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BYLAWS

NA folder

Bylaws Binders

BYLAWS OF POETS SQUARE NEIGHBORHOOD ASSOCIATION

*Need Boundary
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Purpose*

ARTICLE I. MEMBERSHIP

- A. The membership of this association shall be resident, property owners or businesses within the neighborhood.
- B. A Voting Member shall be a person from a household or business within the boundaries of the neighborhood that has paid their yearly dues. Each household or business within the neighborhood shall be entitled to one vote. In the case of a renter and owner the owner shall have the vote unless the renter has a written waiver from the owner.
- C. Yearly dues shall be paid by voting members. Dues may be waived by approval of three officers of the association if payment presents a hardship.
- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

ARTICLE II. OFFICERS

- 1. The voting members of the neighborhood association shall nominate and elect the officers of the association.
- 2. The officers of this association shall hold office for a term of one (1) year. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be Chairperson, a Vice Chairperson, a Secretary, Treasurer and an Historian, if deemed appropriate. The officers of the association will comprise the Board of Directors.
 - A. Chairperson shall schedule and preside at all meetings. The Chairperson shall also act for and on behalf of the membership of the association but in accordance with the neighborhood's Bylaws. The Chairperson shall appoint any special committees necessary for the operation of the association business and shall act as official spokesperson for the association unless otherwise specified.
 - B. The Vice Chairperson shall, in the absence of the Chairperson, or at the direction of the Chairperson assume all of the duties of that office and shall be responsible for the agendas and notifications of meetings of the association.
 - C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the

minutes of each meeting and shall maintain a file copy of it and submit a copy of these minutes to Department of Neighborhood Resources.

- D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership.
- E. The Neighborhood Advocates (or Area Representatives) shall be composed of an appropriate number of Voting Members, shall be elected by the voting membership and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in the charter. Every effort will be made to insure that neighborhood advocates serve specific blocks or streets within the association boundaries.
- F. Any officer can be removed from office by a simple majority vote of the dues paying membership in attendance after a special meeting has been requested at least ten (10) working days in advance. The Department of Neighborhood Resources requires that meetings involving the recall of officers be mailed through this office.

ARTICLE III. COMMITTEES

- A. The Chairperson shall have the power to appoint committees as necessary to implement the purposes of the Bylaws or activities of the neighborhood.
- B. The Chairperson shall serve as an ex-officio member of all committees.

ARTICLE IV. MEETINGS

An annual meeting shall be held during the month of March at a time and place designated by the President/Chairperson. The location must be handicap/wheel chair accessible per the American Disabilities Act.

- A. A minimum of 25% percent of the Voting Members or the Board shall have the privilege of petitioning a special meeting at any time.
- B. The Voting Members present shall constitute a quorum.
- C. At least a 14 day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings either by direct mailing, pamphlets, newsletters, or announcements at regularly scheduled meetings.
- D. All meetings shall be public and open to any interested persons.

MEETING NOTICE CHANGE
FROM 14 TO 10 DAYS

- E. Neighborhood association meetings are not subject to the Open Meeting Law.
- F. Decisions shall be made at a meeting by a simple majority vote of the members present.

ARTICLE V. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- A. Nominations of officers shall be made from the voting members at the annual meeting or a slate presented from a nominating committee appointed by the Officers commencing with the 2003 elections.
- B. The election of officers shall be at the same meeting as the nominations.
- C. All documents, records, and any historic materials pertaining to the duties of each office shall be transferred from the outgoing officers to the new officers within (10) days of the election. The new officers shall be seated immediately after the elections and will begin their new duties upon being seated.
- D. Any vacancies occurring during the tenure of any Officer or Board member shall be filled by appointment by the remaining Officers or Board.

ARTICLE VI. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) Officers or Board members and the Treasurer.
- B. A committee of at least two (2) voting members of the neighborhood association shall audit the financial records of the association on an annual basis. The committee will be appointed by the Chairperson prior to a change in the Treasurer's office.

ARTICLE VII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a simple majority vote of the members present but only with proper notice to the qualified members of the neighborhood association.
- B. Proposed amendments shall be sent to all members at least (14) days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

