

**BYLAWS OF THE 2008  
MINDEN HISTORIC RESIDENTIAL DISTRICT ASSOCIATION  
MINDEN, LA.**

**ARTICLE I  
NAME**

The name of this neighborhood association shall be  
Minden Historic Residential District Association.

**ARTICLE II  
LOCATION**

This historic neighborhood association shall be located in Minden, La., and its principle address shall be the association's president's address, or other such address within the City Limits, as the Board of Directors may from time to time designate, or a designated Post Office Box.

**ARTICLE III  
PURPOSE**

The purpose of the Minden Historic Residential District Association shall be to promote a sense of community for our neighborhood while preserving and protecting this area in the manner that it deserves by retaining and enhancing its original historical integrity; forge working relationships with the City; foster civic participation; promote beautification and pride in the neighborhood; maintain, enhance, and encourage quality housing that reinforces the character and charm of our historic neighborhood; and provide a focal point for all neighborhood issues that may affect our residents. The members will respect the fact that this is a nationally protected area and to treat it as such.

**ARTICLE IV  
MEMBERSHIP**

1. Those eligible for membership in this association shall be property owners and residents or business owners age 18 and over in the area bound by the defined lines listed with the National Register of Historic Places, in the City of Minden, Louisiana located in Webster Parish. Regular members as defined above will have two votes per household or business.
2. Those eligible for associate membership shall be all other persons who are concerned with the neighborhood's activities and wish to support and protect the history and historical character of the area. Associate members are entitled to a vote on neighborhood fundraisers only. Associate members can hold office only in the event that no regular members desire the position or are able to serve. Associate members will not be able to serve on the Historic District Commission as defined in the city of Minden ordinance.
3. We reserve the right to rescind the membership of any member or associate who does not support the purpose and mission of this organization namely historic preservation.

## **ARTICLE V ELECTIONS**

1. The membership shall elect the officers of the association by a majority vote no later than the February monthly meeting of election year. Elections will be for the position of President, Secretary and Treasurer. Associate members can hold office only in the event that no regular members desire the position or are able to serve. Associate members will be able to be chairperson for committees (example the Chairperson for the Tours of Homes).
2. The Secretary of the association shall be responsible for providing an updated list of members in good standing to the association prior to the election. Good standing to mean members must have attended at least 4 of the meetings for the calendar year and participated in neighborhood activities.
3. Any officer can be removed from office by a 2/3rds majority vote of the dues paying membership after a special meeting has been requested at least ten (10) working days in advance of vote.

## **ARTICLE VI DUES AND MONEY RAISED**

1. Annual dues shall be payable to the Treasurer, in the amount of twenty dollars (\$20.00) each year per household or business, subject to a revision for increase of dues by majority vote of the members present and voting at a meeting of the association.
2. No member shall be eligible to hold office unless the member is in good standing. Good standing to mean members must have attended at least 4 of the meetings for the calendar year and have participated in neighborhood activities and paid dues.
3. New members will pay the amount of ten dollars (\$10.00) for the first year if joining after June 15th. Full dues will be due on January, 1<sup>st</sup> of the following year.
4. Dues and money raised are to be used to enhance the historic district and to help in the preservation of the districts history and beauty. Money will also be used to promote community awareness and to offer teaching tools such as flyers, pamphlets, signage, media and audio material. Money will also be used to create various fundraising projects such as (Afghans, Books, Cookbooks, and Note Cards, etc).
5. In the case of a large gathering of the district refreshments and paper goods will be reimbursed by association (example Christmas, New Years, Mardi Gras or National Night Out).
6. Regular office needs for officers and also for H.R.D. commission members are covered by the association such as paper, stamps, ink for computers, binders and notebooks, etc.

## **ARTICLE VII OFFICERS AND DUTIES**

1. The officers of the association shall consist of three officers President, Secretary and Treasurer, no two offices may be held by the same person at the same time. No person shall be elected or serve that holds any elected office in Federal, State, County, or City Governments, or who has announced candidacy for election to any office in the above named governments.
2. The officers shall be elected by the membership for a term of office of two years no later than at the February meeting. Officers can serve consecutive terms. Nominations, voting and installation of officers will be held at same time. All records from previous officers will be turned over to new officers at this time.
3. If any vacancy shall occur in any office for any reason of resignation, death or otherwise, the association members shall elect a member of the association to fill such vacancy until the next election of officers.
4. The President shall call and preside at all meetings, he/she shall act for and in behalf of the membership of the association, he/she shall appoint any special committees necessary for the operation of the association business, and he/she shall act as official spokesperson for the association. He/She will relay information from the Historic Commission to the Association. It is also the President's job to inform the association of monthly meetings and or events and fundraising activities in a timely manner with postcard mail out.
5. The Secretary shall perform the duties of the President whenever the President shall be sick, absent, or otherwise unable to act, or upon the death of the President and shall perform such duties as may be imposed on him/her, from time to time, by the association members.
6. The Secretary shall keep the records of the general meetings of the association, and make such minutes available at its membership meetings. The Secretary shall keep a list of the names and addresses of the members of the association and shall also perform duties as may be affixed to the office by the officers. The Secretary will also make minutes available to the Mayor's office if he/she so desires or request such information. The Secretary will also be in charge of web site and internet updates if he or she is capable of this duty.
7. The Treasurer shall receive funds and make disbursements of the monies of the association. All disbursements shall be made by check and shall be signed by the Treasurer of the association. Any disbursements exceeding \$150 shall have prior officer's approval. Disbursements for items exceeding \$500 will have the prior approval of the membership of the association. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. The Treasurer shall make books available for review at each regular membership meeting.
8. Except as otherwise required by law or provided by these bylaws, the entire control and management of the association and its affairs and property shall be vested in its officers. Beginning in 2008, the association shall be composed of three officers.

9. The H.R.D. association may establish bylaws, rules and regulations for their own government and for the conducting of business and the affairs of the association, providing such action is ratified by the membership.

10. Officers who miss three (3) consecutive meetings without notification to other officers shall forfeit their position as an officer. When an officer has reached the maximum allowable absences, that individual shall be given the opportunity to appeal to the association members for special consideration, and may remain as an officer with the approval of two-thirds (2/3) of the members.

11. If any vacancies shall occur in the association officers by reason of resignation, death or otherwise, the remaining officers shall appoint an alternate member to fill that position from the association members in good standing.

**ARTICLE VIII  
HISTORIC DISTRICT COMMISSION  
AND THE MINDEN HISTORIC RESIDENTIAL DISTRICT**

1. In accordance with City of Minden Ordinances #938 and #939 the eight Historic Commission members shall be composed of four residents or property owners of the Historic Residential District for three or more years and live in the district during their position on this commission. The other four will be made up of downtown area workers, property or business owners.

2. The eight commission members shall abide by the ordinances set forth by the Mayor and the City Council; and dealing with the specific area of the Minden Historic District only. These commission members must follow guide lines set forth in the Historic District Ordinance passed by the City Council and Mayor of Minden, Louisiana.

3. The Commission members made up from the H.R.D. will report to the H.R.D. Association by informing the district president of changes and amendments to any and all ordinances, rules and regulations in accordance with City Ordinances #938 and #939. A report from the President about the commission will be part of the regular agenda for each regular meeting. The Commission members can not speak in a group where 5 or more Commission members are present to comply with regulations of the "Sunshine Law".

**ARTICLE IX  
MEETINGS OF THE H.R.D. ASSOCIATION**

1. The meetings of the association shall be held monthly, unless authorized by the officers. Summer months (JUNE, JULY, AUGUST) will not have monthly meetings unless in an emergency situation. Notice will be mailed out for meetings in a timely manner (at least 7 days prior to meeting). All meetings shall be public and open to any interested persons.

2. Special meetings of the members may be called by the President or other officers whenever they think proper. Reasonable attempts will be made to notify the general membership at least (7 days prior) of such special meetings, which shall also be open to all members in good standing.

3. Meetings shall be held in accordance to Robert's Rules of Order.

**ARTICLE X  
QUORUM**

1. Ten regular members and at least 2 officers shall constitute a quorum for the transaction of business at any meeting.

**ARTICLE XI  
AMENDMENTS**

These Bylaws shall be adopted, revised, or rescinded by a two-thirds (2/3) vote of the members voting at the February 19th, 2008 meeting. Notice to the membership was provided one week in advance of the February meeting. All amendments and or revisions to these Bylaws in the future must be voted on by a two-thirds (2/3) vote of the members.

**ARTICLE XII  
GENERAL**

1. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
2. No officer, representative, spokesperson or member shall have any financial liability of the association.
3. The views and opinions of the officers may not be the same views or opinions shared by members.
4. This organization is open to ideas and suggestions from all other organizations.

APPROVED by the officers of The Minden Historical Residential District Association on this day in the year 2008

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President

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Secretary

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Treasurer