

# WILLIAMS WOODLAND PARK NEIGHBORHOOD ASSOCIATION

## BY-LAWS

(Approved by membership June 28, 2011)

### ARTICLE

#### **I. Name**

The organization shall be known as the Williams Woodland Park Neighborhood Association.

#### **II. Boundaries**

The boundaries of the neighborhood represented by the Association shall be:

- 1) the south side of Creighton Avenue on the north,
- 2) the north side of Pontiac Street on the south,
- 3) the west side of Calhoun Street on the east and
- 4) the east side of Fairfield Avenue on the west.

#### **III. Purposes**

The purposes of the Williams Woodland Park Neighborhood Association shall be:

- 1) To promote and improve the neighborhood
- 2) To identify and seek solutions to neighborhood problems
- 3) To act, when necessary, as liaison between the neighborhood and public, private or governmental agencies
- 4) To pursue its goals on a non-profit, nonsectarian, nonpartisan basis.

#### **IV. Membership**

- 1) Membership shall be open to all people 18 years of age or older who meet at least one of the following criteria. Within the neighborhood boundaries including any other homes that are designated on the National or Local Historic Registry as Williams Woodland Park they:
  - a) Maintain their primary residence or
  - b) Possess title to real estate and co-title holders are not already members or
  - c) Own a business and co-business owners are not already members or
  - d) Direct a not-for-profit organization and co-directors are not already members.
- 2) Membership shall be effective upon payment of annual dues
- 3) For families joining under section 1) a) above, payment of one annual dues entitles all eligible family members to membership in the Association.
- 4) A membership drive will be held in February of each year with the goal of annualizing memberships from that month.

#### **V. Meetings**

- 1) Regular meetings of this Association shall be conducted at 7:00PM on the last Tuesday of each calendar month, except December.
- 2) Special meetings of the Association may be called by the Executive Committee on its own initiative or in response to a request from 5 members of the Association. Notice of such a meeting must be given to the membership at least 7 days prior to its scheduled time.
- 3) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

## **VI. Voting**

- 1) Voting rights begin 14 days after payment of initial membership dues.
- 2) A person who has been a member in the previous fiscal year will be considered a renewing member and may vote immediately upon payment of dues.
- 3) Members of the Association shall have the right to vote on all Association actions at regular or special meetings described in Article V above.
- 4) All issues shall be decided by majority vote of the members voting.

## **VII. Officers**

- 1) Only members of the Association may serve as officers.
- 2) The officers of the Association shall be President, Vice-President, Secretary and Treasurer.
- 3) Nominations shall be taken from the floor at the January and February Association meetings. Secretary shall close the ballot after nominations at the February Association meeting.
- 4) Elections shall be conducted at the February Association meeting. The Secretary shall close the ballot after nominations at the February Association meeting and the slate shall be voted on. Any office on the slate not filled by this process shall be filled by appointment by those newly elected officers.
- 5) Elected officers shall assume duties beginning March 1 of each calendar year.
- 6) Terms of office are one year. No one may serve more than four consecutive terms.
- 7) Eligible members who are nominated from the floor must be present to accept or decline the nomination or may submit a written intent to run for an office.
- 8) If an officer is unable to fulfill the duties of his or her position, the other board members shall appoint an individual to assume the responsibilities of the vacant office for the remainder of the original term.

## **VIII. Duties of officers**

- 1) The President shall direct and supervise all efforts for the continued success of the Association. The President is responsible for the allocation and care of neighborhood non-monetary assets including computer hardware and software, street banners, neighborhood event advertising signs and paper records.
- 2) The Vice-President shall assist the efforts of the President; in the event of the President's absence or inability to perform the duties of the office, assume those duties; and insure production and distribution of a monthly newsletter, which is to contain at least a summary of the previous month's meeting.
- 3) The Secretary shall maintain a permanent record of all actions, correspondence of the Association and an annual financial report.
- 4) The treasurer shall manage all Association monies and present a complete report at each monthly meeting, maintain a current list of paying members, prepare and present a complete written financial report for audit by the Executive Committee at the end of each fiscal year ( February 28).
- 5) All records, receipts, equipment and other purchased or donated assets are the property of the Association. An inventory of such shall be maintained by the Treasurer and transferred to the newly elected officers by the March regular Association meeting.

## **IX. By-Laws**

- 1) Any member may propose revisions, in writing, to the Executive Committee.
- 2) The Executive Committee shall review the By-Laws and propose revisions as necessary.
- 3) For approval the existing article, if there is one, and the proposed revision must be read at two consecutive Association meetings. After the second reading, a vote shall be taken.
- 4) The revision shall take effect immediately, if a majority approves it.

## **X. Committees**

- 1) The President and Vice-President shall be ex-officio members of all committees.
- 2) The Executive Committee
  - a) The Executive Committee shall be comprised of the elected officers and 2 to 5 at-large members of the Association to be selected by the officers.
  - b) The Executive Committee or its designees shall be responsible for appointing ad hoc committees, conducting elections and setting meeting agendas.
  - c) By majority vote of its members, the Executive Committee may conduct business on behalf of the Association.
  - d) One member of the Executive Committee must serve on any other committee.
  - e) The Executive Committee may appoint to fill all vacancies that may occur.
- 3) The Holiday Home Tour Committee shall be a standing committee. The chairperson or a representative is responsible for giving verbal reports at monthly meetings and filing a written final report with the Executive Committee within 30 days of the Holiday Home Tour.
- 4) Ad Hoc Committees will perform specified duties, give verbal reports at monthly meetings and file a written report with the Executive Committee within 30 days after completion of duties.

## **XI. Finances**

- 1) The Association's fiscal year shall be March 1 to February 28.
- 2) All membership renewals are scheduled for March 1. Notices to be mailed during the Association's membership drive.
- 3) The President or Treasurer must approve expenditures up to \$200.00.
- 4) Expenditures over \$200.00 must be approved by membership vote at an Association meeting. The membership must be informed of the proposed expenditure at least one week prior to the meeting.
- 5) A Holiday Home Tour reserve (average of last 5 year's expenses) shall be set aside to be used for the next year's Holiday Home Tour. All other monies from the Holiday Home Tour will be available to the general fund.
- 6) All transactions shall be subject to an audit by the Executive Committee at the end of the fiscal year (February 28).