

Bay/Creek Neighborhood Association

Provisional By-Laws

October 1990

CONTENTS:

I	Purpose	VI	Standing Committees
II	Membership	VII	Procedures
III	Meetings	VIII	Finance
IV	Area Representatives	IX	Amendments
V	Neighborhood Council	X	Dissolution

ARTICLE I: PURPOSE

Section 1: The primary purpose of the Bay/Creek Neighborhood Association, hereafter "the association," is to improve our neighborhood through democratic citizen participation and involvement in activities which affect our everyday lives.

Section 2: The association shall work toward this goal by generating and sustaining a spirit of neighborhood community among area residents through all appropriate means, including, but not limited to:

- 2.1 Calling attention to emerging neighborhood issues.
- 2.2 Promoting interest and participation in neighborhood planning.
- 2.3 Educating citizens, both members and non-members of the association, in the character, problems and potential of the neighborhood.
- 2.4 Providing a means of widespread study and discussion of various issues and questions pertinent to the neighborhood.
- 2.5 Serving as advocate for those policies and programs that seem to its membership, after appropriate analysis and discussion, to be in the neighborhood's best interest.
- 2.6 Working cooperatively with city and neighborhood groups to improve and further the neighborhood's interest.

2.7 Promoting social interaction among the diverse population within the neighborhood.

ARTICLE II: MEMBERSHIP

Section 1: Membership in the association is open to all persons age 18 and over who reside in the City of Madison in Census District 13, the area bounded by Monona Bay and Lake, Wingra Creek and Haywood Drive.

Section 2: Any such resident may become a member of the association. There are no dues, but there is a suggested annual donation of \$3 per household per year. Membership is on a calendar year basis.

Section 3: Membership is initiated by signing a list at a general membership meeting, or by indicating an interest in joining the association in writing to a member of the Neighborhood Council.

Section 4: Membership entitles an individual to vote in general membership meetings, and to serve on committees of the association.

Section 5: Membership in the association shall be terminated if a person ceases to be a resident of the area designated in Section 1 or voluntarily resigns.

Section 6: Guest memberships in the association shall be allotted at the discretion of the Neighborhood Council to former neighborhood residents, business and government representatives and other individuals.

ARTICLE III: MEETINGS

Section 1: There shall be at least two general membership meetings of the association each year. The annual meeting shall be in February, with the second meeting in September.

1.1 A special meeting shall be held when directed by the coordinator or the Neighborhood Council or when requested in writing by not less than 25 members of the association. Notice of a special meeting shall designate the items of business to be considered.

1.2 Notice of all meetings of the general membership or the Neighborhood Council shall be announced in writing at least one week in advance of the meeting, except that if necessary, an emergency meeting of the general membership or the Neighborhood Council may be held without advance notice.

1.3 At any meeting of the general membership or the neighborhood council, a quorum consists of a majority of members present.

Section 2: All meetings of the general membership shall be held within the neighborhood boundaries at a place designated by the Neighborhood Council.

Section 3: Election of officers is conducted at the annual membership meeting in February.

ARTICLE IV: AREA REPRESENTATIVES

Section 1: The association shall be divided into areas as shown on the map of Appendix A. One area representative shall represent each district.

Section 2: Area representatives shall be chosen at the annual membership meeting. Each area representative must meet with his/her area residents prior to the annual meeting to nominate one or more area members for area representative for the next year. A list of area representative candidates must be distributed in writing at least one week in advance of the annual meeting. Any member may nominate one additional candidate for area representative of that member's area. Each member shall vote for one area representative from his/her area only. A coin toss shall be used to break ties.

Section 3: The responsibilities of an area representative are as follows:

3.1 Act as liaison between the Neighborhood Council and one's area, and report neighborhood concerns to the council.

3.2 Serve on the Neighborhood Council.

3.3 Arrange for distribution of the neighborhood newsletter and other Bay/Creek materials to area residents.

3.4 Assist in finding a replacement under the procedure set forth in section 2.

3.5 Conduct or arrange conduct of door-to-door surveys, if an issue of concern arises.

ARTICLE V: NEIGHBORHOOD COUNCIL

Section 1: The Neighborhood Council shall consist of area representatives, standing committee chairs and current officers. Duties include, but are not limited to:

1.1 Establishment of general policy to recommend to the association on various issues which concern the neighborhood and the association.

1.2 Execution of the policies and programs established by or for the general benefit of the general membership.

1.3 Appointment of replacement for officers who have resigned.

1.4 Appointment of committees as necessary on matters that may not be addressed by a standing committee.

1.5 Management of the business and property of the association.

Section 2: The members of the association shall elect the officers of the association at the annual membership meeting. The officers and duties shall be:

2.1 Coordinator, who directs association business activities, chairs meetings of the neighborhood council and the general meeting, represents the association, as appropriate, and performs other duties as required.

2.2 Treasurer, who administers all moneys of the association, handles correspondence and maintains all membership records and all financial records and files for the association, and regularly provides an oral or written financial report to the association.

2.3 Secretary, who handles correspondence as appropriate and maintains correspondence files, records of all general membership and neighborhood council meetings and a scrapbook of area and association activities.

Section 3: An officer may be removed at any time by a 2/3rds vote of the full Neighborhood Council or a majority of the association membership.

Section 4: Any vacancy shall be filled by election of the Neighborhood Council. The appointee shall serve until the next annual meeting.

Section 5: The Neighborhood Council shall hold regular meetings at least twice a year, before the general membership meetings.

Section 6: The council shall report to the members of the association the state of the affairs of the association at the general membership meetings.

Section 7: The coordinator may delegate any of his or her responsibilities to any other member of the Neighborhood Council.

ARTICLE VI: STANDING COMMITTEES

Section 1: The general purposes of the standing committees shall be to promote neighborhood awareness and coordinate activity in those areas of concern to the specific mandate of the committee.

Section 2: The mandate of the Standing Committees shall be to monitor all activities related to the committee focus, represent the association and neighborhood residents as appropriate, and keep the association informed of activities in these areas. Specific mandates follow:

2.1 Business Attraction and Retention. Concerns matters related to business development, attraction and retention.

2.2 Environmental and Recreational Development. Concerns oversight of maintenance and development of neighborhood parks and water ways, creation of adequate play facilities for children, and the general health and safety of recreational areas.

2.3 Neighborhood Image and Elderly Services. Concerns development and projection of a healthy neighborhood image, with special attention to the needs of the elderly.

2.4 Traffic. Concerns monitoring new developments along the main trunk roads through the neighborhood, safety of pedestrian access, and maintenance of the residential character balanced with the flow of traffic.

2.5 Newsletter (Bay/Creek Bulletin). Publish a neighborhood newsletter at regular intervals. Each newsletter shall contain a summary of the previous general membership meeting, if any, and an agenda of the next general membership meeting, if available.

Section 3: Chairs of standing committees shall serve as members of the Neighborhood Council and shall serve at the pleasure of that council.

Section 4: A member of any committee who has missed three meetings without a reasonable excuse, as determined by the committee, shall no longer be considered an active member of the committee.

ARTICLE VII: PROCEDURES

Section 1: Any member of the association may attend any Council or Committee meeting and may take part in the discussion.

Section 2: All meetings of the association shall be generally conducted in accordance with Robert's Rules of Order, except that meetings of the Neighborhood Council may be conducted by consensus decision-making, where practicable.

ARTICLE VIII: FINANCE

Section 1: The funds of the association shall be deposited in such bank or other financial institution as the Neighborhood Council shall designate, and shall be withdrawn only upon checks, drafts or order of the association signed by the treasurer or other designated officer.

Section 2: The Neighborhood Council shall ratify any expenditure of greater than \$100 but less than \$200. The general membership shall ratify any expenditure of \$100 or over. A special exemption is allowed for ordinary expenditures related to the operation of the neighborhood newsletter.

ARTICLE IX: AMENDMENTS

Section 1: Amendments to the by-laws may be made by a 2/3rds majority vote of members present and voting at any meeting of the general membership, if the neighborhood newsletter provides advance notice of the amendments.

ARTICLE X: DISSOLUTION

Section 1: If this association, for any reason whatsoever, ceases to exist, any and all assets, after payment of all debts and obligations of the association, shall be donated to the City of Madison, and shall be requested for use within the former association area for recreational, educational or environmental purposes.

