

Bylaws and Constitution of the Reitz Hill Neighborhood Association

ARTICLE 1. NAME OF THE ORGANIZATION

The name of the organization shall be Reitz Hill Neighborhood Association, hereafter referred to as "Association." No part of these bylaws shall be in conflict with City, State, or Federal law.

ARTICLE 2. PURPOSE

The purposes for which the Association is organized are:

- A. To operate as a not-for-profit organization. To operate exclusively for the promotion of the social welfare of the membership of the Association. The membership of the Association shall be limited to the persons described in ARTICLE 4. Any net earnings assigned to the Association shall be devoted to charitable, educational, or recreational purposes as set out in B., C., D., and E. below.
- B. 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. To promote an atmosphere of friendliness, cooperation, openness, and unity within the neighborhood by group action and correction of neighborhood problems brought to the attention of the Association.
- C. To promote active participation of the Association members. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- D. 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. To work with the Department of Metropolitan Development (DMD) of the City of Evansville to apply for funds that will be spent by either the DMD or the Association for the improvement of the neighborhood area. The above is also true for all other Federal, State, and/or Municipal governmental and non-governmental agencies.
- E. To do any and all things necessary within the Association capability for the betterment of the Association area. For such other objectives as are approved by the Officers or memberships.

ARTICLE 3. BOUNDARIES

Boundaries of the Association shall be defined as:

- A. The west side being the eastern portion of Barker Avenue beginning at Claremont Avenue and extending north to Pennsylvania Street.
- B. The south side being Claremont Avenue beginning at Barker Avenue and extending east to Ray Becker Parkway.
- C. The north side being Pennsylvania Street beginning at Barker Avenue and extending east to Lemcke Avenue.
- D. The east side being Lemcke Avenue beginning at Pennsylvania Street Avenue and extending south.

ARTICLE 4. MEMBERSHIP

Qualifications:

Membership in the Association shall be open to all residents of legal adult age (able to vote in local Vanderburgh County elections), 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.

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. Member must have paid their dues and must have attended at least one meeting in the last quarter prior to voting.

Membership Dues:

Membership dues of \$5.00 per household or \$25.00 per business shall be collected annually in the form of a check or cash. 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 third Monday of August each year, unless that date falls on a holiday, in which event the meeting will be held one month later. 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 third Monday of each September each year, unless that date falls on a holiday, in which event the meeting will be held one month later.

Regular Meetings:

Monthly meetings of the Association shall be held on the third Monday of each month unless that date falls on a holiday, in which event the meeting will be held one month later. Meetings will be publicized by various means at least one week prior to the meeting.

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. The location of the general meeting may vary from meeting to meeting.

Quorum:

A quorum for any general or special meeting of the Association is ten (which is five percent of approximate number of households in our neighborhood.)

(Note: A quorum is the minimum number of members of an assembly or society that must be present at any of its meetings to make the proceedings of that meeting valid.)

Voting:

Each adult member of the Association shall be entitled to one vote on any matter before the Association. Cumulative voting and proxy voting are prohibited.

ARTICLE 6. PROCEDURES

Robert's 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. The Association must also have two representatives to represent our vote at the general monthly UNOE meetings.

(At least the above listed positions are recommended, with others added as the Association chooses, such as Members At-large, Historian, Editor, special area Vice-Presidents, special Representatives, etc.).

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 (see ARTICLE 4) 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 but is not 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 September meeting. The names of all candidates for Officers shall be placed in nomination by a Steering Committee or 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 immediately upon election. There is no term limit. A term length is one year.

Duties of Board Officers:

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 or designee shall represent the Association in communication with the officers of and representatives of the City of Evansville. The President shall be a member of all committees and may cast a tie-breaking vote on those committees.

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.

Secretary: The Secretary shall record and maintain minutes of Membership and Officers' meetings, sending minutes to Officers within two weeks. The Secretary shall furnish copies of the minutes to the successor Secretary. The Secretary shall 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. The Secretary shall send a representative to every Association meeting that the Secretary cannot attend.

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 prepare and present the current financial statement at every Association meeting. In the event that the Treasurer is unable to attend the meeting the report will be given to either the President or the Vice President to present at the meeting.

ARTICLE 8. COMMITTEES

Standing Committees:

The standing committees of the Association shall be (A) Membership Committee and (B) Steering Committee (and others as determined by the Association).

Duties of Standing Committees:

Membership Committee

This team shall encourage and promote membership in the Association.

Steering Committee

This team shall consist of a minimum of 4 members volunteering from the membership present at the August meeting each year. The team shall appoint a Chair and Vice-Chair. The team shall propose a slate of candidates for election to the Offices listed in ARTICLE 7 as leaders in the Association after having first secured the permission of each candidate. The slate of candidates shall be placed on a ballot by the Chair of the Steering Committee or other person designated by the team at the Annual Nominations Meeting of the membership each year. The slate of candidates will be published to all members prior to the Annual Election Meeting.

Special Committees/Teams:

The President may appoint from time to time such special committees or teams as deemed appropriate and with the Officers' approval. These committees or teams will carry out business between general meetings and prepare proposals to be presented at the general meetings.

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.

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.

Fundraisers:

Fundraisers may be held from time to time to satisfy special needs of the Association with voluntary contributions or events.

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 (fraction, percentage or 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.