

EMERSON EAST NEIGHBORHOOD ASSOCIATION

ARTICLE I. NAME

The organization will be known as the Emerson East Neighborhood Association (EENA).

ARTICLE II. PURPOSE

The purpose of the Association is to continually improve the Emerson East neighborhood as a safe and pleasant place in which to live, work and recreate.

ARTICLE III. GEOGRAPHICAL AREA

The general area to be served by the association is bounded on the west by the Yahara River, Fordem A venue and North Sherman A venue; to the north by Commercial Avenue; to the east by North Street and to the south by East Washington Avenue, encompassing all City of Madison addresses within said boundaries.

ARTICLE IV. MEMBERSHIP

4.1 Eligibility

Members of EENA shall be age eighteen (18) or older and shall also be one of the following:

- (a) a homeowner within EENA's boundaries;
- (b) a property owner within EENA's boundaries;
- (c) a renter within EENA's boundaries; or
- (d) a representative of a business or organization located within EENA' s boundaries.

4.2 Membership fees

Each member shall pay an annual fee. Membership fees shall be due and payable on January I of each year. The Executive Committee shall submit a dues structure for ratification by the general membership at the annual meeting of EENA.

4.3 Voting

Only those members who have paid their membership fees at least forty-eight (48) hours prior to an EENA general membership meeting shall be eligible to vote. Members shall be present to vote.

ARTICLE V. MEETINGS OF THE GENERAL MEMBERSHIP

5.1 Meetings and quorum

There shall be at least one (1) meeting of the general membership each year, including an annual meeting held in September at a place and time designated by the Neighborhood Council. The Neighborhood Council may call additional meetings. Fifteen members or twenty percent (20%) of the EENA membership, whichever is less, shall be present at a general membership meeting to conduct business.

5.2 Meeting by petition

The Neighborhood Council shall schedule a general membership meeting within forty-five (45) days upon receipt of a petition from twenty (20) members of EENA requesting such a meeting. The sole purpose of the meeting shall be limited to the item(s) identified in the petition.

5.3 Notice

Notices for the general membership meeting shall be distributed at least seven (7) days prior to the meeting date in *The Neighbor* or another form of written notice.

ARTICLE VI. ELECTED OFFICERS

6.1 Number of Officers

The following shall be the elected officers of EENA: President, Vice-President, Secretary, Treasurer and seven (7) Area Representatives.

6.2 Duties of Officers

- (a) The President shall be the official representative of EENA; coordinate EENA activities; and preside over meetings of EENA.
- (b) The Vice President will be responsible for membership recruitment and retention, perform all other duties assigned by the President, and preside over EENA meetings when the President is absent.
- (c) The Treasurer shall administer all EENA assets, supervise the development of an annual budget; maintain EENA's financial records; and provide written financial reports at each EENA meeting.
- (d) The Secretary shall record minutes of all EENA meetings and maintain the official correspondence of EENA.
- (e) The Area Representatives shall be responsible for communication with the members in their area, and assist with the annual membership recruitment and retention.

6.3 Boundaries for Area Representatives

Two (2) representatives shall be elected from each the following areas by those who reside within the designated boundaries:

- (a) AREA I - Yahara River on the west, East Washington Avenue on the south, Third and Fourth venue to the east, and East Johnson and Pennsylvania to the north.
- (b) AREA II - East Johnson Street on the south, Third and Fourth Street to the west, North Street to the east, and Commercial and Pennsylvania Avenues to the north. .
- (c) AREA III- East Washington Avenue on the south, Fourth Street to the west, North Street to the east, and East Johnson Street to the north.
- (d) AREA IV- Fordem and North Sherman Avenue on the west, Commercial Avenue to the north, Pennsylvania Avenue to the east and East Johnson Street to the south.
Due to the smaller size of Area IV, it will only have one representative to the Neighborhood Council.

6.4 Election and Terms

The annual elections for officers shall be held during the September at the annual meeting. Members shall be present to vote. Officers shall be elected by a simple majority. Officers shall be elected to one-year terms and shall only hold one elected position.

6.5 Resignation

If the President, Vice-President, Secretary or Treasurer resigns from office, the remaining officers of EENA shall appoint a replacement to fill the balance of that term. Appointment shall be by a simple majority. If an Area Representative resigns from office, the remaining officers of EENA shall attempt to appoint an individual who resides within the same geographical area of the resignee for the balance of that term. If no replacement is found, the Area Representative's position shall remain vacant until the next annual meeting.

6.6 Absences

An officer who has two or more unexcused absences from EENA meetings shall be deemed to have resigned. An officer may also be removed from office by a two-thirds (2/3) vote at a general membership meeting.

ARTICLE VII. NEIGHBORHOOD COUNCIL

7.1 Composition

The Neighborhood Council shall consist of the officers and the chairpersons of any committees of EENA. Its duties shall include, but are not limited to carrying out the policies established by the EENA membership.

7.2 Meetings

The Neighborhood Council will meet no less than four time a year, but preferably on a monthly basis.

7.3 Decision Making - Voting

Whenever possible or unless otherwise indicated, the Neighborhood Council shall use a consensus model for voting. Alternatively, a simple majority vote shall prevail. The President shall not vote, except to break a tie.

7.4 Quorum

A simple majority if the current officers shall be necessary to conduct business at any meeting of the Neighborhood Council.

ARTICLE VIII. EXECUTIVE COMMITTEE

The Executive Committee of EENA shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall make emergency decisions and expenditures between the meetings of the Neighborhood Council only when the majority of the Executive Committee determines it is necessary. Any action taken will be reported at the next EENA meeting.

ARTICLE IX. **COMMITTEES**

9.1 Purpose

EENA's committees shall promote neighborhood consciousness on important issues; direct research on specific problems; prepare reports and recommendations for the Neighborhood Council and general membership, and coordinate any necessary activities.

9.2 Formation

Committees shall be formed by a majority vote of the Neighborhood Council.

9.3 Participation

Members of EENA may serve on any committee, attend committee meetings, and vote on committee business.

9.4 Selection of Chairpersons

Each Committee shall elect a Chairperson to represent it at Neighborhood Council meetings. Committee chairpersons shall be non-voting members of the Neighborhood Council.

ARTICLE X. **EINPC REPRESENTATIVE**

Any EENA member interested in serving as the representative to the East Isthmus Neighborhood Planning Council (EINPC) may submit his/her name for consideration to the Neighborhood Council. The Neighborhood Council shall appoint a representative to EINPC for a one year term. If an EINPC representative has two or more unexcused absences from EINPC meetings, he/she shall be deemed to have resigned his/her seat, and the Neighborhood Council may appoint a replacement for the balance of the representative's term.

ARTICLE XI. **NEWSLETTER**

11.1 Publication

"The Neighbor" shall be the official newsletter of EENA. The newsletter shall be published at least four times annually and at least seven (7) days prior to each general membership meeting.

11.2 Editor

The President shall appoint an Editor for the newsletter, provided that the Neighborhood Council approves the appointment by a simple majority vote. The Newsletter Editor shall not be a voting member of the Neighborhood Council.

11.3 Advertising

The Neighborhood Council will solicit advertising to cover the cost of publishing the newsletter. Advertising prices shall be established annually by the Neighborhood Council.

11.4 Distribution

The newsletter shall be distributed to all members of EENA. The newsletter may also be distributed to other dwelling units and commercial establishments within EENA's geographical boundaries and to other interested individuals or entities.

ARTICLE XII. **BYLAWS**

Proposed amendments shall be distributed to members at least seven (7) days prior to their consideration at an EENA general membership meeting. Proposed amendments to the bylaws shall be approved by a simple majority vote of the EENA members.

ARTICLE XIII. **PUBLIC ACTION ON BEHALF OF THE ASSOCIATION**

No individual EENA member or EENA committee shall take public action nor shall any members represent themselves as speaking in the name of EENA unless authorized by the Neighborhood Council.

ARTICLE XIV. **ENDORSEMENTS PROHIBITED**

EENA shall not support candidates for public office.

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