

CULVER NEIGHBORHOOD ASSOCIATION CONSTITUTION

Article I

Section 1

The name of this organization shall be the Culver Neighborhood Association, hereinafter referred to as the CNA. No part of this constitution shall be construed as conflicting with City, State or Federal law.

Section 2

The purpose for which this corporation is formed is as follows:

- A. To operate as an organization not organized for profit, but operated exclusively for the promotion of social welfare, the membership of which shall be limited to persons described in Article II (2) hereof, and the net earnings of which, if any will be devoted to charitable, educational or recreational purposes as set out in sub-paragraphs b, c and d below.
- B. To work with the Department of Metropolitan Development of the City of Evansville or any other Federal, State or Municipal governmental agency to apply for funds to be spent by said agencies for the improvement of the neighborhood area.
- C. To promote through group action, the correction of neighborhood problems brought to the attention of the association by its membership, thereby promoting an atmosphere of unity, cooperation, openness and friendliness within the neighborhood.
- D. To do any and all things necessary for the betterment of the area.

Article II

Section 1

Membership is open to all current residents and property owners. Members are those residents and landowners whose fees are paid current. Members who are paid current will receive the newsletter and other pertinent information. Fees for membership in the CNA shall be \$5.00 per family per year.

Section 2

The boundaries of the CNA shall be from the south side of Madison Avenue beginning at S E 2nd Street, extending east to Garvin Street, south on Garvin, encompassing the west side of the street and extending to Riverside, including both sides of Riverside to Adams Avenue, encompassing the south side of Adams Avenue, east to S E 2nd Street, encompassing the west side of S E 2nd Street to Madison.

Article III

Section I

Elective positions: the elective positions of the CNA shall be a President, Vice-President, Secretary and Treasurer.

Section 2

Appointed positions shall include a legal advisor, chairperson of all Organization and Publicity Committees, and other Committee Chairpersons. Any group of residents mutually interested in any particular purpose may form an interest group. On approval of their project as presented to the Steering Committee shall be accepted as a member of the Steering Committee.

Section 3

The Steering Committee of the CNA shall consist of President, Vice-President, Secretary and Treasurer, Legal Advisor, Chairperson of all committees and Block Captains actively involved in the work of the CNA and shall serve to inform all other committees of work being done and to establish the order with which proposals accepted as a member of the Steering Committee.

Article IV

Section 1

Any announcement of intention to amend this Constitution, to amend or present new By-Laws shall be submitted in writing to the Steering Committee at least six weeks prior to a vote.

A copy of the proposed changes shall be publicized in the monthly newsletter prior to the general meeting during which the change will be presented for a vote.

Section 2

By-Laws may be established, amended, revised or repealed only by a 2/3 vote of eligible voters of the CNA in attendance at the general meeting announced for such purpose. Each eligible resident or landowner in attendance shall be entitled to one vote. Proxies may not be used.

Article V

Section 1

This Constitution must be ratified by a 2/3 vote of the eligible voting members present at the General Meeting of the CNA to which it is submitted for ratification.

BY-LAWS OF THE CULVER NEIGHBORHOOD ASSOCIATION

- I. **Duties of Officers and Steering Committee Members**
 - A. **Duties of President and Vice-President:**
 1. The President or Vice-President shall preside at the General Meeting of the CNA.
 2. The President or Vice-President shall preside at the Steering Committee Meetings of the CNA.
 3. The President or Vice-President shall call Steering and General Meetings of the CNA.
 4. The President or Vice-President shall represent the CNA in communication with the officers of the representatives of the City of Evansville, either in person or be delegating this duty to the Steering Committee member concerned.
 - B. **Duties of the Secretary:**
 1. The Secretary shall keep an accurate record of the proceedings of all meetings of the Steering Committee and the General Meetings of the CNA.
 2. The Secretary shall send a replacement for whatever meetings he or she cannot attend.
 3. The Secretary shall furnish copies of the minutes to the successor Secretary.
 4. The Secretary shall furnish copies of these minutes to the President or Vice-President within one week after the meeting concerned.
 - C. **Duties of the Treasurer:**
 1. The Treasurer shall keep accurate records of expenses incurred by the CNA.
 2. The Treasurer shall at any time be prepared to present the record of expenditures and balance of funds.
 3. The Treasurer shall be responsible for any monies such as dues or proceeds from money-making projects as applicable.
 - D. **Members of the Organization and Publicity Committee shall:**
 1. Produce a newsletter informing active members on the mailing list of current actions and business of the CNA and give notice of meeting time and place.
 2. Publicize general meeting through public service announcements on public stations.
 3. Shall keep an up-to-date mailing list of all current residents and landowners who are dues-paying members of the CNA. Individuals on this list shall receive copies of the newsletter on a monthly basis.
 4. Shall keep an up-to-date copy of this Constitution with Amendments.
 5. In addition to the monthly newsletter mailings, all residents of the CNA shall receive a copy of the annual report/newsletter at least once a year.

E. Duties of the Steering Committee:

1. Carry out business between general meeting and preparing proposals to be presented at General Meetings.
2. Serve as a screening committee for nomination of Officers and consider applications for new Committees.
3. The Steering Committee shall meet on call by the President or Vice-President whenever they deem it necessary.

BARRING ILL HEALTH, all members of the Steering Committee shall be in attendance at all Steering Committee meetings or otherwise represented by their appointed alternate.

II. Nomination and Term of Officers:

- A. Nominations for officers shall be accepted by volunteer applications presented to the Steering Committee or by nominations from the floor. Names of know nominees will be published in the newsletter prior to the election meeting.
- B. Election of President, Vice-President, Secretary and Treasurer shall be by secret ballot at a General Meeting of the CNN announced for this purpose. Eligible members present shall be allowed to cast one vote. The candidate receiving the plurality shall be the winner.
- C. Results of the elections shall be announced in the newsletter following the joint meeting of retiring and incoming officials.
- D. The terms of office for all officers shall be one year each. The officers may be re-elected. In the event any officer vacates office during the term, a substitute shall be appointed by the Steering Committee to act in that capacity during the remainder of the term.
- E. The Steering Committee may from time-to-time create additional offices and propose persons to fill said offices in accordance with this Article A.

III. General Meetings of the CNA

- A. The General Meetings shall be scheduled by agreement of the Steering Committee when sufficient business has accumulated to be presented to the general membership for decision-making or information. At this time, any other new business shall be presented by members in attendance.
- B. General Meetings shall be announced in the newsletter of the CNA.
- C. Election of officers, consideration for the amendments to the CNA Constitution and By-Laws, consideration of recommendations of the CNA Steering Committee and proposals for the expenditure of any monies or funds shall be dealt with in the General Meeting.

- D. The Annual Meeting of the CNA shall be held in the month of May, at such date, time and place as selected by the Steering Committee. A years' report of activities and finances shall be presented to the officers and committee chairpersons shall be recorded permanently by the Secretary. Election of new officers shall be held at this annual meeting.

Rev 9/1996

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3-20-15