



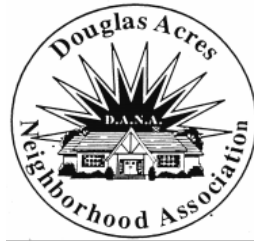
**BYLAWS
OF
THE DOUGLAS ACRES NEIGHBORHOOD
ASSOCIATION**

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**BYLAWS
OF
THE DOUGLAS ACRES NEIGHBORHOOD
ASSOCIATION**

Preamble

The Douglas Acres Neighborhood Association adopts the following bylaws to regulate and manage the affairs of the Association.

**Bylaw 1
Name and Location of the Association**

Bylaw 1.1 Name.

The name of the association shall be the Douglas Acres Neighborhood Association (hereinafter referred to as the "Association").

Bylaw 1.2 Location.

The Association shall be located in the City of Des Moines in the State of Iowa.

**Bylaw 2
Purposes and Status of the Association**

Bylaw 2.1 Purposes.

The purposes of the Association shall be as follows:

- (1) To preserve the quality of the Douglas Acres Neighborhood.
- (2) To promote the neighborhood area as desirable for family living.
- (3) To foster neighborhood fellowship.
- (4) To serve as a forum to solve neighborhood problems and to achieve neighborhood goals.

Bylaw 2.2 Status.

(1) The Association is a neighborhood association granted recognized status by the City of Des Moines on April 21, 1997.

(2) The Association is a nonprofit corporation incorporated under the laws of the State of Iowa on January 9, 2008.

Amended effective November 10, 2009

Bylaw 2.3 Nonpartisanship.

(1) The Association shall not endorse a candidate for election to a partisan or nonpartisan office. The Association shall not take a position on a public question that is subject to a federal, state, or local election.

(2) The Association may distribute general information regarding a candidate for election to a partisan or nonpartisan office voted upon at a federal, state, or local election or general information regarding a public question to be voted upon at a federal, state, or local election solely to encourage members to exercise their right to vote.

Added effective March 8, 2022

Bylaw 3 Boundaries of the Douglas Acres Neighborhood

Bylaw 3.1 Boundaries.

The boundaries of the Douglas Acres Neighborhood shall be as follows:

- (1) East Euclid Avenue on the south.
- (2) Fourmile (Four Mile) Creek on the east.
- (3) The city limits of the City of Des Moines on the north.
- (4) Interstate 235 on the west.

Amended effective March 8, 2022

Bylaw 3.2 Additional areas. Stricken effective November 10, 2009.

Bylaw 3A General Provisions and Definitions

Added effective March 8, 2022

Bylaw 3A.1 Director.

As used in the bylaws unless otherwise required by the context, the term “*director*” means a member serving as a director of the Association as provided in Bylaw 6.2.

Added effective March 8, 2022

Bylaw 3A.2 Member.

As used in the bylaws unless otherwise required by the context, the term “*member*” means a person who is a member of the Association as provided in Bylaw 4.1.

Added effective March 8 2022

Bylaw 3A.3 Notice.

As used in the bylaws unless otherwise required by the context, the term “*notice*” means a communication given in writing and delivered to a recipient by postal mail, electronic mail, or electronic message.

Added effective March 8, 2022

Bylaw 3A.4 Vote and voting.

As used in the bylaws unless otherwise required by the context, the terms “*vote*” and “*voting*” include a voting method using a voice vote or a voting method using a written ballot.

Added effective March 8, 2022

**Bylaw 4
Membership and Voting by Members**

Bylaw 4.1 Membership.

(1) A natural person age eighteen years or older who is a resident of, owner of property in, or owner of a business in the Douglas Acres Neighborhood shall be a member of the Association.

(2) There shall be no classes of membership.

(3) Payment of dues shall not be a requirement for membership in the Association.

Amended effective March 8, 2022

Referred to in Bylaw 3A.2

Bylaw 4.2 Voting.

(1) A member shall be entitled to cast one vote on each matter submitted to a vote at a meeting of the members.

(2) Absentee voting or proxy voting by a member at a meeting of the members shall be prohibited.

(3) Approval of a matter that is submitted to a vote of the members at a meeting of the members shall require an affirmative vote by a majority of those members present at the time the vote is taken.

Amended effective March 8, 2022

**Bylaw 5
Meetings of Members of the Association**

Bylaw 5.1 Meetings of members.

(1) The Association shall hold meetings of the members as follows:

(a) An annual meeting held on the second Tuesday of the month of January of each calendar year.

(b) A bimonthly meeting held on the second Tuesday of the months of January, March, May, July, September, and November of each calendar year. The annual meeting in January that is provided for in subparagraph (a) of this paragraph (1) shall serve as the bimonthly meeting of the month of January.

(2) The president shall determine the time and location of an annual meeting held as provided in subparagraph (a) of paragraph (1) of this bylaw and a bimonthly meeting held as provided in subparagraph (b) of paragraph (1) of this bylaw.

(3) The Association may hold a special meeting of the members on any date and at a time and location on that date as determined by the president.

Amended effective March 8, 2022

Bylaw 5.2 Notice of meetings.

The president shall give a notice of the scheduled date, time, and location of the annual meeting and the bimonthly meetings of the members for a calendar year to the members of the Association at least seven days before the date of the annual meeting in January of that calendar year. The president shall determine the most effective method to be used to give this notice to the members.

Amended effective March 8, 2022

Bylaw 5.2A Cancellation or postponement of meeting – annual election delayed.

(1) The president may cancel or may postpone and reschedule an annual meeting or a bimonthly meeting subject to the provisions of paragraph (2) of this bylaw or paragraph (3) of this bylaw.

(2) If the president cancels or postpones an annual meeting, the president shall reschedule the annual election to take place at the next bimonthly meeting.

(3) If the president cancels or postpones a bimonthly meeting at which the annual election is rescheduled to take place, the president shall reschedule the annual election to take place at the next bimonthly meeting.

(4) If an annual election is rescheduled to the next bimonthly meeting under paragraph (2) of this bylaw or paragraph (3) of this bylaw, the incumbent directors shall continue to hold office until successors are elected and qualified as provided in Bylaw 8.3.

Added effective March 8, 2022

Bylaw 5.2B Attendance by interested person.

Any interested person may attend a meeting of the members of the Association.

Added effective March 8, 2022

Bylaw 5.3 Presiding officer.

(1) The president of the Association shall serve as the presiding officer at a meeting of the members.

(2) If the president is unable to serve as the presiding officer for any reason, the vice president shall serve as the presiding officer.

(3) If the president and vice president are both unable to serve as the presiding officer for any reason, a director who is present at the meeting shall serve as the presiding officer.

Amended effective March 8, 2022

Bylaw 5.4 Order of business. Stricken effective March 8, 2022.**Bylaw 5.5 Elections. Stricken effective March 8, 2022.****Bylaw 5.6 Minutes.**

The secretary, or another director if the secretary is absent, shall record minutes of a meeting as provided in subparagraph (1) of unnumbered paragraph 1 of Bylaw 7.3.

Amended effective March 8, 2022

Bylaw 5.7 Approval vote. Stricken effective March 8, 2022.**Bylaw 6
Board of Directors****Bylaw 6.1 Powers and duties.**

(1) The board of directors of the Association shall exercise the powers that are vested in the board by the following:

- (a) The articles of incorporation of the Association.
- (b) The bylaws of the Association.
- (c) The vote of the members of the Association.

(2) The board of directors shall have the duty to conduct the business of the Association.

Amended effective March 8, 2022

Bylaw 6.2 Membership of board.

The board of directors of the Association shall consist of the following:

- (1) One director who shall be designated as the president of the Association.
- (2) One director who shall be designated as the vice president of the Association.
- (3) One director who shall be designated as the secretary of the Association.
- (4) One director who shall be designated as the treasurer of the Association.
- (5) Five additional directors.

Amended effective March 8, 2022

Referred to in Bylaw 3A.1, 8.1

Bylaw 6.3 Election.

The directors shall be elected as provided in Bylaw 8.1.

Bylaw 6.3A Resignation of president and other directors.

(1) The president may resign from office by submitting a notice of resignation to the vice president. The vice president shall accept the resignation. At the next meeting of the members the vice president shall declare that the president has resigned and state the effective date of the resignation.

(2) A director other than the president may resign from office by submitting a notice of resignation to the president. The president shall accept the resignation. At the next meeting of the members the president shall declare that the director has resigned and state the effective date of the resignation.

(3) If the president has submitted a notice of resignation under paragraph (1) of this bylaw, then beginning on the effective date of the resignation, the vice president shall serve as acting president until the vacancy in the office of president is filled as provided in paragraph (2) of Bylaw 8.1A.

Added effective March 8, 2022

Referred to in Bylaw 6.4, 7.1, 7.2

Bylaw 6.4 General provision for filling of vacancy.

A vacancy on the board of directors that occurs because of a resignation as provided in Bylaw 6.3A or a vacancy that occurs for any other reason shall be filled as provided in Bylaw 8.1A.

Amended effective March 8, 2022

Bylaw 6.5 Meetings of board.

(1) The board of directors shall hold a meeting of the board on the first or second Monday of each month of the calendar year, subject to the requirement of a quorum as provided in Bylaw 6.7.

(2) The president shall determine the date, time, and location of a monthly meeting of the board of directors, subject to the provision in paragraph (1) of this bylaw.

(3) The president may call for a special meeting of the board of directors if the president determines that a special meeting is necessary.

(4) The president shall call for a special meeting of the board of directors if a request for a meeting is made in a notice that is signed by at least three directors, that is delivered to the president, and that states the purpose for the requested meeting.

(5) The president shall determine the date, time, and location of a special meeting called under paragraph (3) of this bylaw or paragraph (4) of this bylaw, subject to the notice requirement in paragraph (6) of this bylaw.

(6) The president shall deliver a notice to each director at least three business days before the date of a special meeting called under paragraph (3) of this bylaw or paragraph (4) of this bylaw. The notice shall state the date, time, location, and purpose of the special meeting.

Amended effective March 8, 2022

Bylaw 6.5A Notice of meetings.

The president shall give notice of the scheduled date, time, and location of the meetings of the board of directors for a calendar year to all members of the Association at least seven days before the date of the annual meeting of the members in January of that calendar year. The president shall determine the most effective method to be used to give this notice to the members.

Added effective March 8, 2022

Bylaw 6.5B. Attendance by interested person.

Any interested person may attend a meeting of the board of directors of the Association.

Added effective March 8 2022

Bylaw 6.6 Presiding officer.

(1) The president shall serve as the presiding officer at a meeting of the board of directors.

(2) If the president is unable to serve as the presiding officer for any reason, the vice president shall serve as the presiding officer.

(3) If the president and vice president are both unable to serve as the presiding officer for any reason, a director who is present at the meeting shall serve as the presiding officer.

Amended effective March 8, 2022

Bylaw 6.7 Quorum.

(1) A quorum is required to hold a meeting of the board of directors.

(2) A majority of the directors shall constitute a quorum.

(3) The presiding officer shall determine and declare if a quorum is present before the meeting is officially called to order.

(4) If a quorum is not present at any time before a meeting is adjourned, the board shall take no further action. The presiding officer shall immediately declare the meeting adjourned without a vote on adjournment.

Amended effective March 8, 2022

Referred to in Bylaw 6.5

Bylaw 6.7A Voting.

(1) A director shall be entitled to cast one vote on each matter submitted to a vote at a meeting of the board of directors.

(2) Absentee voting or proxy voting by a director at a meeting of the board of directors shall be prohibited.

(3) The affirmative vote of a majority of all directors present at a meeting of the board of directors shall be required to approve any action to be taken by the board.

Added effective March 8, 2022

Bylaw 6.7B Record.

(1) The secretary, or another director if the secretary is absent, shall make a written record of the proceedings of a meeting of the board of directors, including but not limited to the following:

(a) The date, time, and location of the meeting.

(b) The names of the directors who are present at the meeting.

(c) A matter submitted to a vote of the board of directors and the result of the vote.

(2) The record made under paragraph (1) of this bylaw shall be filed with the records of the Association maintained by the secretary.

Added effective March 8, 2022

Referred to in Bylaw 7.3

Bylaw 6.8 Cancellation or postponement of meeting.

(1) The president may cancel or may postpone and reschedule a monthly meeting of the board of directors.

(2) Notice of the cancellation or the postponement and rescheduling of a meeting shall be given to the directors in a timely manner.

Amended effective March 8, 2022

Bylaw 6.9 Attendance at meeting of directors.

(1) A director shall attend a meeting of the board of directors unless the director is excused from attending the meeting.

(2) If a director is absent from three or more consecutive monthly meetings of the board, the board of directors may, by a majority vote of all directors present, declare the office of the director to be vacant.

(3) The vacancy shall be filled as provided in Bylaw 8.1A.

(4) In lieu of declaring a vacancy under paragraph (2) of this bylaw, the board of directors may, by a majority vote of all directors present, permit a director who is absent from three or more consecutive monthly meetings to retain the office of director.

Amended effective March 8, 2022

Bylaw 6.10 Attendance by director at meeting of the members.

A director shall attend a meeting of the members unless the director is excused from attending.

Amended effective March 8, 2022

Bylaw 7
Duties of President, Vice President,
Secretary, and Treasurer
of the Association

Bylaw 7.1 President.

The president shall:

(1) Serve as the chief executive officer of the Association.

(2) Set the agenda of items for consideration or presentation at a meeting of the members of the Association and at a meeting of the board of directors.

(3) Serve as the presiding officer at a meeting of the members of the Association and at a meeting of the board of directors.

(4) Perform the duties required when a director has resigned as provided in Bylaw 6.3A, paragraph (2).

(5) Perform the duties relating to a committee established by the board of directors as provided in Bylaw 9.2 and Bylaw 9.3.

(6) Prepare and deliver to the Secretary of State of the State of Iowa the biennial report that is required by the Revised Iowa Nonprofit Corporation Act, Iowa Code §504.1613 (2021).

(7) Perform a duty or exercise a power granted to the president by the articles of incorporation or by the bylaws of the Association.

Amended effective March 8, 2022

Bylaw 7.2 Vice president.

The vice president shall:

(1) Serve as the presiding officer at a meeting of the members of the Association and at a meeting of the board of directors when the president is unable to serve as the presiding officer at a meeting.

(2) Perform the duties of the president if the president is unable or refuses to perform the duties of the president.

(3) Perform the duties of the president when the office of the president is vacant, until the vacancy in the office of president is filled as provided in Bylaw 8.1A.

(4) Perform the duties required when the president has resigned as provided in paragraph (1) of Bylaw 6.3A.

(5) Perform any duty relating to the business of the Association that is assigned by the president to the vice president.

Amended effective March 8, 2022

Bylaw 7.3 Secretary.

The secretary shall:

(1) Record minutes of the proceedings of a meeting of the members of the Association.

(2) Make a written record of the proceedings of a meeting of the board of directors as provided in Bylaw 6.7B.

(3) Place a copy of the minutes recorded as provided in paragraph (1) of this bylaw and the record made as provided in paragraph (2) of this bylaw in the records of the Association and make a copy of the minutes or record available to any member upon request.

(4) Serve as the custodian of all records of the Association.

(5) Transfer, upon leaving office, all records of the Association that are kept as provided in this bylaw to the person succeeding to the office of secretary.

Amended effective March 8, 2022

Referred to in Bylaw 5.6

Bylaw 7.4 Treasurer.

The treasurer shall:

(1) Serve as the chief financial officer of the Association.

(2) Oversee and keep faithfully an itemized record of all moneys received and expended by the Association.

(3) Pay from moneys of the Association all bills and other obligations that are presented to and verified by a director of the Association and submitted to the treasurer for payment by the Association.

(4) Deliver, either verbally or in writing, a report on the financial status of the Association at each meeting of the board of directors and at each annual meeting or bimonthly meeting of the members.

(5) Transfer, upon leaving office, all records of the Association that are kept as provided in this bylaw to the person succeeding to the office of treasurer.

Amended effective March 8, 2022

Referred to in Bylaw 10.2

Bylaw 8
Elections and Terms of Directors
of the Association

Bylaw 8.1 Annual election.

(1) The Association shall conduct an election for the directors of the Association at the annual meeting held in January of each calendar year.

(2) The directors who are elected shall include a president, a vice president, a secretary, a treasurer, and five additional directors, as provided in Bylaw 6.2.

(3) A director who is elected at a meeting of the members shall assume and hold office as provided in Bylaw 8.3.

Amended effective March 8, 2022

Referred to in Bylaw 5.5, 6.3, 6.4, 8.2, 8.3

Bylaw 8.1A Vacancy appointment, election, and assumption of office.

(1) A vacancy in the office of a director other than the president may be filled temporarily by the appointment of an acting director by the president. An acting director shall serve from the time of appointment until an election under paragraph (2) of this bylaw is held.

(2) A vacancy in the office of a director, including the president, shall be filled by an election held at the bimonthly meeting of the members next occurring after the vacancy is determined to exist.

(3) A director who is elected to fill a vacancy under paragraph (2) of this bylaw shall assume and hold office as provided in Bylaw 8.3.

Added effective March 8, 2022

Referred to in Bylaw 6.3A, 6.4, 6.9, 7.2, 8.2, 8.3

Bylaw 8.2 Membership qualification for candidate for election and for serving director.

(1) A person who is a candidate for election as a director of the Association shall be a member of the Association at the time of election.

(2) A director shall be a member for the entire time that the person is serving as a director.

(3) If a director is found at any time to not qualify as a member of the Association, the board of directors shall, by a majority vote of the directors present at a meeting of the board of directors, declare the office of that director to be vacant. The vacancy shall be filled as provided in Bylaw 8.1A.

Amended effective March 8, 2022

Bylaw 8.3 Assumption of office and term of office.

(1) A member who is elected as a director of the Association under Bylaw 8.1 or Bylaw 8.1A shall assume the office of the director immediately following the adjournment of the meeting at which the director is elected.

(2) Upon assuming office under paragraph (1) of this bylaw, a director shall be entitled to serve until the adjournment of the next annual meeting or until such time as a successor is elected and qualified.

Amended effective March 8, 2022

Referred to in Bylaw 5.2A, 8.1, 8.1A

Bylaw 8.4 No term limitations on service as director.

A member of the Association may serve any number of consecutive or nonconsecutive terms as a director of the Association.

Amended effective March 8, 2022

**Bylaw 9
Committees**

Bylaw 9.1 Establishment of committee.

(1) The board of directors may establish a committee for any purpose as determined by the board.

(2) The board shall determine whether a committee is permanent or temporary.

(3) The board shall determine the number of members of a committee.

Amended effective March 8, 2022

Bylaw 9.2 Membership of committee.

(1) The president shall appoint the chairperson and other members of a committee established by the board of directors. The chairperson and other members of a committee shall be members of the Association.

(2) The president may appoint a member of a committee to act as a liaison between the committee and the board of directors.

(3) The president shall be an ex officio, nonvoting member of a committee.

Amended effective March 8, 2022

Referred to in Bylaw 7.1

Bylaw 9.3 Oversight.

The president shall oversee the work of a committee. The president may require a committee chairperson to make a report of the committee's activities to the board of directors at any time.

Added effective March 8, 2022

Referred to in Bylaw 7.1

**Bylaw 10
Establishment and Payment of Dues**

Bylaw 10.1 Establishment and approval.

(1) The board of directors may establish dues for members of the Association.

(2) The amount of dues established by the board of directors under paragraph (1) of this bylaw shall be approved by the affirmative vote of a majority of the members of the Association present at a meeting of the members.

Amended effective March 8, 2022

Bylaw 10.2 Payment.

(1) A payment of dues shall be a voluntary contribution made by the contributor to be used to support the activities of the Association.

(2) A payment of dues shall be delivered to the treasurer. The treasurer shall record the payment of dues as provided in subparagraph (2) of unnumbered paragraph 1 of Bylaw 7.4.

(3) Dues shall be payable at any time.

Amended effective March 8, 2022

Bylaw 11 Dissolution of the Association

Bylaw 11.1 Procedure for voluntary dissolution.

The Association may be voluntarily dissolved as provided in the Revised Iowa Nonprofit Corporation Act, Iowa Code chapter 504, subchapter XIV, part 1 (2021).

Amended effective November 10, 2009

Amended effective March 8, 2022

Bylaw 11.2 Disposal or distribution of assets.

If the Association is dissolved, the assets of the Association shall be disposed or distributed in the manner set forth in [Article V of the articles of incorporation](#) of the Association.

Bylaw 12 Amendment to Bylaws

Bylaw 12.1 Proposal and vote – filing of updated version.

(1) A member of the Association may propose an amendment to the bylaws at a meeting of the members. The proposed amendment shall be submitted in writing and shall be included in full in the minutes of the meeting. A proposed amendment may include changes to one or more existing bylaws and additions of one or more new bylaws together in one amendment.

(2) The proposed amendment shall be given a first reading at a meeting of the members and then shall be deferred to a second reading at a meeting of members at a later date. A first or second reading may be given by presenting a summary of the proposed amendment. Notice of the first and second readings shall be included in the minutes of the meeting of members when the reading takes place.

(3) Upon completion of the second reading as provided in paragraph (2) of this bylaw and any discussion, a proposed amendment to the bylaws shall be submitted to a vote for approval or disapproval at a meeting of the members. The outcome of the vote shall be recorded in the minutes of the meeting of members.

(4) To be approved, a proposed amendment to the bylaws shall require the affirmative vote of a majority of the members of the Association who are present at a meeting of the members.

(5) If an amendment is approved by the members as provided in paragraph (4) of this bylaw, the president shall file an updated version of the text of the bylaws with the appropriate agency of the City of Des Moines not later than sixty days after the date of approval.

Amended effective March 8, 2022
Referred to in Bylaw 12.2

Bylaw 12.2 Effective date.

An amendment to the bylaws that is approved pursuant to Bylaw 12.1 shall take effect upon the adjournment of the meeting at which the vote approving the amendment was taken, unless the amendment specifies a different time for the amendment to take effect.

**Bylaw 13
Transition Provisions**

Bylaw 13.1 Officers. Stricken effective November 10, 2009.

Bylaw 13.2 Steering committee. Stricken effective November 10, 2009.

Bylaw 13.3 Bylaws. Stricken effective November 10, 2009.

Bylaw 13.4 Dues. Stricken effective November 10, 2009.