BYLAWS

ARTICLE I
OBJECTIVES

Section 1.1 Purpose

1. Stimulate the interest of residents in the welfare of the community, and to actively support the improvement of the Neighborhood.

2. Create an awareness of the problems and challenges of the community through the study of the needs of the residents of the area, participation in projects, meetings, discussions, and presentations of speakers.

3. Actively encourage widespread participation of neighborhood residents into long-range thinking and planning for needs and goals of the community.

4. Represent the community for constructive development in the areas of neighborhood beautification, zoning and land use planning, traffic control, police and fire protection, mass-transit, community public relations, local ordinance enforcement, coordination of government services provided including schools, parks, and libraries.

Section 1.2 Policies

This Association shall be non-commercial, non-sectarian, and nonpartisan. No commercial enterprise, religious organization, or political candidates or elected public officials shall be endorsed by it. The name of the Association and the names of its officers in their official capacities shall not be used in any connection with a commercial concern or with any purpose other than the regular work of the Association.

Section 1.3 Bancroft Neighborhood Area Defined

The Bancroft Neighborhood Area, herein referred to in these bylaws as the Neighborhood, includes that area of South Minneapolis bounded on the north by 38th Street, on the east by Cedar Avenue, on the south by 42nd Street, and on the west by Chicago Avenue.
ARTICLE II
MEMBERSHIP

Section 2.1 Eligibility for Regular Membership

Persons 18 years of age or older who currently are residing in or conduct regular business in the Neighborhood are eligible for regular membership in the BNA. This includes all persons who are resident property owners, tenants, any business persons who operate a business in the Neighborhood (though not residing in the Neighborhood) and representatives from industries located in the Neighborhood.

Section 2.2 Terms of Membership

Memberships shall be renewed annually based on the calendar year. Application for membership shall be made with the Vice-President and must include proof of eligibility. Additional requirements for eligibility for regular membership may be adopted by the Council. No membership fee is required but donations are encouraged.

Section 2.3 Other Members

An associate member is one who does not meet the qualifications for regular membership, but who wishes to participate in the activities of the BNA. Associate members are not eligible to hold office, vote or make motions at meetings.

Section 2.4 Notice of Meetings; Voting

Notice of the dates and places of all meetings shall be made public at least ten days prior to the meetings. In order to be eligible to vote, a person must have his application for membership accepted and approved by the Secretary. The presence of ten percent of the regular membership shall constitute a quorum to conduct official business at an Association meeting.

Section 2.5 Regular Meetings; Annual Meeting

There shall be at least four regular meetings of the Association each year including; one in May and one in November. The November meeting shall be the Annual Meeting at which annual reports will be made. The May meeting shall be the Semi-Annual Meeting at which semi-annual reports will be presented.

Section 2.6 Special Meetings; Committee Meetings

Special meetings may be called by the President, the Council, or by a petition signed by at least ten percent of the Association’s members with a written notice of seven days. Committees formed by the Association meet on days determined by the committee.
ARTICLE III
COMMUNITY COUNCIL

Section 3.1 Number; Election of Community Council
(revised 11/7/02)
The Community Council shall consist of 15 members. Council members shall be nominated by a Nominating Committee, which shall consist of two members appointed by the President and three elected by the Council. The Nominating Committee shall report at the Annual Meeting the names of the candidates for Community Council positions to be filled. Additional nominations may be made from the floor. The consent of the nominee must be obtained for nomination. Community Council members must be active members of the Association and shall be elected by the members at the Annual Meeting for a period of two years. Any vacancy occurring on the Council shall be filled by appointment of the Council until the next Annual Meeting. The immediate past Association President shall be a member of the Council, with voting privileges if he/she desires.

8 Council Members will be up for election on even years and 7 Council Members will be up for election on odd years.

The general membership of BNA will try to choose a community council who will best reflect the ethnic, age, and socioeconomic composition of the neighborhood.

Section 3.2 Duties

The duties of the Community Council shall be the following: to transact necessary business between Association meetings and conduct other business as may be referred to it by the Association; create standing committees; approve plans or work of the standing committees; and present reports of its activities at the regular meeting of the Association. All Community Council members shall serve on at least one of the standing committees of the Bancroft Neighborhood Association. The Council Members shall receive no compensation for their services and duties as members of the Council, but this shall not restrict the reimbursement, by resolution of the Council, for reasonable expenses incurred by a Council Member rendering administrative, professional or other bona-fide services in a capacity other than as a Council Member or member of the Neighborhood organization.

Section 3.3 Meetings; Quorum

Dates and times of Council meetings shall be set by the Council at its first regular meeting following the Annual Meeting. Additionally, meetings of the Council may be called by the President or by a petition signed by a majority of the Council Members and sent in writing to all Council members seven days prior to the meeting. One-third of the Council shall constitute a quorum for the purpose of accepting the Secretary’s report,
Treasurer’s report, and to hear the Committee reports at a Council meeting. To conduct all other business, a majority of the Council shall constitute a quorum.

Section 3.4 Absences and Removal of a Community Council Member

Any Council Member absent three consecutive meetings without notice to the President prior to the scheduled meeting shall cause his/her chair to be declared vacant. Any Council Member may be removed from office, with due cause, by a two-thirds (2/3) vote of the entire Community Council at a regular or special meeting of the Council called for that purpose, but with due notification of such action and the right to be heard thereon. Appeals may be made to the general membership and the dismissal overturned by a two-thirds (2/3) vote of the general membership.

Section 3.5 Resignation of a Community Council Member

Any Council Member may resign at any time by giving notice to the Council or to the President. The resignation takes effect when it is delivered unless the written notice states otherwise.

Section 3.6 Minutes

Minutes of all meetings will be kept in the minute book of the organization and be available upon request by a member.

Section 3.7 Vacancies

Any position on the Council left vacant due to the lack of a candidate at the annual election shall be filled by appointment of the Community Council. The Council shall seek a candidate for the vacant positions(s) who meet the qualifications for membership in the Neighborhood organization. The selected candidate will become an interim Council Member by receiving a majority vote of the Council. The interim Member will serve until elections at the next annual meeting.

It is the responsibility of the Community Council to seek out individuals in the neighborhood who are representative of the neighborhood when appointing positions on the Community Council not filled in the election.

ARTICLE IV
COMMITTEES

Section 4.1 Executive Committee

The Executive Committee shall be comprised of the four officers of the Association. The duties of the Committee shall be to call meetings of the Council and the Associations, and to transact any necessary business between Council meetings or as referred to it by the Council. Meetings may be called by the President or upon request of two members of the
Executive Committee, upon at least seven days’ notice to all members of the Committee. A majority of the members of the Executive Committee shall constitute a quorum.

Section 4.2 Audit Committee

An Audit Committee shall be appointed according to Section 4.3 and shall conduct an audit review of the accounting records and procedures kept by the BNA’s Secretary and Treasurer after the close of each fiscal year. This committee shall submit a written report to the Council concerning the condition, completeness, and accuracy of the books and minutes of the association and review all federal and state tax reporting requirements to insure compliance with all laws governing the Association. The Audit Committee may audit the records at other times ordered by the Executive Committee or the Community Council. The Secretary and Treasurer may not be on the audit committee.

Section 4.3 Standing and Special Committees

There shall be such standing and special committees created by the Council as may be required to promote the objectives and interests of the BNA. The President shall name a convener for each standing committee subject to a majority approval of the Council; the Committees will, upon meeting, elect a Committee Chairperson to lead that committee, except for the Personnel Committee which shall be chaired by the Vice-President. Further the Personnel Committee must include at least one other officer and two members of the Council. The committee chairperson elections shall be held annually. The term of office of members of standing committees shall be for the fiscal year or part thereof in which they are chosen. Chairpersons of all committees, both standing and special, shall present plans of work to the Council and report on their progress and activities. No expenditure of funds or debt shall be incurred by a Committee without prior approval of the Council.

Section 4.4 Meeting Notice

There shall be at least a seven day’s notice to all committee members for a legally called meeting. A two-month calendar shall be maintained on the office bulletin board with all meetings placed on that calendar. The Executive Committee may call a meeting to handle an emergency situation with less than seven day’s notice.

Section 4.5 Written Committee Reports

Every committee is required to submit a written report of their activities of the past month. This report is to be submitted to the BNA secretary by the first Thursday of each month. If no meeting or work has taken place a report reflecting this still must be turned in.
ARTICLE V
OFFICERS

Section 5.1 Number; Term

The officers of the Community Council shall be President, Vice-President, Secretary and Treasurer. They shall be elected by the newly elected Community Council at their first meeting. Elected officers shall serve for one year and until new officers are elected. Officers shall be eligible for reelection up to a limit of four terms.

Section 5.2 Vacancies

A vacancy occurring in an elective office shall be filled by a vote of the majority of the Council present at any regular or special meeting.

Section 5.3 Duties

The duties of the officers are as follows:

Section 5.3.1 Duties of the President

The President shall: preside at all meetings of the Association, the Council, and the Executive Committee, and shall be a member ex-officio of all committees except the Nominating Committee; appoint the convener of the committees, subject to the approval of the Council; and perform all other duties pertaining to the office.

Section 5.3.2 Duties of the Vice-President

The vice-president shall perform such duties as may be prescribed by the Council or the President. In the event of absence or disability of the President, the Vice-President shall assume the President’s duties and authority. The Vice-President shall be in charge of all personnel and chair the personnel committee. The personnel committee must meet no less than once each quarter. The Vice-President shall be responsible for maintaining the BNA Membership list and certify all applications for membership.

Section 5.3.3 Duties of the Secretary

The Secretary shall: give all Council Members proper notice of all Council meetings; inform the general membership at least ten days in advance of the annual and semi-annual regular meetings; keep a correct record of the proceedings of all meetings of the Association and of the Council in the minutes book; keep a permanent file of proceedings and pertinent correspondence of the Association and the Council; deliver all records to the newly elected Secretary upon election; sign and execute legal documents necessary to conduct the business of the Association; and perform other duties pertaining to the office.
Section 5.3.4 Duties of the Treasurer

The Treasurer shall: Receive all monies of the Association; keep an accurate record of receipts and expenditures using the double entry method of accounting and chart of accounts; and pay out funds only as authorized by the Council. The Treasurer shall place the funds of the Association in a regulated depository approved by the Council. The Treasurer shall present a written financial report including a list of all fund balances at all meetings of the Association, the Council, and at other times when requested by the President. The Treasurer cannot be a member of the Audit Committee.

ARTICLE VI
MISCELLANEOUS PROVISIONS

Section 6.1 Fiscal Year

The fiscal year and the membership year of the Association shall be the same as the calendar year.

Section 6.2 Parliamentary Authority

To promote the democratic process at meetings, the rules contained in Robert’s Rules of Order Revised shall govern the meetings of this Association in all cases where they are applicable and consistent with these bylaws.

Section 6.3 Amendments to Bylaws

The Bylaws may be amended, repealed or new Bylaws added at any regular meeting of the Association by a vote of two-thirds (2/3) of the regular members present and voting. Any proposed Bylaw changes must be submitted in written form to the Secretary at least ten days prior to the next meeting of the Association to be included in the agenda.

Section 6.4 Approval