

Baltz Neighborhood Association
By-Laws

ARTICLE 1. NAME OF ORGANIZATION

The name of the organization shall be Baltz Neighborhood Association, hereafter referred to as "Association."

ARTICLE 2. PURPOSE

The purposes for which the Association is organized are:

- a) To enhance the livability of the neighborhood and Evansville by establishing and maintaining an open line of communication and liaison among the neighborhood residents, government agencies and other neighborhoods.
- b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c) To do and perform all of the activities related to said purposes, to have and enjoy all of the powers granted, and engage in any lawful activity for which neighborhood associations may be organized under related City and/or County ordinances.
- d) For such other objectives as are approved by the Officers or membership.

ARTICLE 3. BOUNDARIES

Boundaries of the Association shall be defined as Lodge on the West, Covert on the North, Weinbach on the East and both sides of Sweetser.

ARTICLE 4. MEMBERSHIP

Qualifications:

Membership in the Association shall be open to all residents, property owners, nonprofit organizations and holders of a business license located within the boundaries as defined by the Boundaries section of these bylaws who pay annual membership dues as defined below. Any other adult who supports the goals and purposes of Baltz Neighborhood Association may also become a dues-paying member of the Association, which entitles them to one (1) vote on the affairs of the Association.

Voting:

All members as defined above shall have one vote each to be cast during attendance at any general or special meeting. One representative from each business shall have the same privilege as the residents listed above. Unless otherwise specified in these bylaws, decisions of the Association shall be made by a majority vote of those members present at any meeting.

Membership Dues:

Membership dues of \$5.00 per household or \$10.00 per business shall be collected annually. Fundraising may be authorized by the Officers.

ARTICLE 5. MEMBERSHIP MEETINGS

Annual Nomination Meeting:

The Annual Nomination Meeting, for the purpose of nominating Officers, shall be held on the 2nd Monday of November each year, unless that date falls on a holiday, in which event the meeting will be held one week before or after. A slate of candidates will be nominated and provided to each member prior to the Annual Election Meeting to be held in the following month as described below.

Annual Election Meeting:

The Annual meeting of the Association for the purpose of electing Officers shall be held on the 2nd Monday of December each year, unless that date falls on a holiday, in which event the meeting will be held one week later or earlier.

Regular Meetings:

Monthly meetings of the Association shall be held on the 2nd Monday of every month at 6:30 PM, unless that date falls on a holiday, in which event the meeting may be held one week later or earlier.

Time and Place of Meetings:

The time and place of meetings shall be determined by the Officers. Unless otherwise so specified, meetings shall be held at 6:30pm local time.

Quorum

A quorum for any general or special meeting of the Association is two-thirds (2/3) of the members present.

Voting

Each adult member of the Association shall be entitled to one vote on any matter before the Association as noted in *Article 4. Membership*. Cumulative voting and proxy voting are prohibited.

ARTICLE 6. PROCEDURES

Roberts Rules of Order shall be followed in all areas not covered by the bylaws.

ARTICLE 7. LEADERSHIP

Composition:

The Officers of the Association shall consist of a President, Vice-President, Secretary and Treasurer.

Number of Board Members:

The Officers shall determine the exact numbers of leadership positions annually. There shall be at least four (4) and no more than eight (8) Board members.

Eligibility for Board Service:

Only persons eligible for membership shall be qualified to hold an elected or appointed position.

Powers of the Board:

The Officers shall be responsible for all business coming before the Association and for assuring that members are informed of business that affects them through reasonable means of notification. The Officers have the responsibility of acting in the best interest of the neighborhood and are specifically bound to act according to the desire of the majority of members attending a particular meeting.

Functions and Duties:

The Officers presided over by the President or Vice-President shall manage and transact the business and affairs of the Association. Duties such as public relations for disseminating information concerning the Association, its activities, policies and opinions on matters pertaining to its purpose to the membership and to the public shall be done by the President and/or Vice-President.

Information and statements made public by the Officers shall reflect the opinions of the majority of the membership. The Officers shall secure a meeting place for the Association, audit the Treasurer's account, invest and reinvest the funds of the Association, approve all expense accounts for payment by the Treasurer and perform other duties as may be assigned to them by the Association.

Vacancies:

In the event of a vacancy among the Officers occurring prior to an Annual meeting of the membership, the Nominations Committee shall present a candidate to fill the vacancy at the next monthly meeting to be voted on by the members present. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Election of Board Members:

Officers shall be elected annually by a vote of the membership at the annual election meeting. The names of all candidates for Officers shall be placed in nomination by any member of the Association. Election requires a majority vote of the membership present. Newly elected Officers shall, notwithstanding the actual date of their formal installation, take office the following month (or January) upon election.

Duties of Board Officers:

- a) **President:** The President shall preside at all meetings of the Officers and all membership meetings and shall perform such duties as the Officers and the membership from time to time authorizes. The President shall be a member of all committees except the Nominating Committee and may cast a tie-breaking vote on those committees.
- b) **Vice President:** The Vice President shall perform the duties of the President in the President's absence and as authorized by the bylaws or regulations of the Association and Officers.
- c) **Secretary:** The Secretary shall record and maintain minutes of Membership and Officers' meetings, assist the President with correspondence and maintain the non-financial files of the Association. The Secretary will maintain a list of Officers and their terms. The Secretary shall provide a sign-in sheet at monthly meetings for attendance records.
- d) **Treasurer:** The Treasurer shall have charge of all funds belonging to the Association and shall receive, deposit and disburse funds for the Association in a bank(s) or financial institution(s) in such manner as designated by the Officers. The Treasurer shall make financial reports as directed by the Officers. The Treasurer shall keep a membership list.

ARTICLE 8. COMMITTEES

Standing Committees:

The standing committees of the Association shall be determined by the Association.

Special Committees/Teams:

The President may appoint from time to time such special committees or teams as deemed appropriate and with the Officers' approval.

Vacancy:

In the event of a vacancy on any committee, the Chair of the committee/team may ask for a volunteer to fill the vacancy.

Meetings:

Meetings of each committee/team shall be upon call of its Chair.

ARTICLE 9. FISCAL YEAR, CONTRIBUTIONS AND PETITIONS

Fiscal Year:

The fiscal year of the Association shall be the calendar year (January to December).

Voluntary Contributions:

Adult members may make voluntary contributions to the Association which will be used to support the budget of the Association. Contributions (separate from Membership Dues) are not mandatory and in no way affect the rights of the Members.

Petitions:

Any petition circulated by or for the Association shall become null and void after 180 days.

ARTICLE 10. DISSOLUTION

This Association may be dissolved by a majority vote in any meeting with proper notice. Upon the dissolution of the Association, assets shall be distributed, after all obligations are paid, for a tax-exempt purpose(s) to a nearby neighborhood association, to United Neighborhoods of Evansville and/or to another nonprofit organization as determined by the membership.

ARTICLE 11. ADOPTION AND AMENDMENT OF BYLAWS

All amendments to these bylaws must be proposed in writing and submitted to members for a reading at a monthly meeting before voting on their adoption may proceed at a later monthly meeting. Notice of a proposal to amend the bylaws, specifying the date, time and place for consideration, must be provided to all members a minimum of seven (7) days before voting. Adoption of and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a monthly meeting.

Bylaws adopted by the members of Baltz Neighborhood Association on _____.

President _____

Officer _____