

SYLVAN PARK NEIGHBORHOOD ASSOCIATION BY-LAWS

ARTICLE I - NAME AND PURPOSE

Section 1: NAME. The name of this incorporated, non-profit organization shall be the Sylvan Park Neighborhood Association, hereinafter referred to as "S.P.N.A." or ("SPNA").

Section 2: PURPOSE. The general purpose of S.P.N.A. is to provide opportunities for the residents and others interested in the Sylvan Park community to work together to improve the conditions and quality of life within the community. In carrying out this goal, S.P.N.A.'s function shall include:

- Unification of the residents of Sylvan Park by bringing them in closer and more frequent contact with each other, and encouraging them to plan and work together.
- Assessment of community needs
- Development of common goals and objectives
- Monitoring and dissemination of zoning information
- Advocacy for needed services in the area
- Development of support to specific agencies and organizations which provide beneficial services to the community
- Searching for resources to be used in the best interest of the community
- Initiation of projects, programs and activities which address the needs of the community
- Protection and enhancement of property values

ARTICLE II - MEMBERSHIP

Section 1: MEMBERSHIP. Resident membership shall be open to all persons who reside in the area defined specifically as, and known as, Sylvan Park (see attached map). All resident members who have paid dues for a given year are eligible to vote in that year. Any number of adults (persons eighteen [18] years of age or older) in a household may become resident members by paying annual dues. Resident members eligible to seek office are those who have paid annual dues and attended no fewer than six (6) meetings in the twelve (12) months preceding an election. Associate membership will be open to interested persons who do not reside in Sylvan Park. Although associate members are encouraged to attend, and participate in, association meetings and events, they are not eligible to vote or hold office.

Section 2: MEMBERSHIP DUES. Membership dues shall be assessed annually at an amount set by the membership at a regularly scheduled meeting. Dues are payable January 1st of each year.

Section 3: MEETINGS. The membership shall meet monthly on a designated day of the month at a location published to the membership. All members and potential members are encouraged to attend these meetings. The January meeting shall be designated as the annual meeting at which Steering Committee members and officers are elected as provided in **ARTICLE III, Section 3** and **ARTICLE IV, Section 1**. Standing committees shall meet by call of the Chairperson of a given committee. The President may create committees at his/her own discretion or at the request of the Steering Committee or membership. These committees may be called upon to present short reports at the monthly meetings.

ARTICLE III - OFFICERS

Section 1: OFFICERS. The elected officers of the S.P.N.A. shall be the President; Vice-President; Recording Secretary; Membership Secretary; and Treasurer. The term of office shall be for one year.

Section 2: DUTIES OF OFFICERS. Duties of elected officers shall be as set forth in this section:

President: The President shall preside over all meetings of the membership and Steering Committee; shall prepare an agenda for meetings which will be distributed or posted at each meeting; call special meetings when necessary; preside over elections, except his/her own; appoint standing committee chairpersons; inform the membership of all relevant matters involving S.P.N.A.; act as the organization's spokesperson when necessary; review and approve all correspondence, articles, and publications of S.P.N.A. and execute all duties generally accompanying the position of President of any organization.

Vice-President: The Vice-President shall perform such duties as directed by the President and shall act as President in the President's absence. He/She shall act as Parliamentarian during regular and Steering Committee meetings.

Recording Secretary: The Recording Secretary shall take minutes at all meetings of the membership and Steering Committee; prepare a report of the minutes of said meetings for presentation at each monthly meeting; prepare a quarterly summary of activities to be distributed to the membership; and prepare S.P.N.A. correspondence as needed. The Recording Secretary shall maintain records of those members in attendance at monthly meetings for the purpose of reporting the names of members qualified (in accordance to with ARTICLE II, Section 1 of these by-laws) for election to office or to the Steering Committee. All S.P.N.A. historical documents shall be maintained by the Recording Secretary.

Membership Secretary: The Membership Secretary shall collect membership dues; maintain an accurate list of members; prepare Membership Directory for annual distribution to members; distribute welcome packets to new members; and report membership activity at monthly meetings of the S.P.N.A.

Treasurer: The Treasurer shall see to the collection of all monies raised by the S.P.N.A. He/She shall deposit said monies in a financial institution in Davidson County and keep an accurate accounting of all monies collected, deposited and disbursed. The Treasurer shall make a monthly report to the membership at the S.P.N.A meetings. The Treasurer should receive receipts, and must receive either receipts or affidavits, from members seeking reimbursement.

Section 3: ELECTION OF OFFICERS. The five officers (President; Vice-President; Recording Secretary; Membership Secretary and Treasurer) shall be elected by popular vote of the membership at the January annual meeting. The elected officers will become the first five (5) members of the Steering Committee.

Section 4: VACANCIES. If an officer resigns or misses three (3) consecutive meetings, said office will be declared vacant. Vacancies occurring during the year shall be filled by election of a new officer. The President will notify the membership of the vacancy at a regular monthly meeting. The election to fill the vacancy shall be at the next monthly membership meeting after notification.

ARTICLE IV - STEERING COMMITTEE

Section 1: ELECTION. A Steering Committee of Fifteen (15) members, five (5) of who are the above-delineated officers, shall be popularly elected by the membership at the January annual meeting. The term of office shall be one year.

Section 2: PURPOSE AND DUTIES. The Steering Committee is a core group of members who will commit to being present and actively participate in, and set the direction for the S.P.N.A. In order to have a quorum to conduct business at a monthly meeting, a majority (eight [8] or more members) of the Steering Committee must be present. The Steering Committee shall meet at least bi-monthly to set direction for the S.P.N.A. The newly-elected steering committee members shall meet prior to the February meeting to establish the proposed budget and standing committees for the year.

Section 3: VACANCIES. Vacancies occurring on the Steering Committee shall be filled by the existing Steering Committee, whose members shall elect a new member to fill the unexpired remainder of the one-year term. If a steering committee member resigns or misses three (3) consecutive meetings, the position may be declared vacant.

ARTICLE V - COMMITTEES

Section 1: COMMITTEES. Committees may be appointed by the President and Steering Committee as needed. The President shall appoint committee chairpersons. All committee members will serve on a voluntary basis. It is expected that standing committees will meet on a regular basis at the committee chairperson's discretion.

ARTICLE VI - DISBURSEMENT OF FUNDS

Section 1: DISBURSEMENTS: A majority vote of the membership present at a monthly meeting (as proscribed in **ARTICLE II**, *Section 3*) shall be required for the expenditure of amounts exceeding \$100.

Section 2: DISBURSEMENTS BY OFFICERS. Both the Treasurer and the President are authorized to make expenditures of up to \$100.00 without prior membership approval. Expenditures so authorized must be presented to the membership at the monthly meeting immediately following the authorization.

ARTICLE VII - AMENDMENTS

Section 1: AMENDMENTS. These By-Laws may be amended by a two-thirds (2/3) vote of those members present and voting. An amendment must first be presented at a regular monthly meeting with a written copy of said amendment furnished to all members in attendance. A copy of the proposed amendment shall be mailed, or delivered, to other dues paying members in good standing at least ten (10) days prior to the next monthly meeting. The actual vote on the proposed amendment shall take place at the monthly meeting immediately following the introduction of the proposed amendment.

ARTICLE VIII - PROXIES

Section 1: PROXIES. Proxy voting is specifically prohibited in all matters coming before the S.P.N.A.

ARTICLE IX - POLITICAL ENDORSEMENTS

Section 1: ENDORSEMENT OF CANDIDATES. The S.P.N.A. as an organization shall not endorse political candidates for office. However, all members of the S.P.N.A. are encouraged to participate individually in the political process and support and endorse candidates. Nothing in this section prohibits S.P.N.A. from sponsoring political forums or allowing candidates to attend meetings and make brief statements.

Section 2: OFFICERS AND STEERING COMMITTEE MEMBERS. Any officer or Steering Committee member who chooses to endorse or support candidates should be careful not to represent or imply that they, in their official capacity with S.P.N.A., are making said endorsement.

ARTICLE X - CONDUCT OF BUSINESS AT MEETINGS

Section 1: RULES OF ORDER. Except as provided for in these bylaws, *Roberts Rules of Order, Revised*, shall be the governing rules of the S.P.N.A.

Effective date, by membership vote: 12-9-91
amended 12-13-93
amended 01-13-03
amended 04-14-03