the neighborhood association. It shall execute the policies and decisions of the active membership and shall actively promote the association mission and objectives. It may adopt such rules for the conduct of its business as shall be deemed advisable, and have discretion in the disbursement of funds. It may in the execution of powers, granted, appoint subcommittees or agents to work on specific problems or reports. The Executive Board, acting as a committee, shall report on its activities at regularly scheduled meetings, and to the general membership and community at large at the annual meetings.
2. **Standing Committees:** Standing Committees will be established by the Executive Board and be ongoing for a duration as necessary to deal with issues specific to their stated objective. Standing committees may be resurrected committees from past events, upgraded Ad Hoc committees, or a new committee resulting from a new community situation that has the appearance of a need for lengthy monitoring and/or intervention.
3. **Ad Hoc Committees:** Ad Hoc Committees may be established, or reestablished from time to time by a unanimous vote of the Executive Board to deal for acute or reoccurring events. If the item appears to be one requiring routine or periodic monitoring with possible intervention, the Executive Board may recommend to the general membership that the Ad Hoc Committee may qualify for a change to Standing Committee status. Ad Hoc Committees may include but not be restricted to:
 - a. **Social Committee:** For the purpose of coordination, sponsorship, promotion and/or management of a block party, humanistic effort, or other activity with emphasis on community identity involvement.
 - b. **Master Plan/Rural Preservation Committee:** For the purpose of coordinating and communicating with city officials on occasional master plan issues as they come to the attention of the association.
 - c. **Special Improvement Committee:** For the purpose of coordinating and communicating with city/county officials on specific NARA impact issues, such as road or sewer expansion/improvements, as they are brought to our attention.
 - d. **Neighborhood Watch/Safety Committee:** For the purpose of supporting community safety issues and crime prevention programs, and coordinating intervention in response to acute events.

- e. Membership Committee: The Treasurer will be the head of the Membership Committee and solicit assistance as necessary through the Executive Board. The Membership Committee will consider avenues to enhance association membership
- 9.**
- including associate membership with businesses and other organizations. It will also chair occasions when active membership status in the association is in dispute, in question, or otherwise requires consideration.
- f. Constitution Committee: The Parliamentarian/Sergeant at Arms will be the chair of the Constitution Committee and solicit assistance as necessary through the Executive Board. This committee will make an evaluation of the established constitution (By Laws & Mission Statement) every two years and make recommendations for changes to the Executive Board. Changes that seem appropriate will be presented at the next general community meeting for consideration by the active membership for adoption.
- g. North Las Vegas Airport Committee: The North Las Vegas Airport Committee will be chaired by one volunteer with assistance from other concerned neighbors, and with the support of the Executive Board. This committee will address concerns and activities related to the airport functions that directly impact our community to include noise abatement, flight frequency, low flying airplanes, types of aircraft identified as problematic, and documentation of NLV airplane accidents. The committee will represent NARA at FAA and other announced meetings to assess NLV airport operations, and report their findings for review and intervention at NARA scheduled meetings.
- h. Group Home Committee: The Group Home Committee will be chaired by one volunteer with the assistance from other concerned neighbors and with the support of the Executive Board. This committee will monitor activities related to group homes within the boundaries of the association. The committee will solicit information from neighbors located near group home addresses to assess the on going impact of group home behavior upon the immediate neighborhood culture. The committee will network with local and state offices, agencies and departments that are accountable for group home management and operations for intervention in the interest of NARA community established values and culture as required.
- i. Flood Committee: The Flood Committee will be chaired by one volunteer with the assistance from other concerned neighbors and with the support of the Executive Board. The Flood Committee will solicit neighbors for input regarding periodic flooding problems in their area to be brought to the attention of local authorities and officials working with federal programs. The committee may participate in periodic tours presented by the regional flood control agency for insight as to the progress of flood control programs that effect our region. The committee will also network with the local federal office to assist in facilitating neighbors to get their address removed from the impact of official flood zone maps as appropriate.

ARTICLE NINE
ELECTIONS & VOTING

1. The election of the Executive Board officers shall take place in February/March every two years at the annual general community meeting.
 - 10.**
 - a. Only members with paid up dues shall be entitled to vote.
 - b. If only one resident volunteers to run for an office, that person will assume the office position on a simple show of hands of the majority of Active Members in attendance.
 - c.. Each household member on the NARA resident application shall be entitled to one vote.
 - d. In the event that more than one resident wishes to run for an office, the candidate who received a simple majority of secret ballot votes so cast shall be elected.
 - e. In the event of a tie vote, the vote for that office shall be repeated.
 - f. Votes cast for candidates will remain in the NARA archives for a minimum of 10 years.
2. If an Executive Board officer can no longer hold this position during the year, an interim volunteer may be appointed by the Executive Board to fill the position until the regular election cycle comes up.
3. An Executive Board member may choose to abstain from voting on an issue if he/she feels there may be a real or perceived conflict of interest in the casting of his/her vote. In that situation the voting will proceed as normal without the abstaining Executive Board vote.
4. Special elections/voting:
 - a. When in the judgment of the Executive Board an issue arises that should be put to a vote of the active membership, the board will expedite a special meeting for that purpose.
 - b. Active members will be advised of the date and time of the special meeting by e-mail, mail or by fliers physically distributed to addresses that are directly effected by the issue. These fliers will explain the specifics of the issue at hand and present an opportunity to for residents to express an opinion and vote on the issue either in person at the scheduled meeting or by mailing in their decision.
 - c. Issues will be resolved by a simple majority of secret votes at the special meeting, plus all votes returned within two weeks from the mail out or distribution date of the announcement. Votes will be retained by the NARA archives for 10 years.

ARTICLE TEN

AMMENDING OF BY LAWS

These Bylaws may be amended, altered in whole or in part, repealed, or adopt additional By-Laws by

a simple majority vote in any duly organized meeting of the Executive Board and active membership of the association and so noted in the regularly scheduled association meeting minutes.

11.

ARTICLE ELEVEN
LIABILITIES

Nothing herein shall constitute members of the Northwest Area Residents Association as partners for any purpose. No member, officer, agent or employee shall be liable for the acts or failure to act of any other member, officer, agent or employee of the association. No member, officer, agent or employee shall be liable for his acts or failure to act under these Bylaws, excepting only acts of omission arising out of his willful malfeasance.

ARTICLE TWELVE
ETHICAL BEHAVIOR

1. Endorsements: NARA by use of the association name through the Executive Board, official committee, or any of its individual Executive Board or committee members past or present, will not provide endorsement for a political candidate, political party, or elected official.
2. Elected Official Accountability: From time to time NARA may inform the general community on documented efforts of city, county and state elected officials in regards to their specific involvements as an advocate for NARA as a Rural Neighborhood Preservation community (Title #19.10.180), and an educator to their respective dais of NARA Overlay District (Title #19.10.010) status in support of the original RNP-O 2005 intent and purpose.
3. NARA will also use prudence and discretion in its Executive Board association functions (in addition to political organizations) where association with other organizations specific objectives, mission statements, agenda, principles, or benefits could be perceived by the community as a general NARA endorsement.
4. Perception of Influence: NARA will use prudence and discretion in its association with other organizations where association with those organizations specific objectives, mission statement, agenda, principles or beliefs could be perceived by the community as a general NARA endorsement.

ARTICLE THIRTEEN
FUNDS

1. Finances: This neighborhood association is not intended as a profit making organization, nor is it founded with the expectation of making a profit. This association shall use its funds only for the objectives and purposes specified in these Bylaws.

- 2, Bonding: Persons entrusted with the handling of association funds may be required, at the discretion of the Executive Board, to furnish, at association expense, a suitable fidelity bond.

12.
ARTICLE FOURTEEN
DISSOLUTION

The association may be dissolved by a vote of a two-thirds majority of its active members present at a regularly scheduled or special meeting. In the event of dissolution, after all outstanding legitimate debts, encumbrances, liens and other obligations or records are first satisfied, the remaining dues in the treasury and other administrative/operational property will be donated to a suitable charity as agreed upon by a two thirds vote of the Executive Board.

NARA MISSION STATEMENT

As a designated Rural Neighborhood Preservation Overlay District community by ordinance, the mission of the Northwest Area Residents Association, Inc. (NARA) is to preserve our quality rural community lifestyle. And to that end, monitor the use and encourage the development of property both within our designated boundaries and its immediate buffer zone to ensure a profile consistent with neighborhood standards and the Seven Elements of Residential Zoning (Values, Culture, Character, Integrity, Identity, Property Values and Safety Concerns), and work with our elected and/or appointed city, county and other agency officials to accomplish these goals.

**CERTIFICATE OF ADOPTION
OF
BYLAWS & MISSION STATEMENT**

The undersigned hereby certifies that:

- 1. The individual below is the duly elected and acting recording secretary of the Northwest Area Residents Association (NARA), a Rural Neighborhood Preservation Overlay District domestic nonprofit association duly organized and existing under the laws of the State Of Nevada.**

- 2. The forgoing Bylaws, comprising of twelve (14) pages, constitute the original or revised Bylaws as duly adopted at a regularly scheduled meeting of its active membership held on Monday, March, 18, 2019.**

IN WHITNESS THEREOF, the undersigned has subscribed his/her name in an official capacity of the association on March, 2019.

Printed Full Name of the Recording Secretary

Date

Signature of the Full Name of the Recording Secretary

Date

Additional Executive Board Member :

Printed Full Name of an Additional NARA Executive Board Officer & Title

Date

Signature of the Full Name of the Additional NARA Executive Board Officer & Title

Date

Nevada Notary Seal:

14.