

BY-LAWS FOR POPLAR GROVE NEIGHBORHOOD ASSOCIATION

ARTICLE 1 – ORGANIZATION

Section 1 – Name

1.1 The name of this Association is: Poplar Grove Neighborhood Association; hereinafter referred as: The Association.

Section 2 – Area Boundaries

2-1 The area is bordered on the East side by Barker Ave., on the West by Tekoppel Ave., on the South by Claremont Ave., and on the North by the Lloyd Expressway. People who live outside of those borders may join if they do not reside within the boundaries of another neighborhood association.

Section 3 -- Purpose

3-1 The Association was organized for the purpose of:

- a. The betterment of our community.
- b. The well-being of our neighbors.
- c. The general improvement of our neighborhood.

ARTICLE II – MEMBERSHIP, VOTING RIGHT & DUES

Section 1 – Membership

1.1 Membership is open to residents of the community and other interested parties.

Section 2 – Voting Rights

2-1 Each member 18 years of age or older is entitled to one (1) vote on each matter submitted for vote.

Section 3 – Dues

3-1 Membership dues of \$5.00 per family per year are pay able in January of each calendar yea. A membership card – one card per family – will be issued upon payment of dues.

ARTICLE III – GENERAL MEETINGS

Section 1 – General Membership Meetings

1.1 General membership meetings shall be held at 7 p.m. on the second Wednesday of each month. These meetings shall be public meetings.

Section 2 – Special Meetings

2-1 Special meetings may be called at any time by the President or the Board of Directors.

Section 3 – Meeting Location

3-1 The Board of Directors may designate any location in the community as a meeting place.

Section 4 – Meeting Notification

4-1 Members will be notified in advance of each meeting by a member of the Phone Committee, which shall be appointed by the President.

ARTICLE IV – BOARD OF DIRECTORS

Section 1 – Board of Directors

1.1 The Board of Directors shall consist of seven (7) members: The newly elected President as Chairman, the Vice President, Secretary, Treasurer, the Outgoing President, plus two (2) elected members at-large.

Section 2 – Responsibilities of the Board of Directors

2-1 To establish goals for The Association.

2-2 To approve any statement or position before it is made public.

Section 3 – Qualifications for Membership

3-1 A candidate for membership on the Board of Directors must be a member of The Association in good standing, with dues current.

Section 4 – Notification of Board Meetings

4-1 Each member of the Board of Directors must be notified at least three (3) days prior to each meeting

Section 5 – Quorum Statement

5-1 A simple majority of the Board of Directors shall constitute a quorum for transaction of business.

Section 6 – Vacancies

6-1 Any vacancy on the Board of Directors shall be filled, by appointment, by the Board of Directors with the approval of the membership.

ARTICLE V – OFFICERS AND THE ELECTION PROCESS

Section 1 – Naming of Officers

1.1 Officers of The Association shall be named as follows: President, Vice President, Secretary and Treasurer.

1.2 Officers shall be elected by the membership of The Association. Any member in good standing, with dues current, is eligible to serve.

Section 2 – Nominating Committee

2-1 A three-member nominating committee (excluding the present Board of Directors) shall be appointed by the President no later than the October meeting. This committee shall select a slate

of officers and two (2) members to the Board of Directors to serve for the ensuing year, and disband after the election. Nominations will also be accepted from the floor.

Section 3 – The Election

3-1 The annual election of officers and directors shall be conducted during the November meeting. The term of office shall be one year, beginning on January 1st.

Section 4 – Duties of Officers

4-1 The President shall preside at all general meetings and Board of Director meetings.

4-2 The Vice President, in the absence of the President, shall perform the duties of the President and plan programs for each meeting.

4-3 The Secretary shall keep minutes of each general meeting and Board of Directors meetings, keeping minutes in separate books. The Secretary shall be custodian of all records except financial records.

4-4 The Treasurer, under the guidance of the Board of Directors, shall be in charge of, have custody of, and have full fiduciary responsibility for all funds belonging to The Association. Receipts will be given for all monies received, and collected for all monies disbursed, in every financial transaction.

4-5 The Treasurer shall submit a monthly report at each general meeting.

ARTICLE VI – AMENDMENT PROCESS

Section 1 – Procedure

1.1 To change the By-Laws, an announcement of the proposed change must be made at least one month prior to actual voting on the change. Any member in good standing may propose an amendment.

1.2 A majority vote of the general membership is required to amend the By-Laws.

ARTICLE VII – MISCELLANEOUS

Section 1 – Monetary Benefits

1.1 No member, officer or director shall accept any profit, gift, monetary gain or benefit from The Association, except as may be approved by the Board of Directors. However, this provision shall not preclude the proper reimbursement to a member, officer or director for any legitimate expenditure made on behalf of The Association.

Section 2 – Fiscal Year

2-1 The fiscal year of The Association shall be January 1 through December 31, to coincide with the term of elected officials.

Section 3 – Consultant Services

3-1 A consultant shall be called upon by the President whenever professional advice and/or expertise is needed to resolve a particular problem or situation within the scope of the purpose of The Association.

DUTIES OF OFFICERS

PRESIDENT

Preside over monthly meetings and Board meetings.

Supervise and control all business affairs and property of the Chapter.

Appoint committees for legislative, tours, health, picnic, community service, refreshments, public relations and sunshine.

1st Vice PRESIDENT

Schedule speakers for monthly meetings.

Provide meeting times and dates to media each month.

Conduct monthly meetings in absence of president.

Maintain and update membership lists.

SECRETARY

Record all proceedings of monthly and board meetings.

Give report at each monthly meeting.

TREASURER

Shall have charge and custody of all funds in any way generated, collected or obtained in connection with the Chapter. Shall disburse funds of the Chapter.

Shall keep full and accurate accounts of receipts and disbursements belonging to the Chapter and shall deposit all money and other valuable effects in Chapter account at Evansville Teachers Federal Credit Union.

Shall give a Treasurer's report and food bank donation report at each meeting.

VOTING DELEGATES (2)

Shall vote on matters at the United Neighborhoods of Evansville (UNoE) meeting on behalf of Poplar Grove Neighborhood Association.