

# **CAMPBELL PARK NEIGHBORHOOD ASSOCIATION BYLAWS**

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## **ARTICLE 1 – NAME**

The name of this organization shall be the Campbell Park Neighborhood Association (CPNA).

## **ARTICLE 2 – OFFICE**

The Association's principal office shall be the residence of the Association's President. The Executive Board may designate another location at its discretion with the agreement of the majority of the Executive Committee.

## **ARTICLE 3 – BOUNDARIES**

The boundaries of the Association are 5th Avenue South to the north-side of 11th Avenue South and from the west-side of MLK Street South (9th Street South) to the east-side of 16th Street South.

## **ARTICLE 4 – OBJECTIVES/PURPOSES**

Mission Statement: Campbell Park Neighborhood Association advocates for a better place to live that is safe, clean, healthy and prosperous for all its residents.

## **ARTICLE 5 – LEGAL STATUS/POLICIES**

The Association shall be organized and operated not for profit. No part of any Association net income shall ever be payable to any member.

## **ARTICLE 6 – MEMBERSHIP AND DUES**

### **SECTION 1. MEMBERSHIP CATEGORIES**

a. Resident Membership – Any resident (18 years old or older) whose primary residence (living) in the "Campbell Park Neighborhood" (defined in Article 3, Boundaries), shall be eligible for Resident Membership. Resident Members shall have the privileges of voting, holding office, serving on committees, and speaking on the floor at membership meeting.

b. Non-Residents Membership – Any person (18 years old or older), owning property but not residing in the "Campbell Park Neighborhood" defined in Article 3, Boundaries), shall be eligible for Non-Resident Membership. Non-Resident Members shall have all the privileges of "Resident Membership" with the exception of holding office.

c. Associate Membership – Associate Membership shall be open to persons who are interested in the objectives of the Association. Associate Members shall have all of the privileges of “Resident Membership” with the exception of holding office or voting.

d. Membership in Good Standing - Member is in good standing if the member has adhered to the by-laws, purpose and mission of the Campbell Park Neighborhood Association. The Executive Board shall have the power and authority to remove any member if the Executive Board determines that such member has violated the bylaws of the Campbell Park Neighborhood Association.

## SECTION 2. MEMBER GRIEVANCE PROCEDURES

a. One-on-one Dialogue and Mediation - Individuals and groups are encouraged to reconcile differences, whether inside or outside the scope of these grievance procedures, through one-on-one dialogue or mediation.

b. Eligibility to Grieve - Any person or group may initiate this grievance procedure by submitting a grievance in writing to the Board. Grievances are limited to complaints that the grievant has been harmed by a violation of these bylaws that has directly affected the outcome of a decision of Campbell Park Neighborhood Association. Grievances must be submitted within 45 days of the alleged violation.

c. Processing the Grievance - The Board shall arrange a Grievance Committee, which shall review the grievance. The committee shall consist of one board member and four general members. The committee shall hold a public hearing and give the grievant and others wishing to present relevant comment and an opportunity to be heard. The committee shall then forward its recommendations to the Board

d. Final Resolution - Within 60 calendar days from receipt of the grievance, Campbell Park Neighborhood Association shall render a final decision on the grievance and notify the grievant of their decision. Deliberations by the grievance committee on a recommendation and by the Board of Directors on a decision may be held in executive session.

## SECTION 3. MEMBERSHIP DUES

a. The Association does not charge Membership Dues; however, the Executive Board may vote to change this in the future. Any such change shall be approved by 2/3<sup>rd</sup> vote of the active members present as described in ARTICLE 11.

## **ARTICLE 7 – SOURCES OF REVENUE**

SECTION 1. The fiscal year is the calendar year, unless otherwise identified by the Board of Directors. If dues are set by the Executive Board they will be collected annually.

SECTION 2. The Association may engage in fundraising activities related to its purposes. The Executive Board may accept, on behalf of the Association, any contribution, gift, bequest or device for the general purposes or for any special purpose of the Association.

## **ARTICLE 8 – MEETINGS**

SECTION 1. Association meetings shall be held a minimum of 8 times a year beginning in January, except when otherwise determined by the Executive Board.

SECTION 2. Executive Board meetings shall be held a minimum of 6 times a year. Notice of meetings shall be provided by the chair.

## **ARTICLE 9 – OFFICERS**

SECTION 1. The officers of the Association shall be: President, Vice President, Secretary, Treasurer and three Directors at Large.

SECTION 2. The Nominating Committee shall present a slate of one or more nominees for each office at the November meeting. Nominations from the floor shall be allowed at this time also.

SECTION 3. Officers shall be elected at the November meeting by a simple majority vote. Vacancies in office shall be handled as follows:

a. In the event the President is unable to complete his or her term, the Vice President shall become the President for the unexpired portion of the term.

b. Vacancies in officer positions other than the President shall be filled for the unexpired term by the Executive Board.

c. Unexcused absences as determined by the Executive Board from three consecutive meetings shall constitute a vacancy of office and item B will prevail.

SECTION 4. The term of office shall be one calendar year, from January 1 through December 31 for each elected member of the Executive Board. The only exception is to the office of the Treasurer shall be a period of two calendar years.

## **ARTICLE 10 – DUTIES OF OFFICERS**

SECTION 1. The President shall be the principal officer of the Association and shall:

- a. Preside at the meetings of the Association and when presiding at general meetings shall report to the membership on board actions.
- b. Represent the Association to all public entities, except that the President may ask another Officer, Board or Committee member to represent the Association as required.

SECTION 2. The Vice President shall:

During the absence or disability of the President, shall possess all powers and perform the duties of the President in the event of resignation, removal from office or death of the President, shall possess all powers and perform the duties of the office until the next election.

SECTION 3. The Secretary shall:

- a. Shall keep minutes of all Monthly Meetings, Special Meetings, and Executive Board Meetings and cause them to be published electronically or via other means as specified by the Executive Board.
- b. Shall process all membership applications.
- c. Shall keep an accurate record of all names and addresses of members.
- d. Shall monitor incoming Campbell Park Neighborhood Association e-mail.

SECTION 4. The Treasurer shall:

- a. Have charge of all Association funds/bank accounts.
- b. Sign with the President all withdrawals of funds.
- c. Shall have authority to spend discretionary funds up to \$50.00 without prior board approval between Executive Board meetings.
- d. Perform other duties as requested by the President or Board.
- e. Present a complete account of Association funds identifying the source of funding and disbursement, at monthly meetings to the Board, at least quarterly at meetings of the membership.

- f. Prepare an annual statement accounting for Association funds

SECTION 5. Conflict of Interest Procedures. A case in which a Board member may have a direct or indirect conflict of interest may be approved by a vote of the Executive Board, if in advance of the vote, all material facts of the case and the Board member's interest are disclosed to the Executive Board. A conflict-of-interest case is considered ratified if it receives the affirmative vote of the majority of the Executive Board who have no direct or indirect interest in the case. A case may not be authorized by a single Board member. If a majority of the Board members who have no direct or indirect interest in the case votes to authorize, approve or ratify the case, a quorum must be present for the purpose of taking action. The presence of, or vote cast by a Board member with a direct or indirect interest in the case does not affect the validity of the action taken by the Executive Board. The Board member with direct or indirect conflict of interest may elect to abstain from voting on the case.

### **ARTICLE 11 – AMENDMENTS**

The Executive Board may decide that a change to the Bylaws is necessary. The proposed changes (resolution) will then be emailed to the members 30 days prior to the next regular meeting. The resolution is then presented to the general membership at the regular meeting, and such amendments may then be adopted by 2/3<sup>rd</sup> vote of the active members present. Active members may propose amendments to the bylaws to the Executive Board.

### **ARTICLE 12 – ADOPTION OF BYLAWS**

Adoption of Bylaws approved by the membership on June 6 , 2022 (MO/DAY/YR).  
(Steve Morrison motioned for the bylaws to be adopted and second by Josette Green and were voted on and approved by all members in attendance.)