



WESTERN CORRIDOR

NEIGHBORHOOD ASSOCIATION

*"Committed to embracing and
enhancing our community."*

BYLAWS OF THE

Western Corridor Neighborhood Association
Green Bay, Wisconsin

As revised May 9, 2017

Western Corridor Neighborhood Association Bylaws

ARTICLE 1: NAME AND BOUNDARIES

The name of this organization shall be the Western Corridor Neighborhood Association (the “Association”). The boundaries of the Association shall be W. Mason Street on the south, Shawano Avenue on the north, 12th Avenue on the east, and South Military Avenue on the west.

ARTICLE 2: MISSION STATEMENT

The mission of the Western Corridor Neighborhood Association is dedicated to accepting, honoring and promoting the diversity and history of our neighborhood and those in it. We will strive to do so by supporting safety measures, embracing and constantly improving the aesthetics and connecting our neighborhood together as a team.

ARTICLE 3: MEMBERSHIP AND MEETINGS

3.1 Membership: Membership in the Association shall be open to all persons 18 years of age and older who reside or own property or a business within the boundaries of the Association.

3.2 Voting: Members may vote at Association general meetings and must be present to do so. Each member present is entitled to one vote per election or matter coming before the Association.

3.3 Annual Membership Meeting: There shall be an annual membership meeting in the third calendar quarter of each year following the initial general meeting of the Association. The place, time, and date of the meeting shall be set by the Board. A quorum for an annual membership meeting shall consist of at least half of the members of the Board and a minimum of 25 other members. The purpose of the annual membership meeting shall be to elect members of the Board, approve the program of activities and budget for the coming year, and decide on other matters of importance to the Association.

3.4 Special Membership Meetings: Special membership meetings may be called by petition of at least 50 residents or 2/3 of the members of the Board. Such petition shall name the date, time, place, and subject of the special membership meeting and shall be filed with the Association Secretary.

3.5 Meeting Notices: Notice of any annual membership or special membership meeting shall be provided to Association members at least five days in advance of such meeting. Such a notice shall be in writing and describe the date, place, time, and subject matter of any meeting. A written meeting notice must be delivered by mail or by hand and may be posted in the media, Association newsletter or through electronic communications.

ARTICLE 4: BOARD MEMBERS AND OFFICERS

4.1 Number of Board Members: The Board members of the Association shall consist of at least five (5) members (four (4) officers included in total) chosen by the members at the annual membership meeting.

4.2 General Board Member Terms: All board members shall serve terms of two (2) years. Board members may initially serve no more than three (3) consecutive two (2) year terms.

Board members who reach term limits may continue to serve additional two (2) year terms if no new members are willing to be on the board.

Board members replaced shall be eligible for election to the Board one (1) year after date of replacement.

4.3 Officer Selection and Terms: At the first regular meeting of the Board following each annual membership meeting, the Board shall select from its members a President, Vice-President, Secretary and Treasurer for the Association. Such officers shall serve one (1) year terms, but may be re-elected up to three (3) times.

If no Board members agrees to move into an officer position that has reached the term limit, the person currently in that position may continue to serve additional one (1) year terms until a Board member agrees to serve in the affected officer position.

4.4 Vacancies: Whenever there is a vacancy on the Board or in an office of the Association, the Board by majority vote shall appoint a replacement to serve the unexpired term as soon as practicable after it occurs.

4.5 Regular Board Meetings: There shall be at least one monthly regular meeting of the Board members. The time and place of such meetings shall be determined by the Board members. All meetings of the Board shall be open to the general membership.

4.6 Special Board Meetings: Special meetings of the Board members may be called by the President or by petition filed with the Secretary and signed by a majority of the members of the Board. The Secretary shall give at least a three-day notice to all members of the Board as to the time, date, place, and subject of any special meeting.

4.7 Removal: Any member or officer of the Board may be removed at any regular or special meeting of the Board if supported by at least a two-thirds vote of the Board. An officer may be removed from office and still remain as a Board member at the discretion of the Board. Any vacancy thus created shall be filled in accordance with Section 4.4. A Board member who misses three consecutive, unexcused absences from regular Board meetings shall be automatically removed from the Board.

ARTICLE 5: DUTIES OF OFFICERS

5.1 President: The President shall be the principal officer of the Association and be responsible for preparing an annual budget, presiding at regular or special meetings of the membership or the Board, executing any legal documents as directed by the Board, and representing the Association before governmental bodies and outside organizations.

5.2 Vice President: The Vice-President shall be responsible for proposing an Annual Plan of Activities to the Board members in cooperation with the President. The Vice-President shall automatically assume the role of President in the absence or removal of the President. The Vice-President shall preside at all Board and membership regular and special meetings that the President does not attend.

5.3 Secretary: The Secretary shall properly distribute notices of meetings of the Board and the membership in accordance with Sections 4.6 of these bylaws. The Secretary shall maintain accurate summary minutes of Board and membership meetings and copies of any written motions, proclamations, resolutions, and petitions.

5.4 Treasurer: The Treasurer shall be responsible for the maintenance of the Association's financial records, bank accounts, income verifications, and expense payments. The Treasurer shall perform an annual audit to be presented at every annual membership meeting. The Board must approve all expenditures. The Treasurer must check with the Board to see that approval has been received before writing any checks. The President has permission to spend up to \$100 in an emergency, but must notify board members.

ARTICLE 6: COMMITTEES

Board members may designate the committees it believes are necessary to carry out the mission statement of this Association. Committees may be made up solely of Board members, solely of members, or a combination thereof; but each committee shall have at least one Board member.

At an initial committee meeting, members of the committee shall select a Chairperson and a Secretary. Committee Chairpersons shall report to the Board members as directed by the Board.

ARTICLE 7: FINANCIAL MATTERS

7.1 Bank Account: All checks and expense payments shall be signed by the President and the Treasurer. The Treasurer shall maintain a checking account in the name of the Association and share the records of such account on a regular basis with the Board members. A written summary of the bank account must be presented to all Board members at the Annual Meeting. Board members will review and vote for approval.

7.2 Income: The Association may accept donations, annual payments from the Green Bay Neighborhood Leadership Council, receipts from sales, advertising, and other sources of income. The Association may not impose annual dues on the membership without approval of such due structures at an annual membership meeting.

7.3 Budget: The President, in consultation with the Treasurer, shall prepare a proposed annual budget for the Association. Such budget proposal shall be reviewed, amended, and approved by the Board members prior to the annual membership meeting. The annual budget shall be approved by the membership at the annual membership meeting. The budget may subsequently be amended by the Board members under extraordinary circumstances.

7.4 Taxes: This Association shall be a for profit organization. The Treasurer shall file any necessary forms verifying and establishing such with appropriate state and federal tax authorities.

ARTICLE 8: BOOKS AND RECORDS

All minutes, copies of meeting notices, checking account records, records of expenses and disbursements, legal matters, and the like shall be the property of the Association. Keepers of records shall surrender their records as directed by the Board members or to their successors in the case of officers.

ARTICLE 9: PARLIAMENTARY AUTHORITY

All issues will be resolved by general consensus of the Board or the membership. To resolve procedural conflicts, Robert's Rules of Order shall be utilized.

ARTICLE 10: AMENDMENTS

The bylaws of the Association shall be consistent with applicable state and federal laws. These bylaws may be altered, amended, or repealed by a majority vote of the membership at an annual membership meeting.