

Bay Creek Neighborhood Association, Incorporated, Bylaws

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Preface

The Bay Creek Neighborhood Association's bylaws explain its Purpose and operation. While participating in the Association's activities, Bay Creek neighbors agree to abide by these bylaws. However, the bylaws cannot cover every possibility. Whenever the bylaws, Robert's Rules of Order, or our customs do not directly specify or ban an action, or people disagree on their interpretation, neighbors resolve the question by vote at a general meeting. Commitment to the Association's core Purpose guides our action.

1) Purpose: Friendly Democratic Community Building

Bay Creek is the neighborhood bounded by Lake Monona, Wingra Creek, and the centerline of Haywood Drive extended to Monona Bay.

Goals:

The primary purpose of the Bay Creek Neighborhood Association is to improve the Bay Creek neighborhood through democratic participation and involvement in activities that affect our everyday lives.

Methods:

The Association works towards these goals by generating and sustaining a spirit of neighborhood community open to diverse opinions. It encourages and provides the means to promote neighborly social interaction; do neighborhood planning; study, discuss, educate, and advocate on neighborhood issues and potential. The Association may work cooperatively with the City and neighborhood groups as it sees fit.

2) Membership

All neighbors 18 and over living in Bay Creek may attend the Association's general and committee meetings as voting members and serve as Association officers, committee members and chairs, and area representatives. The Association affirms the City of Madison's EQUAL OPPORTUNITIES ORDINANCE, welcoming all people.

Suggested voluntary annual household **dues** (paid to treasurer): \$10.

The Association's general and committee meetings may welcome **guests** living out-of-neighborhood as non-voting members. Guest members cannot hold Association offices or represent the Association.

3) Neighborhood Meetings: Open and Participatory

Bay Creek neighbors may participate and vote at the Association's general neighborhood and Committee meetings. Neighbors elected as Officers, Area Representatives, or Standing Committee Chairs may participate and vote at Neighborhood Council meetings.

The Association holds general neighborhood meetings **at least every two months**. 10 neighbors may call additional general neighborhood meetings, notifying the neighborhood of the meetings' business.

Whenever possible, the Bay Creek Bulletin announces all meetings. Bay Creek neighbors can **add topics to general neighborhood meetings** at the meeting or beforehand. If the topic will be voted on, it must be submitted 96 hours beforehand (see website for [instructions](#)) and posted on the [website](#) 48 hours beforehand, except for items of a routine or operational nature.

General neighborhood meetings have rotating neighbor facilitators chosen by consensus. Committees report activities; Bay Creek neighbors address and may vote on agenda items. Agenda items not addressed at one meeting may carry over to the next. General neighborhood meetings must approve Association projects that require **spending** \$1,000.00 or more.

At annual general meetings, Bay Creek neighbors **elect officers, committee chairs, and area representatives**. Between elections, neighbors present at regularly scheduled general meetings may remove officers at any time by a 2/3rds vote.

All Association **meetings follow Robert's Rules of Order**. **Binding votes** at general neighborhood meetings require ten Bay Creek neighbors to be present.

4) Neighborhood Council: Our leadership

The Bay Creek Neighborhood Council consists of area representatives, standing committee chairs, and officers. (Ad hoc committee chairs do not serve on the Neighborhood Council.) Council and Committee **meetings happen as needed** and follow the same procedures as general meetings, following Robert's Rules of Order. Council meetings may use consensus decision making where practical. A coin toss breaks ties.

The Council listens and responds to Bay Creek neighbors' concerns in as timely manner as is practicable; creates policies and recommends them to the Association; executes policies and programs to benefit the neighborhood.

The Council reports the Association's activity and affairs at general neighborhood meetings; **appoints committees** on matters not addressed by standing committees; manages the Association's business and property.

The Neighborhood Council may **remove Neighborhood Council members** at any time by a 2/3rds vote and **appoint replacements** for retiring or removed members – replacements serve until the next annual election.

Binding votes at Council meetings require a Council majority be present – discussion may happen without a Council majority present. A Council majority may call additional general neighborhood meetings, notifying the neighborhood of the meetings’ business.

The Neighborhood Council decides where general neighborhood and Council meetings take place and whether or not to meet in person. General meetings must be within Bay Creek unless a Council majority cannot meet in person because of weather, pandemic, or other extenuating circumstances, permitting video meetings.

When offering political candidates opportunities, such as forums or newsletter articles, the Association offers them to all candidates equally.

No Association member may perform another Council member’s duties unless asked to by that Council member and announced to the Council or directed by the Council.

5) Standing and Ad Hoc Committees: How we work together

Standing Committees monitor neighborhood activity, promote awareness, and coordinate action related to their focus; they represent the Association and neighborhood residents as appropriate, informing the Association of their activities. **Any neighbor may attend** any committee meeting. Bay Creek **neighbors elect standing Committee chairs** to yearly terms at an annual general neighborhood meeting. All Association meetings, including Committee meetings, follow Robert's Rules of Order.

Both standing and ad hoc committee chairs provide the best available **notice of future meetings** to all committee members and interested Bay Creek neighbors who have contacted the committee chair about attending future committee meetings. The Bay Creek Bulletin lists all committee chairs’ contact information to enable neighbors to attend committee meetings.

Welcome Committee contacts new neighbors and businesses, conducts recruitment activities, welcomes and orients newcomers to Association meetings.

Newsletter Committee regularly publishes the *Bay Creek Bulletin*, which volunteers aim to distribute to every neighborhood household (regardless of dues paid). At a minimum, the *Bay Creek Bulletin* publishes general neighborhood meeting summaries submitted by the Recording Secretary. Each Bulletin announces the Association’s yearly voluntary dues. The Bulletin provides advance notice of proposed Bylaws amendments. The Bulletin lists all area representatives, officers, and committee chairs’ contact information. Ordinary *Bay Creek Bulletin* operating expenses do not require Neighborhood Council ratification.

Web Committee manages methods of electronic communications utilized by the Association. The website lists all area representatives, officers, and committee chairs’ [contact information](#).

Planning and Economic Development Committee focuses on neighborhood land use, educating residents, and soliciting their input.

Ad hoc committees fulfill specific functions not covered by standing committees; the Neighborhood Council forms these committees, which automatically disband after fulfilling their function. Ad hoc committee chairs are elected by the committee and do not serve on the Neighborhood Council.

6) Officers and duties

Contact Person: receives and promptly shares communications affecting the neighborhood with the Neighborhood Council and the Bay Creek listserv.

Treasurer: administers the Association's monies and assets, and all financial records and files, providing regular oral and written reports, presenting a written or digitally saved financial record to general neighborhood meetings at least yearly. The treasurer (or designated officer) records all Council ratified expenditures in the Association's financial records.

Recording Secretary: records general and Council meetings; provides Newsletter editor chair with a summary of general neighborhood meetings for publication.

7) Area Representatives: Our Democratic Structure

The Association divides Bay Creek into six areas, each with one representative. (See Website's "[Area Map](#).") **Neighbors vote annually** for representatives from (only) their area; a coin toss breaks ties. Representatives serve one year. All Bay Creek neighbors may volunteer or nominate a candidate to represent their area.

Area representatives serve and vote on the Neighborhood Council; liaise area neighbors with the Council; report neighborhood concerns; help find their replacements; assist the association as necessary.

8) Association Finances: Open Records

The Neighborhood Council designates which financial institution to deposit Association funds. Only the Treasurer or other designated officer may **withdraw funds** on order of the Association. The Neighborhood Council must ratify any expenditure greater than \$100, except for the neighborhood newsletter's ordinary operating expenses. General neighborhood meetings must approve Association projects that require spending \$1,000.00 or more. No neighbor, officer, chair, or area representative may receive compensation for their Association services.

The Treasurer presents written or digitally saved **financial records** to a general neighborhood meeting at least yearly. These records contain all ratified expenditures. The Treasurer will promptly provide any neighbor the Association's financial records when asked.

9) Changing the Bylaws

Changing the bylaws requires two votes: First, proposed bylaws amendments must pass a simple majority advisory vote at a general meeting. Once passed, they are published in the *Bay Creek Bulletin*. Finally, they must pass with a 2/3rd majority at a general meeting at least three weeks after publication.

10) End of Association

If the Association ceases to exist, the Association will donate its assets to the City of Madison after paying all debts and obligations, requesting the City to use them for recreational, educational or environmental purposes within Bay Creek.