

# **Tenney-Lapham Neighborhood Association By-laws**

## **Article I - NAME**

The organization will be known as the Tenney-Lapham Neighborhood Association.

## **Article II - PURPOSE**

Section 1. The primary purpose of the organization is to improve the neighborhood through democratic citizen participation and involvement.

Section 2. The organization will work for the achievement of this purpose by generating and sustaining a spirit of neighborhood among area residents through all appropriate means including, but not limited to:

- 2.1 - Foreseeing and calling attention to emerging neighborhood trends and problems prior to their reaching crisis proportions.
- 2.2 - Fostering neighborhood interest and participation in planning.
- 2.3 - Providing means for widespread study and discussion of all issues and questions pertinent to the neighborhood.
- 2.4 - Educating citizens, both members and non-members of the organization, in the processes, problems and potential of the neighborhood's future.
- 2.5 - Serving as an advocate for those policies and programs that seem to its membership after appropriate analysis and discussion, to be in the neighborhood's best interest.

## **Article III - GEOGRAPHIC AREA**

The general area to be served by the organization will be bounded by the Yahara River on the east, Blair Street on the west, Lake Mendota on the north, and East Washington Street on the south.

## **Article IV - MEMBERSHIP**

### Section 1. Types of membership.

- 1.1 Regular Members. All persons age eighteen (18) and over who reside in, or are homeowners, or who are owners or managers of businesses in the above area are eligible for regular membership in the organization.
- 1.2 Associate Members. An associate member is an individual over age eighteen (18) who does not fall in one of the above four categories but has paid dues. Associate members have all of the privileges of regular membership except they may not vote.

Section 2. Any member having paid his/her annual membership dues shall be considered a member in good standing. The normal membership period is from October 1 to September 30 each year. Persons who join or renew membership between June 1 and September 30 would be in good standing until September 30 of the next year. Annual dues shall be as follows:

- 2.1 For an individual at least 18 years old, but less than 65 years old -- \$2.00
- 2.2 For an individual 65 years or older -- \$1.00
- 2.3 For a corporation or commercial establishment -- \$5.00
- 2.4 For a contributing member -- \$5.00
- 2.5 For a sustaining member -- \$20.00

Section 3. Voting at all meetings shall be limited to those regular members who paid their dues at least two (2) days before the meeting. Members must be present in order to vote and there shall

be no voting by proxy except by members 65 years of age or older. Any such proxies shall be given to the Secretary. There shall be no blanket proxies.

Section 4. Any regular member, in good standing, except for elected public officials, may with his/her consent be nominated or appointed as an official of the organization.

## **Article V - OFFICIALS**

The officials of the organization should be selected with regard to representing the differing ages, interests, and addresses of the membership of the neighborhood.

Section 1. The elected officials of the organization shall consists of:

1.1 The President who will direct association activities, chair meetings of the Neighborhood Council and Executive Committee and perform other duties as required. The President shall not vote as a member of the Neighborhood Council or Executive Committee except in order to break a tie vote of either body.

1.2 The Vice-President who will assume the duties of the President at the request of the President or during his/her absence, and who will perform other duties as agreed upon with the President.

1.3 The Secretary who will prepare the minutes of the organization's meetings, issue notices of the association's meetings, maintain all records and files as they pertain to the organization, receives proxies from members 65 years of age or older.

1.4 The Treasurer who will administer all monies of the organization.

1.5 Four area representatives who will be responsible for distribution of the newsletter within their areas, coordinate the annual membership drive within their areas, and serve as active members on the Membership Committee.

- a. Yahara River on the east, Brearly Street on the west, East Johnson Street on the north and East Washington on the south.
- b. Brearly on the east, Livingston Street on the west, Lake Mendota on the north and East Washington on the south.
- c. Marston Avenue on the east, Brearly Street on the west, East Johnson Street on the south and Lake Mendota on the north.
- d. North Livingston on the east, Blair Street on the west, Lake Mendota on the north and East Washington on the south.

1.6 The neighborhood council shall consist of the above officers and representatives as well as the chairpersons of the eleven (11) standing committees (i.e., Publicity, Education, Community Service (amended 9/29/94), Housing, Safety, Membership, Social, Business and Commercial, Parks and Playground, Special Projects and Traffic and Transportation), who shall be nominated and elected from the general membership at the Fall Annual Meeting. Its duties shall include, but not be limited to:

- a. Carrying out the policies established by the general membership.
- b. Establishing general policy and acting during the intervals between meetings of the general membership.
- c. Appointing special committees and chairmen thereof to work on matters duly designated for consideration of the organization.

Section 2. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and three (3) other members

of the Neighborhood Council selected by the Council. The Executive Committee shall make emergency decisions, and expenditures between meetings of the Neighborhood Council only when the President determines that the emergency precludes the calling of a regular or special Neighborhood Council meeting.

Section 3. The terms of the office for the officers and area representatives shall be for one year and coincident with the annual meeting, except that officials or organization shall remain in office until their successors have been duly elected or appointed.

Section 4. There shall be a Nominating Committee consisting of six (6) persons; three of whom, including the chairperson, are appointed by the Neighborhood Council, and three elected annually at a meeting of the general membership preceding the Fall Annual Meeting at which the election of the officers is to occur. Nominations for the Nominating Committee shall be from the floor. Elected officials shall not be eligible for the election to the Nominating Committee. The Nominating Committee shall present a single slate of nominees for all elective offices at the annual meeting. Further nominations may be made from the floor.

## **Article VI - MEETINGS**

### Section 1. General Membership Meetings

1.1 There shall be at least two (2) meetings of the general membership each year, including the annual meeting, to be held in the Fall.

1.2 Additional meetings may be called by the Neighborhood Council or the Executive Committee as necessary or by petition of twenty (20) or more.

1.3 Notice of all meetings of the general membership shall include the meeting agenda, proposed amendments to the BY-LAWS and, at the Fall annual meeting, nominations for officers. Notice shall be given at least one (1) week prior to

the meeting by publication in the Newsletter or by other appropriate means.

## Section 2. Neighborhood Council Meetings

2.1 Regular meetings of the Neighborhood Council shall be held at a place and hour designated by the President.

2.2 Special meetings of the Neighborhood Council may be called by the President or by any three (3) members, provided that each eligible member is notified at least twenty-four (24) hours preceding the meeting.

Section 3. The Executive Committee shall meet as necessary between meetings of the Neighborhood Council. Section 4. Any action permitted by the BY-LAWS or any provision of law to be taken at a meeting of the Neighborhood Council or the Executive Committee may be taken without a meeting if, a consent in writing, setting forth the action so taken, shall be signed by a majority of the members of the Neighborhood Council or the Executive Committee entitled to vote on the matter.

## **Article VII - PROCEDURES**

Section 1. Any member of the organization in good standing may attend any Neighborhood Council or committee meeting and take part in its open discussion.

Section 2. All meetings of the organization shall be conducted in accordance with Robert's Rule of Order excepted as specified in the BY-LAWS.

Section 3. At all Neighborhood Council and committee meetings, seven (7) of the members shall constitute a quorum; at the Annual Meetings, ten percent (10%) shall constitute a quorum; all other general membership meetings, ten percent (10%) of the regular members shall constitute a quorum. (Amended 7/27/99)

Section 4. A vote of at least a simple majority of the eligible members voting shall be the required majority for action at meetings of the general membership, Neighborhood Council, Executive Committee, and special and standing committees, unless otherwise specified in the BY-LAWS. Officials shall be elected by a simple majority vote.

Section 5. Vacancies in office:

5.1 In the event of the resignation of the President or in the event that the President should become ineligible or unable to continue in office, the Vice President shall become President for the remaining term of office.

5.2 In the event an official, other than the President, of the organization should resign or become ineligible or unable to continue in office, the Neighborhood Council shall appoint a replacement who shall serve out the term of office. Four consecutive absences without valid reason from the Neighborhood Council or committee meetings shall be deemed a resignation.

Section 6. The BY-LAWS of the organization will be ratified by a majority vote of those present at the first association meeting.

Section 7. Proposed amendments to the BY-LAWS of the organization shall only be acted on at meetings of the general membership. Proposed amendments must be given to the membership one (1) week before the meeting. Proposed amendments may be amended from the floor. A vote of at least two-thirds (2/3) of the eligible members voting shall be the required majority.

## **Article VIII - PUBLIC ACTION ON BEHALF OF ASSOCIATION**

No individual or committee shall take a public action nor shall any members represent themselves as speaking in the name of the organization unless so authorized by the Neighborhood Council or the Executive Committee.

### **Article IX - ENDORSEMENTS PROHIBITED**

The organization shall not support candidates for public office.

### **Article X - NEWSLETTER**

The Neighborhood Council shall cause to be published a Newsletter reporting on the activities of the Neighborhood Council and the various committees and such other items as may be of interest to the members.

Section 1. The Newsletter shall be published at least twice annually at least ten (10) days prior to each general membership meeting.

Section 2. The Neighborhood Council may, in its discretion, solicit and accept paid advertisements to be inserted in the Newsletter.

Section 3. Distribution of the Newsletter shall be accomplished by delivery to the various dwelling units and commercial establishments in the neighborhood. In addition

3.1 To any members of the organization not residing within the geographical boundaries of the neighborhood, provided that said member pays, in addition to their annual dues as set forth in Article IV, Section 2, and additional sum to be determined annually by the Neighborhood Council.

3.2 To such non-member persons, organizations, etc.: including but not limited to the City of Madison Department of Planning and Development, the Wisconsin State Historical Society, and the press, whose receipt of the Newsletter is

deemed by the Neighborhood Council to be in the best interest of the organization, at no charge to the recipient.

## **Article XI - BUDGET**

The Neighborhood council shall appoint a budget committee in the fall that shall prepare the annual budget.

Section 1. Prior to the first meeting of the budget committee all officers and chairs shall submit a statement of their estimated needs.

Section 2. The budget committee shall distribute to the council a budget draft to solicit further input.

Section 3. A policy on donations shall be set as follows:

3.1 Donations allocated in the budget under \$100.00 shall be given as requested, over \$100.00 contingent upon funds available.

3.2 Donations not allocated in the budget under \$100.00 shall be approved by a majority of the council and given contingent upon funds available; over \$100.00 shall be subject to a 2/3 vote of the council and matching funds stated, then given contingent upon funds available and matching funds collected.

3.3 Budget shall be approved by a majority vote of the council. (Amended 10/06/88)