

# **Bylaws – Emerson Heights Community Organization**

## **ARTICLE I: PURPOSE**

### Section 1: Name of Organization

The name of the organization shall be the EMERSON HEIGHTS COMMUNITY ORGANIZATION, also known as “EHCO”. The organization shall function and operate as a neighborhood organization, and hereinafter be referred to as the Association.

### Section 2: Purpose of the Association

The purpose of the association is to seek to improve the quality of life in the neighborhood in such matters as land use, environmental protection, public services, consumer protection, and other matters of neighborhood concern.

1. Inform residents of Emerson Heights about issues of general concern to the neighborhood through newsletters, association meetings, website, and other means.
2. Promote a sense of community through neighborhood activities.
3. Protect and improve Emerson Heights by organizing clean up days, cooperating with city departments, and notifying police of suspicious activities.
4. Encourage the enhancement of property value and aesthetics in the neighborhood.
5. Represent the interests of the neighborhood to relevant governmental and civic agencies and assist in the planning and development of the neighborhood and its environs.
6. Promote community safety through the neighborhood watch program, the dissemination of information, education and other means.

### Section 3: Boundaries

The area of the Association is bordered as follows:

1. East boundary is Emerson Avenue.
2. North boundary is 10<sup>th</sup> Street.
3. West boundary is Linwood Avenue.
4. South boundary is Michigan Street.

## **ARTICLE II: MEMBERSHIP**

### Section 1: Membership Qualifications

1. Membership in the Association shall be open to all residents and property owners 18 years of age and older within the boundaries of the Emerson Heights neighborhood.
2. Honorary membership may be awarded to persons who have other significant interest in our area. The election of honorary membership shall be by majority vote of the Executive Committee. Honorary members shall have no vote.
3. The Association shall have the right to establish dues for voting members. A vote on establishing dues can occur only at the annual meeting where officers are elected.

### Section 2: Membership Voting

1. Members of the Association present at any meeting shall be entitled to one vote on each matter submitted to a vote of the membership.
2. A quorum shall be necessary for the transaction of Association business. A Quorum shall be defined as 10% of the total votes cast in the most recent Association election.
3. An affirmative vote of more than fifty percent (50%) of the members constituting a quorum shall be binding on the Association.
4. In the event that dues are established for voting members, that shall in no way inhibit the right of other members from speaking or otherwise contributing to association business or activities.

### Section 3: Membership Lists

The membership list and information gathered by the Association is to be used solely for conducting Association business. This information will not be released or sold to individuals or organizations for other uses.

## **Article III: Finances**

### Section 1: Income

The Association may raise funds by charging dues, selling subscriptions to the newsletter, voluntary contributions, and/or by fundraising events (raffles, etc.)

### Section 2: Expenditures

1. The fiscal year of the association shall run from January 1st to December 31st.
2. The Executive Committee shall adopt a budget by the end of January describing the planned expenditures and projected income for the fiscal year.
3. The budget shall be published on the website after adoption.
4. The Executive Committee shall accept comments and suggestions from the general membership for alteration of the budget, but the final decision with respect to the budget is the sole province of the Executive Committee.
5. Expenditures not included in the budget may be approved by majority vote of a quorum of Executive Committee members, provided such expenditure is first posted on the website.
6. Any donation received for which the donor has specified a particular use, shall be used for the specified purpose or returned to the donor. Such donations may be accepted or rejected at the discretion of the President of the Association unless overruled by a majority of the members of the Executive Committee.

## **ARTICLE IV: MEMBERSHIP MEETINGS**

### Section 1: General Membership Meetings

Meetings of the general membership shall be held a minimum of quarterly, and a maximum of once a month, as called by the President of the Association, and/or the Executive Committee.

## Section 2: Executive Committee Meetings

Meetings of the Executive Committee shall be held at least quarterly.

## Section 3: Member Privileges

The privilege of introducing motions and participating in floor debate shall be limited to members of the Association. If dues are levied, then all members shall still be entitled to introduce motions and participate in debate, but only those members who have paid their dues would be eligible to vote.

# **ARTICLE V: EXECUTIVE COMMITTEE**

## Section 1: Number of Executive Committee Members

The Executive Committee shall consist of four officers.

## Section 2: Terms of Office

All Executive Committee members shall serve one year terms, with no limits on re-election.

## Section 3: Eligibility for Executive Committee

Only persons eligible to vote in the Association shall be qualified to hold an elected or appointed position.

## Section 4: Duties of the Executive Committee

The Executive Committee shall manage the affairs of the Association in the interim between general meetings. The Executive Committee shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendation on behalf of the Association; shall strictly comply with these bylaws.

## Section 5: Election of Executive Committee

Executive Committee members shall be elected annually by a vote of the membership at its November meeting. The names of all candidates for the committee shall be placed in nomination. Election requires a majority vote of the membership present.

## Section 6: Executive Committee Vacancies

The Executive Committee may fill any vacancy on the committee by majority vote of the committee. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/here successor is elected or appointed.

## Section 7: Duties of the Executive Committee Members

### *1. President*

The President shall prepare the agendas for all general meetings and for Executive Committee meetings, preside at general meetings and at Executive Committee meetings, be an ex-officio member of all committees, and authorize all expenditures of Association moneys. The president shall appoint members of committee not elected, subject to approval by a majority of the Executive Committee. The President shall authorize all

statements made on behalf of the Association, and represent the association before the city council or other governing bodies.

#### *2. Vice-president*

The Vice-president shall fulfill the duties of the President in the President's absence, shall serve as parliamentarian of the Association, and shall perform other duties delegated by the President. The vice-president shall oversee the creation and distribution of Association publications, including the website.

#### *3. Secretary*

The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of the Association; shall make records of the Association available for inspection for any proper purpose at any reasonable time. The Secretary shall maintain a current Address List for the Association. The secretary shall oversee the creation and distribution of newsletters.

#### *4. Treasurer*

The Treasurer shall be responsible for payment of Association expenses and handling Association money, including donations and receipts from fund raising activities. The Treasurer shall maintain accounts of the Association, keep an accurate record of receipts and expenditures, and report the status of all accounts at Executive Committee and general meetings, and will also maintain a current Dues-Paid Membership List for the Association. A complete Financial Statement will be rendered once per calendar year.

### Section 8: Executive Committee Meetings

The Executive Committee shall meet at least seven days prior to any general or special membership meeting to prepare the agenda of the general meeting, and at any other time the President may designate. The President, if indisposed, may assign this duty to the Vice President. These meetings shall be open session; however, only Executive Committee members shall be entitled to vote. A quorum for Executive Committee meetings shall be the number of Executive Committee members in attendance; decisions shall be made by majority vote. Executive Committee members shall be notified of Executive Committee meetings by email or by telephone in advance.

### Section 9: Emergency Powers of the Executive Committee

In such cases where the Executive Committee is required to provide neighborhood response before the question is presented to the membership, the Executive Committee must indicate to the questioner that this is the case, and shall present the action taken at a special or general meeting within thirty days, or within a reasonable time for ratification by the membership where circumstances dictate.

### Section 10: Termination for Nonattendance

Any officer may be removed from office for cause at any meeting by two-thirds of the voting members, providing that notice has been furnished to the officer and all other Executive Committee members at least two weeks before said meeting.

## **ARTICLE VI: COMMITTEES**

The Executive Committee shall establish both standing and ad hoc committees as it deems necessary. Committees shall make recommendations to the Executive Committee for Executive Committee actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the Executive Committee.

## **ARTICLE VII: PROCEDURE FOR CONSIDERATION OF PROPOSALS**

### Section 1: Submission of Proposals

Any person or group, inside or outside the boundaries of the Association and any city agency may propose in writing items for the consideration and/or recommendation to the Executive Committee. The Executive Committee shall decide whether proposed items will appear on the agenda of either the Executive Committee, standing committee, special committee, general meeting, or special meeting.

### Section 2: Notification

The proponent and members directly affected by such proposals shall be notified in writing, at least seven days in advance, of the place, day, and hour that the proposal will be reviewed.

### Section 3: Attendance

The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

### Section 4: Dissemination

The Association shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

## **ARTICLE VIII: PUBLIC MEETINGS AND PUBLIC RECORDS**

The Association shall abide by all Indiana Statutes relative to public meetings and public records. Official action taken by the Association must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote taken. A summary of dissenting views should be transmitted along with any recommendations made by the Association to the city.

## **ARTICLE IX: ADOPTION AND AMENDMENT OF BYLAWS**

All amendments to these bylaws must be proposed in writing and submitted to members at least seven days before voting on their adoption may proceed. Notice of proposal to amend the bylaws, specifying the date, time, and place for consideration of the proposal, must be provided to all members at least seven days before voting. Adoption of and amendments to these bylaws shall require a two-thirds vote by the members present at the general meeting.

## **ARTICLE X: DISSOLUTION**

Upon the dissolution of the Association, no class of member shall have any right nor shall receive any assets of the Association. The assets of the Association are permanently dedicated to a tax-exempt propose. In the event of dissolution, the assets of the Association will be delivered to a succeeding tax-exempt neighborhood organization recognized by the City of Indianapolis, Indiana. Otherwise, the assets will be distributed to an organization that is tax-exempt under the provisions of Section 501(c)(3) or (501(c)(4))of the Internal Revenue Code of the United States.

### **Appendix A: History of Bylaws**

#### First Version

The first draft of the bylaws was presented to the Executive Committee by Secretary Donna Moore on May 15, 2006 for review.