

Sherwood Forest Crime Prevention and Neighborhood Improvement District
Bylaws

Article I - Name and Authority

Section 1 - The name of this organization shall be the Sherwood Forest Crime Prevention and Neighborhood Improvement District (“District”) and it shall be governed by a Board of Commissioners (hereinafter the “Board”). The District was created by Act No. 116 of the 2013 Regular Session of the Louisiana Legislature and is a political subdivision of the State of Louisiana.

Section 2 - The District may establish an address and/or a location to maintain its records as determined by the Board.

Article II - Object

Section 1 - The purpose of the District shall be to promote and encourage security in the area included within the District and to promote and encourage the beautification and overall betterment of the District. The Board shall function to accomplish this objective for the residents of the District.

Article III - Board Governance & Powers and Duties

Section 1 - The governance of the Board shall be as provided by Louisiana Revised Statutes 33:9097.19(D), and the powers and duties of the Board shall be as provided by Louisiana Revised Statutes 33:9097.19(E).

Section 2 - Board members shall serve four-year terms after the initial terms as provided in Louisiana Revised Statutes 33:9097(D)(3)(a).

Section 3 - Board members shall serve without compensation, but shall be reimbursed for their reasonable out-of-pocket expenses directly related to the governance of the district, not to exceed one hundred dollars per year.

Article IV - Officers

Section 1 - The Board shall elect from among its members the following officers: Chairman, Vice Chairman, Secretary, Treasurer and such other officers as it may deem necessary.

Section 2 - Officers shall serve for a term of one year and until their successors are elected. Officers shall be elected at the first meeting of each calendar year by a majority vote of the members present and voting. Officers serving at the time of adoption of these Bylaws shall serve until the first meeting of the Board in 2015.

Section 3 - A vacancy in any membership of the board or officer shall be filled for the remainder of the unexpired term in the same manner as the original appointment or election. The election shall be at the first regular meeting of the Board held more than ten (10) days after the members are notified of the vacancy. Board members shall be eligible for reappointment.

Article V - Duties of the Officers

Section 1 - The Chairman shall, subject to the direction and supervision of the Board, be the chief executive officer of the District. He/she shall preside at all meetings of the Board. He/she shall have all of the general

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powers and duties which are normally vested in the office of the Chairman of an organization, including but not limited to the power to appoint committees from among the members from time to time as may be determined by the Board to be appropriate to assist in the management of the affairs of the District.

Section 2 - The Vice Chairman shall assist the Chairman and shall perform such duties as may be assigned by the Chairman or by the Board. In the absence of the Chairman, the Vice Chairman shall have the powers and perform the duties of the Chairman.

Section 3 - The Secretary shall keep the minutes of all meetings of the Board. The secretary shall have charge of all books, papers, and records as the Board may direct; and shall, in general, perform all duties incident to the office of secretary, and such other duties as may from time to time be assigned by the Chairman or by the Board.

Section 4 - The Treasurer shall be the principal accounting officer of the District. The Treasurer, subject to the direction and supervision of the Board, shall perform all duties incident to the office of a treasurer. The Treasurer shall prescribe and maintain the methods and systems of accounting to be followed, review all financial reports and make a full and accurate accounting of all receipts and disbursements. The Treasurer shall be responsible for making recommendations to the Board regarding all financial matters, and be responsible for recommending and preparing the budgets for both capital reserve and general accounts for the Board. The Treasurer shall maintain contact with the accountant(s) for the District and review all local, state and federal tax returns. The Treasurer shall assist and make recommendations to the Board concerning an adequate system of internal audit and control, and furnish or cause to be prepared for the Board statements of account showing the financial position of the District and the results of its operations.

Section 5 - All District checking and saving accounts shall require the signature of at least two (2) officers of the Board for any withdrawals.

Section 6 - The Board shall be required to carry Directors' and Officers' Liability Insurance. The premium for such insurance shall be paid by the District.

Section 7 - The Board may, at its discretion, retain legal counsel to give advice and represent the District on matters of a legal nature. The services of said legal counsel shall be paid for by the District.

Section 8 - The Board may, at its discretion, retain accounting counsel to give advice and represent the District on matters of an accounting nature. At the close of each fiscal year, the books and records of the District shall be reviewed or audited in accordance with the requirements of the Louisiana Legislative Auditor. The fiscal year of the District shall be January 1 through December 31.

Article VI - Meetings

Section 1 - Meetings of the Board shall be held not less than quarterly at a time and location determined by the Board at the first meeting of each calendar year. Notice of the dates and locations of meetings for each calendar year shall be made available to the public as required by Louisiana Revised Statutes 42:19 (Notice of Meetings).

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Section 2 - Special meetings of the Board may be called by the Chairman or by written request of at least three (3) members. The call of any special meeting shall be sent to members at least five (5) days in advance of the special meeting.

Section 3 - Emergency meetings of the Board may be called by an officer of the Board and shall be limited to dealing with only those items related to the emergency.

Article VII - Committees

Committees may be created by a majority vote at any regular meeting of the Board. The Chairman shall appoint all members of any committee.

Article VIII - Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which the rules are applicable and in which the rules are not inconsistent with these Bylaws and any special rules of order the Board may adopt, and any statutes applicable to the District that do not authorize the provisions of these Bylaws to take precedence.

Article IX - Amendment of Bylaws

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the Board of Commissioners at any regular meeting of the Board, provided that written notice of such proposed amendment(s) has been delivered to members at least ten (10) days in advance of the meeting at which the amendment(s) is to be considered.

Board of Commissioners

Mary Broussard

Regina Conrad

Richard Empson, Secretary

John Macus

Gary Patureau, Chairman

Gary K. Schaefer, Vice Chairman

Gary Smith, Treasurer