Bylaws of the Old Silk Stocking Neighborhood Association

Established, October 23, 2023

Article I. Name

The name of the association shall be the Old Silk Stocking Neighborhood Association.

Article II. Purpose

The purpose of the association shall be:

- To build community within our neighborhood through events, communications, and activities.
- To educate and inform our members about issues of neighborhood interest, and, when appropriate, to advocate on behalf of the neighborhood.
- To improve and beautify our neighborhood.
- The purpose of the Association shall NOT be to set rules or policies for the property owners and residents of the Old Silk Stocking Neighborhood.

Article III. Boundaries

The organization shall serve the residents that live within these boundaries:
North: Robinson Street, South: Gray Street, East: Porter Avenue, West: Railroad Tracks.

Article IV. Membership

Section 1: Who Can Join: Membership is open to any and all persons residing in, owning property in, or operating a business within the boundaries listed in Article III of these bylaws.
Section 2: Voting Membership: Persons residing in, owning property in, or operating a business within the Old Silk Stocking Neighborhood boundaries are eligible to vote on association business. However, property and business owners with multiple properties in the neighborhood will only receive one vote.

Article V. Voluntary Dues

Section 1: Why Collect Dues: All members will be asked to pay dues annually but this is strictly voluntary. Dues will be collected per household or business, not by individual members. Dues are collected for the sole purpose of carrying out the mission of the association.
Section 2: Amount of Dues: The amount of the dues will be determined annually and announced at the annual meeting to be held in October of each year. The Executive Committee (President, Vice President, Secretary, and Treasurer) will make a recommendation to the membership at the annual meeting as to the amount of the yearly dues followed by a vote of the membership.
Section 3: Payment of Dues: Members will be asked to pay their annual dues within 60 days of the annual meeting. New members will be asked to pay for the full year in which they join, regardless of when they join.
Section 4: Other Monetary Donations to the Organization: Periodically, members may be asked to donate to other projects proposed and voted on by the association. These are voluntary payments and are not considered dues.

Article VI. Meetings

Section 1: Time and Place of Meetings: The Association will meet regularly at a time and at a non-commercial place that is convenient to the largest number of members. Meeting dates and

times should be consistent and moved or rescheduled only as a last resort. When circumstances allow, members shall be notified at least 7 days in advance of all cancelled meetings.
Section 2: Special Meetings: Special Meetings of the membership may be called by the Executive Committee with at least a 7-day notice. Or called by a petition signed by a minimum of 25% of membership and presented to the board.
Section 3: Committee Meetings: The Executive Committee and/or other committees of the association may meet at other times to conduct the business of the association. These meetings can be in person or through digital tools like Zoom.
Section 4: Annual Meeting: The Association will hold an annual meeting in October of each year. Anyone is allowed to attend this meeting but only voting members (see Article IV) are allowed to vote at this meeting. The officers and members of the Audit Committee will be elected at that meeting. The amount of annual dues will be voted on at that meeting. The annual budget will be voted on at the annual meeting and the Audit Committee (see Article X, Section 4) will make their report.
Section 5: Nominations: Nominations will be accepted from the floor at the Annual meeting.

Article VII. Officers

Section 1: Officers: The officers shall be President, Vice President, Secretary, Treasurer and any other officers agreed upon and voted on by the membership.
Section 2: Elections: These officers shall be elected by a majority vote at the annual meeting. A roll call, voice, or ballot election may be used. If the officers are not elected at the annual meeting the current officers hold office until an election can be held. All officers must be voting members.
Section 3: Terms: The terms for all offices shall be from the end of the meeting when elections took place.
Section 4: Terms Limits: Terms for the first slate of officers will be for one or two years in order that terms are staggered. Following this, two-year terms will be the standard. Officers can be elected to their office for 3 consecutive terms. After that, they must sit out for 1 term before running for the same office again.
Section 5: Vacancies: A vacancy in any office because of death, resignation, moving from the neighborhood or otherwise is to be filled by a person suggested by the Executive Committee and voted on by the membership body at an emergency meeting or a special meeting called by the Executive Committee.

Article VIII: Officers Duties

Section 1: President: The President shall be the principal executive officer of the Association and shall generally supervise the business and affairs of the Association. They shall preside over all Executive Committee meetings and shall be considered a non-voting, voluntary member of all other standing and ad-hoc committees. They preside over the annual and regularly scheduled meetings of the association. The President may represent the Association at other meetings in the community as needed.
Section 2: Vice President/President Elect: The Vice President performs the duties of the President in the event the President is unable to fulfill his/her responsibilities and will be in training to become the Association President at the end of the President's term. They shall assist the President when necessary, by attending committee meetings or other community meetings on behalf of the association and presiding over meetings if the President is unable to attend. The Vice President is responsible for always having a copy of the most up to date bylaws and any other Association policies and procedures at all meetings and to clarify questions about these documents

if they arise. The Vice President may also be called upon to assist the other officers in their duties, such as assuring association records are filed and organized.

Section 3: Secretary: The Secretary shall keep the minutes of all regularly scheduled meetings as well as all Executive Committee meetings. They are tasked with ensuring that meetings are conducted in accordance with Roberts Rules of Order. Secretary shall also be responsible for keeping accurate records of all Association business, including but not limited to, all minutes, meeting notices, correspondence, copies of financial reports, copies of up to date bylaws, articles of incorporation paperwork, copies of all announcements, copies of all requests for funds generated by the association and any other historical document that pertains to the ongoing business of the association. The Secretary will pass this information on to the next Secretary at the end of their term.

Section 4: Treasurer: The Treasurer shall be responsible for all funds of the Association. They shall receive and issue receipts for monies due and payable to the Association from any source and deposit all monies in the name of the Association in the financial institution selected by the Executive Committee. The Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled membership meeting and Executive Committee meetings. The Treasurer is responsible for assuring all bank statements and other Association records are kept neatly filed and safe. The Treasurer is responsible for assuring all residents are aware of the amount of the annual dues. The Treasurer is accountable for all expenditures of the Association and must keep good records, including receipts, to back up every transaction. Each check of the association shall be signed by two signatures. Treasurer shall prepare the check for signatures, and two other officers will sign the checks. The Treasurer shall sign checks as a last resort.

Article IX. Executive Committee

Section 1: Executive Committee Membership: The President, Vice President, Secretary and Treasurer make up the members of the Executive Committee.

Section 2: Executive Committee Responsibilities: The Executive committee shall manage the day-to-day operations of the association. The Executive Committee is responsible for setting the agenda of the regularly scheduled meetings, arranging the annual meeting, establishing committees and appointing committee chairs. They also make a recommendation to the membership at the annual meeting as to the amount of yearly dues.

Section 3: Executive Committee Meetings: Executive Committee members may meet outside of regular association meeting times. The Executive Committee should hold regularly scheduled meetings.

Section 4: Executive Committee Quorum: There must be at least 3 of the 4 Executive Committee members present in order for the Executive Committee to conduct any business.

Article X
Committees

Section 1: Committee Chairs: The Executive Committee assigns the Committee Chairs as needed.

Section 2: **Committee Members:** Committee Chairs are responsible for assigning members to their respective committees.

Section 3: **Standing Committee and Ad Hoc (as needed) Committees**: Both Standing and Ad Hoc Committees may be utilized to address neighborhood business.

Section 4: Audit Committee: One of the Ad Hoc Committees will be an Audit Committee.

a.) This committee will be made up of 3 members at large. These committee members will be selected by the Executive Committee and voted on by the members at a regularly scheduled meeting.
b.) Audit Committee will review all the checks, bank statements, check signatures, receipts, deposits, etc. for the entire fiscal year.
c.) Audit Committee will make a report of their findings at the Annual Meeting

Article XI.
Voting

Section I: Majority Vote Rules: All Association business is transacted using a voting system called Majority Vote, which means the winning candidate or resolution received at least one more vote than the next candidate or resolution on the ballot. The exception to this rule is votes on changes or amendments to the bylaws. (See Article XII.) Members can also vote by proxy.

Article XII: Quorum

Section 1: Definition of Quorum: A quorum is the minimum number of persons required to be present before association business can be voted on.
Section 2: Quorum at Membership Meetings. The Association requires that at least 10 voting members be present at any regularly scheduled or annual meeting in order for votes to take place or business to transact.
Section 3: Quorum at Executive Committee Meetings: The Association requires that at least 3 of the 4 Executive Committee members be present at an Executive Committee meeting in order to transact committee business.
Section 4: Quorum for Other Committees: There is no quorum responsibility for other Association committees.

Article XII: Bylaw Amendments/Alterations and Rules of Assembly

These bylaws may be altered or amended by an affirmative vote of 75% of the membership present at any regular or special membership meeting provided that notice to amend was given at least 10 days prior to the meeting and the intent to vote on bylaws is placed on the notice. Outside of these bylaws, Roberts Rules of Order Newly Revised is the standard by which this organization transacts business.

Bylaws approved: 10/23/2023 (Date)

Robert M. Jones (Signature of President)