

Indian Woods/Windsong Neighborhood Association

BYLAWS

(Adopted: April 21, 2014)

ARTICLE I -- NAME

Section 1. Name: The name of this organization shall be Indian Woods/Windsong Neighborhood Association of Evansville, Indiana (IWWNA).

ARTICLE II -- BOUNDARIES

Section 1. The boundaries of the Indian Woods/Windsong Neighborhood Association shall be defined as follows:

Crossfield Drive as the south border, Foxfield Drive/back up to Polo Run on the north, Foxcross Drive on the west and Greencastle Drive on the east side.

ARTICLE III -- MEMBERSHIP

Section 1. Membership qualifications: Membership in the Indian Woods/Windsong Neighborhood Association shall be open to all residents, businesses owners, business licenses and nonprofit organizations located within the boundaries defined in Article II.

Section 2. Membership voting: All members shall be 16 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each nonprofit will cast one vote. Businesses may have two voting members per location within the boundaries defined in Article II.

Section 3: Membership Dues: Annual membership dues are set at \$10.00 per household to be collected by January 31 each year. Only paying members shall be eligible to vote on issues brought before the Association.

ARTICLE IV -- MEETINGS:

Section 1. General meetings: There shall be at least six meetings per calendar year. The meetings shall be convened the third Monday of every other month at 6:00 p.m. with decisions being made by a majority of members present. Notification of general meetings shall require at least five days' advance notice in writing or by phone.

Section 2. Special meetings: Special meetings of the membership may be called by the president as deemed necessary. Notification and purpose(s) of the special meeting shall require five days advance written or telephone notice to all active members.

Section 3. Executive meetings: In cases where a decision must be made quickly, the President can call an Executive meeting consisting of the President, Vice-President, Secretary, Treasurer, and one additional active member. In such cases, a summary of the action taken must be made at the next regularly scheduled general meeting. Actions taken that require follow-up must be voted on at the next regularly scheduled general meeting.

Section 4. Quorum: A quorum for any general or special meeting shall be the number of members in attendance over five (5). Unless otherwise specified in these By-laws, decisions at these meetings will be made by a simple majority vote of those members present.

Section 5. Active members: Members must have attended two of the previous three meetings. Only general and special meetings shall be counted.

ARTICLE V -- OFFICERS

Section 1. President: The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint members of committees not elected, with a majority approval of the board, except for members of any Grievance Committee.

The President also acts as the official spokesperson of the association unless the members choose to elect one.

Section 2. Vice-President: The Vice-President shall assist the President; in the President's absence shall function as "Acting" President. The Vice-President will also function as "Acting" chairperson of any committee that is lacking a chairperson.

Section 3. Secretary: The Secretary shall keep summary minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; shall make records available for inspection for any proper purpose at any reasonable time.

Section 4. Treasurer: The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safe keep and disburse funds, but such disbursement shall require the signature of one other board member. If no checking account is opened, this position may not be filled.

Section 5. Board Members At Large: In addition to the four officer positions, the Association will also elect an odd number of at large board members each year. At large members will attend meetings, discuss and advise on issues, and assist with Association activities.

Section 6. Elections: All four executive officers shall maintain office for one year. Nominations for each office shall be made at the general meeting in March with the election being held at the general meeting in May of every year.

Section 7. Termination for Nonattendance: A Board member failing to attend two (2) consecutive board meetings without notice shall be automatically deemed to have resigned from the board. If a total of four (4) meetings are missed (including both general and special), then automatic resignation will be assumed.

Section 8. Conflict of interest: Only persons holding one of the four elected positions shall declare a conflict of interest relating to an item under discussion. If the board member doesn't declare a known conflict of interest, he or she will be removed from the board effective immediately.

ARTICLE VI -- MISCELLANEOUS:

Section 1. Checking account: A checking account will be held in the association's name at the following institution: Evansville Teacher's Federal Credit Union. (ETFCU)

Section 2. Fiscal year: The fiscal year will be from **March 1 to March 1.**

ARTICLE VII -- AMENDMENTS:

Section 1. The Bylaws may be amended at any regular meeting providing that the proposed items have been circulated to all board members at least seven days prior to the general meeting at which they are to be considered and that two-thirds (2/3) of those members in attendance approve the amendment.