Lincoln Park 5 Points Neighborhood Association BY-LAWS

Adopted 8.29.24

ARTICLE 1 - Organization:

Section 1. Name, Purposes, & Non-Discrimination/Private Benefit Statement

The name of this association shall be Lincoln Park 5 Points Neighborhood Association.

This organization shall be a non-profit, charitable membership associ-ation, Roberts Rules of Order will guide all meetings. The association shall encourage and enable association area residents to join in cooperative efforts to define and consider neighborhood and civic issues, lessen neighborhood tensions and improve the neighborhood and, as far as possible, the larger community, all in a charitable manner within the meaning of Section 501 (c) (J)of the Internal Revenue Code of 1954.

In all of its membership, activities, and programs, the association shall not discriminate against any person on the basis of race, creed, sex, age, or national origin, or other federally protected groups.
In no event shall the programs, benefits, activities, or assets of the association become to the advantage of any person having a personal and private interest in the activities of the association.

Section 2. Boundaries

The Lincoln Park 5 Points Neighborhood Association shall have the following boundaries:
South: The center line of State Boulevard, from the Pufferbelly trail to Tyler Avenue
West: The center line of Tyler Avenue, from State Boulevard to Harvard Drive
North: The center line of Goshen Road from Harvard Drive east to Sherman Blvd to Franke Park, Drive straight across to the Pufferbelly trail.
East: the centerline of the Pufferbelly trail

Section 3. Membership

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A. Term: Membership shall be on an annual basis,
B. Dues: Members shall pay annual dues as may be established by membership vote,
C. Eligibility: Membership shall be available to all residents, landowners, or business owners within the designated boundaries. Voting members shall be those eighteen years of age or older, who has paid the current year's dues, whose dues are paid, **one vote per household at all meetings of the membership and in all elections.**

Article 2 - **Meetings**

Section 1: Membership meetings

Membership meetings shall be held at least quarterly, as provided in the Standing Rules. Roberts Rules of Order (Revised) shall guide the conduct of all meetings.

Section2: Board Meetings

Board meetings shall be held on the call of the President, or on the call of one-third of the members of the Board of Directors.

Section 3: Special Meetings

Special meetings of the membership shall be as designated by the President, or by a majority of the Board of Directors,

Section 4: Notice of Meetings

Meetings will be announced via email, on Facebook and the Engage Website (as long as it is available) at least 5 days before the meeting. Special meetings will be announced via flyer, phone tree and text, as membership records allow. The board will strive to establish meetings for the new year by December, to allow members to update their calendar ahead of time.

Article 3– Voting

Section 1. Eligibility to Vote

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Voting members shall be those eighteen years of age or older, who has paid the current year's dues, whose dues are paid, **one vote per household at all meetings of the membership and in all elections.**

Members of households who have not paid the current year's dues shall be entitled to a vote in the first quarterly meeting of the current year, provided that they have paid the dues for the previous year.

Section 2. Absentee Vote

Absentee votes shall be permitted. The vote must be submitted in writing to any Board member prior to the calling of the question in a signed, sealed envelope. The presiding officer shall vote only when his vote will change the result of a vote.

Section 3. Quorum

A quorum for transaction of business at a membership meeting shall be 10% of eligible members or 5 members. Meetings with less than 10% or 5 members shall table the vote until the next meeting, upon the second meeting/ vote attempt, the quorum shall be whatever is lower, 10% of members or 5 members.

Section 4. Majority Vote

All questions shall be decided by affirmative vote of the simple majority of those voting. Abstentions, therefore, do not count as votes. No individual shall have more than one vote.

Article 4 - Board of Directors

Section 1. Composition and Responsibilities

There shall be no more than 9 members of the Board, including the four officers plus other members elected by and from the membership. Board members will assume their duties on January 1. The overlap in terms will allow outgoing board members to train and educate incoming board members.

Section 2. Election

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Regular elections for officers and Board members shall be held no later than the third quarter of the year in which the relevant term expires, as provided in the Standing Rules,
-The officers shall be elected for a term of two years. Officers may succeed themselves
-The terms of the President and Secretary shall expire in even-numbered years, The terms of the Vice-President and Treasurer shall expire in odd-numbered years.
- Elections for officers and members of the Board who are not officers shall take place no later than October of the year in which the term expires, as provided in the Standing Rules,
5. Any vacancies occurring among the officers shall be filled by an election by the membership with such replacement serving until the term is expired

Section 3. Offices/ Officers & Duties of Directors

The principal office of the association shall be the President. The officers shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom hall be a voting member of the Board of Directors. Officers and members of the Board shall assume their duties, on January 1 of the following year. An officer missing more than three consecutive membership meetings without valid cause or notice to other officers shall be asked to resign. Any officer who does not perform the duties normally associ-ated with his office shall be subject to recall by the membership and a successor shall be elected to fill the unexpired portion of the term,

Duties of Officers:

President:

- Shall preside over all meetings of the membership and Board of Directors,
- Shall appoint committees as needed.
- Shall sign all documents.
- Shall execute motions passed by the body and shall see to it that the by-laws are followed,

- Shall see that all reports required by any governmental body are completed and filed timely

Vice-President:

- Shall assume all the duties and responsibilities of the President in the President's absence.
- Shall carry out all specific requests assigned by the President or the Board of Directors,

Secretary:

- Shall keep and sign all minutes of meetings,
- Shall attest all documents and instruments.
- Shall assume the duties of the President in the absence of the President and Vice-President.
- Shall keep a current copy of the by-laws and standing rules.

Treasurer:

- Shall keep the accounts,
- Shall receive and deposit all funds and pay all claims when properly approved by the Board of Directors or by the membership,
- Shall preserve bills and vouchers covering expenditures.
- Shall make available accounts and financial records to the membership and Board of Directors at all times,
- Shall complete and file all tax forms,
- Shall make financial reports at monthly meetings, and shall make an account of the year's financial conditions at the annual meeting designated in the Standing Rules,
- Shall be bonded at such time as the funds in his or her possession shall exceed $1500.00, (bond and insure board)
- Shall assume the duties of the President in the absence of the President, Vice-President, and Secretary.

The association may have such other offices as may be established by resolution.

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Duties of the Board of Directors

The Board of Directors shall:

- Direct and oversee the affairs of the association,
- Set and review annual goals,
- See to it that an annual audit is conducted,
- To prepare the annual budget for approval by the membership at a meeting designated by the standing rules,
- Have a meeting to be held at least one week prior to the regular membership meeting to discuss the business of the association.
- To take any action on behalf of the association which cannot practically be postponed until after the membership has had a chance to vote. Any action so taken shall be subject to ratification or rejection by the membership
- The Board shall have no authority to take action which is not granted to it by the membership or by the by-laws.

Section 4.-Committees

A. Organization:

The association shall create committees as is deemed to be necessary and helpful to the association. Each committee shall have not less than three members. The chairman of each standing committee shall be appointed by the President, from among the members of the Board of Directors/officers.

If any member misses more than three consecutive meetings without valid excuse, the committee chairman may ask for a resignation,

A designated committee member shall keep minutes of committee meetings and activities and shall be charged with keeping committee records. Committee reports shall be made at all membership and Board meetings.

Article 5 - Dissolution

In the event that this association shall cease to exist and shall be dissolved, the assets of the association shall be distributed to such non-profit, charitable organization as shall be determined by order of the Allen County Circuit Court Judge, on petition of any interested party,

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Article 6 - By-Laws Changes

- The by-laws adopted by the membership may be amended by the following procedures:
- A temporary committee shall be appointed by the President to review the by-laws annually and make recommendations to the Board for their approval.
- In addition, any member may present a proposed amendment to the Board for its approval,
- The Board shall draft all by-laws changes and put them in written form suitable to be voted on by the membership, but shall not have the authority to make changes in the substance of the proposed changes. If it disagrees with the proposed changes, the Board or any member thereof may recommend to the membership that the proposed change not be made or that it be amended in a specific way,
- The changes drafted by the Board of Directors shall then be brought to the membership one month prior to their being acted upon.
- Before being acted upon, a written copy of the proposed changes shall be available to each member entitled to vote.
- A change in the by-laws may be approved only by a simple majority vote of those voting, a quorum being present.
- Immediately after the adoption of any change in the by-laws, the Secretary shall prepare a copy of the by-laws as amended, such copy containing the words, "AS REVISED AT MEMBERSHIP MEETING OF (Date)".

Article 7:

The Annual Dues shall be $5 (five) dollars per household to be paid by January 1, with a grace period for voting up until March.
Financial records of all dues shall be kept by the treasurer will be available for public review. The fiscal year shall match the calendar year.

Adoption

These by-laws were adopted by an affirmative vote of two-thirds of the membership voting, at a meeting held on 8.29.24

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STANDING RULES

1. Membership meetings shall take place at 7:00 pm on the fourth Thursday of the first month of each Quarter (January, April, July, October)
2. Board meetings shall be as called by the President as needed at least once a quarter.
3. The October meeting of the membership shall be the annual meeting designated for elections and other purpose.
4. These standing rules may be amended at any time by a majority of those voting at any membership meeting or meeting of the Board of Directors.
5. The secretary shall keep a current copy of the standing rules, including an annotation of when the standing rules were last amended.
6. These rules were adopted by majority vote at the membership meeting on _____