

Bylaws of the St. Clair Place Neighborhood Association

Adopted on March 8, 2010
Amended on February 11, 2013
Amended on August 1, 2016
Amended on March 5, 2020

ARTICLE I

Name and Purposes

Section 1. Name. The Association shall be known as the Saint Clair Place Neighborhood Association ("SCPNA") and shall encompass the area as follows: 10th street to the north, Michigan Street to the south, Tecumseh Street to the West and Rural Street to the east.

Section 2. Purpose. The purpose of the SCPNA shall be to serve as a resource for neighbors to meet neighbors through meetings and events that communicate how to help, how to be welcoming and how to be known.

Mission Statement: We value community among our neighbors, historic preservation in our buildings, and social and economic diversity among current and future residents. Our goal is to create a neighborhood where owners take pride in their homes, the streets are safe and walkable and people of all different backgrounds enjoy living, playing and working.

ARTICLE II

Membership and Dues

Section 1. Membership. Membership is open to anyone who lives in Saint Clair Place who pays the appropriate annual dues.

Section 2. Dues Members shall pay \$10 per person or \$15 per household in annual dues, based on the date of previous payment, payable at any SCPNA meeting, or whenever a member wishes to join SCPNA. If the annual dues represent a financial hardship to someone who lives in St. Clair Place, then a person may seek a waiver of the annual dues requirement by seeking approval from the Board.

Section 3. Voting. Any person who lives in St. Clair Place may vote in support or dissent of proposals presented at official Association meetings, however, only current Members may vote on issues of governance, including but not limited to elections, bylaws and finances.

ARTICLE III

Board Members, Representatives and Committees

Section 1. Board. The Board of the SCPNA shall consist of a minimum of 5 members, elected as such. Upon elections, the Board shall hold an annual board meeting and delegate Officer Roles. SCPNA members may create additional board positions as needed, pursuant to Article VI, Section 2.

Section 2. Board Terms. The term for serving as a board member shall be 2 years. With a standing board of five members, two seats shall be up for election in even-numbered years, and three seats shall be up for election in odd-numbered years.

Section 3. Officers & Duties. The Officers shall consist of a President, Vice-President, Treasurer and Secretary

SubSection 3.1. President. The President shall preside at all SCPNA meetings and Board meetings. The President shall prepare, submit or present such reports of the SCPNA activities as required to maintain 501 (c) (3) status or requested by SCPNA membership, and shall perform all other duties as pertaining to the office.

SubSection 3.2. Vice-President. The Vice-President shall attend all SCPNA meetings and board meetings. The Vice-President shall actively participate in promoting the furtherance of SCPNA goals and purpose. The Vice-President should take on the role in the anticipation that they will serve as president next and shall perform the duties of the President in the absence of the President.

SubSection 3.3. Treasurer. The Treasurer shall be the custodian of all monies and property of the SCPNA, record and maintain a current roster of all SCPNA members and ensure their annual dues are paid. The Treasurer shall deposit any monies to the SCPNA bank account within seven (7) days of receipt and be accountable to ensure all funds acquired and spent are properly recorded.

SubSection 3.4. Secretary. The Secretary shall be the custodian of all books, papers, and documents of the SCPNA and shall keep a true record of all meetings of SCPNA and the Board. The Secretary shall record minutes of all SCPNA and Board meetings to be distributed within seven (7) days of such meeting. Secretary shall assist in maintaining current roster of SCPNA members and their contact information.

SubSection 3.5. Neighbor(s)-At-Large. Additional board members who do not fill an officer role shall assist with the duties of the officers and any other neighborhood business such as communications, SCPNA event planning and general Association needs.

Section 4. Attendance. Board Members shall attend at least 80% of all Board meetings and any regular SCPNA meetings. Representatives shall attend at least 80% of their respective representative meetings and any regular SCPNA meetings. The Board Members shall address delinquencies on an individual basis, and they have the authority to remove Representatives who fail to meet this requirement

Section 5. Vacancies. SCPNA Members shall elect and fill any Board Member vacancies by an election pursuant to the terms adopted in Article IV at the monthly SCPNA meeting immediately following the vacancy.

Section 6. Committees. SCPNA may operate committees to discharge its various duties. The Board may create committees as necessary and/or empower neighbor-driven committees.

Section 7. Representatives. The Board may appoint Representatives for service on boards and initiatives outside the SCPNA. Such Representatives shall commit to a one-year term or the term of the initiative, whichever is shorter. Representatives shall officially represent the interests and have the full support of the SCPNA and shall report back to SCPNA at any regularly held meeting. Board members may serve as Representatives.

ARTICLE IV

SCPNA Meetings

Section 1. Meetings. The Board may hold regularly scheduled monthly meetings at their discretion, but there shall be a minimum of four quarterly meetings held for SCPNA Members. These meetings shall be open to anyone. If a membership vote is to be taken at a meeting, the President shall provide notice of the meeting and the vote at least one week prior to the meeting.

Section 2. Board Meetings. The President shall hold Board meetings as necessary but shall at minimum hold an annual meeting after elections. The President shall notify the Board of such meetings at least one week in advance.

Section 3. Special Meetings. Special Meetings of the SCPNA may be called by the President, with approval of the Board, and shall be held at such time and place as the Board determine.

Section 4. Quorum. A quorum is required for any SCPNA Membership vote. Quorum is satisfied if a majority of the Board and one-fourth of Members are present at the meeting requiring a vote. So long as a quorum is met, a vote may be taken. Board and members may vote in absentee, so long as that vote is able to be verified and documented in writing. Quorum is not required for simple matters of support pursuant to Article II, Section 3.

ARTICLE V

Approval of Bylaws and Amendments

Section 1. Association Approval of Bylaws. These Bylaws shall become effective upon approval by the SCPNA members at the meeting in which they are introduced in the same manner as provided in Article II, Section 3 for their amendment.

Section 2. Procedure to Amend. These Bylaws may be amended at any regularly scheduled or special meeting of the SCPNA where a quorum is present. Any proposed amendment shall first be submitted to the Board for their recommendation at least fourteen days prior to the vote, and then it shall be submitted to the Members for their review at least seven days prior to the vote.