

TIMBER PARK NEIGHBORHOOD ASSOCIATION

BY-LAWS

..... Approved March 5, 2018

1. Name: Timber Park Neighborhood Association

2. Purpose: To promote and maintain a safe, clean, attractive, friendly neighborhood where residents are respectful and supportive of each other. To work with the United Neighborhoods of Evansville (UNOE), Department of Metropolitan Development of the City of Evansville, and any other Federal, State or Municipal governmental agency for the betterment of our community.

3. Boundaries: The TPNA is bounded on the north by Park Ridge, on the west by Park Ridge, on the east by Stockwell Road, on the south by Timber View. The TPNA includes all of the Timber Park Subdivision exclusively.

4. Memberships: Those eligible for membership shall include all residents of the Timber Park Subdivision and nearby areas. Each member shall have one vote. Membership is secured by payment of membership dues.

4B. "Friends of TPNA" Memberships: "Business Level" memberships shall be allowed for seeking support from nearby businesses. The TPNA president and officers can create "Friends of TPNA" membership levels, with varying fees for each level implemented.

5. Meetings: Meetings shall be held on the first Monday of each month. In the event that the first Monday falls on a major holiday an alternate meeting date may be chosen by the President. All residents of Timber Park and nearby areas are encouraged and welcome to attend.

6. Special Meetings: Special meetings may be called by the Executive Committee.

7. Meeting Notice: Meetings or other events will be announced at the monthly meetings and in the monthly newsletter. If any special meetings are necessary, block Captains will attempt to notify all TPNA members.

8. Quorum: A quorum for voting shall consist of the Executive Committee + a minimum of five non-elected members in good standing, all in attendance at the general meeting.

9. Officers: Officers shall be President, Vice-President, Secretary, and Treasurer. These officers shall constitute the Executive Committee. Their duties shall be:

President

- a. Shall preside at all meetings, appoint committees and perform such other duties that ordinarily pertain to this office.
- b. Shall see that all other officers, committees, and block captains carry-out duties properly.
- c. Shall publish a monthly newsletter for all members.
- d. Shall secure an appropriate meeting place for each meeting.

- e. Shall call executive committee meetings, as required.
- f. Shall create an annual budget to financially plan for events throughout the year.

Vice-President

- a. Shall assume duties of President in the event of his/her absence or disability.
- b. Shall chair special committees and assignments as the President may direct.

Secretary

- a. Shall record all proceedings of the association.
- b. Shall record all money received in the minutes,.
- c. Shall make available to all members a copy of the By-Laws.
- d. Shall be responsible for distributing voting credentials to all members in good standing, as needed.

Treasurer

- a. Shall receive all money due the association, keeping a just and regular account of same.
- b. Shall keep a record of all dues paid, and inform those attending members who have not paid.
- c. Shall deposit all TPNA funds in an FDIC member banking institution checking account. Ledger to be up-to-date at end of each month, and to be reviewed by Executive Board in January of each year.
- d. Shall pay all expenditures, including extraordinary expenditures that require the consent by a majority voting by members in good standing present at meeting. Reimbursements will be made for receipts received within 30 days of out-of-pocket expenditures.
- e. Shall give a financial report at each meeting.
- f. Shall be responsible for compiling and maintaining current membership directory. This responsibility may be assigned to a consenting member to be known as the 'Membership Chairperson'.

The membership chairperson (if there is one) will work closely with the Treasurer.

10. Term of Office: Officers shall be elected for 2 year terms.

Nominations will be taken in May of the each year with names of nominees to be included in June Newsletter.

Elections will be held at the June meeting. Any member in good standing is eligible to hold an office. An officer may succeed himself/herself. If any officer is unable to complete his/her term of office an election will be held at the next meeting for selection of a replacement to complete the term.

To enhance continuity, terms of office shall be staggered:

- President and Treasurer officers shall be elected in the even numbered years.
- Vice-President and Secretary officers shall be elected in the odd numbered years.

All elections will be for two-year full terms.

11. Block Captains: Block Captains will be recruited.

Block Captain duties include distribution of meeting announcements, petitions, etc. to all houses/ or all members as directed by the Association or its President in his/her "block". Block Captains are the TPNA's contact person for their defined "block" and are the key contact person with all residents. Therefore, Block Captains are responsible for encouraging new members to join TPNA, and relay communications up or down.

12. Minutes: Minutes of each meeting will be recorded and approved by the membership at the following meeting.

13. Committees: Committees may be formed as the organization sees need.

14. Membership Dues: Dues shall be determined by a majority vote of the members in good standing present at the regularly scheduled meeting in November and payable at the January meeting.

15. Amendments: These by-laws may be amended in whole or in part by the majority vote of members in good standing present at any regular meeting of the association.