

CREEKSIDE NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE I

Name, Purpose, and Boundaries

Section 1.01 Name. The name of this organization is **Creekside Neighborhood Association**. Known in this document as the Association.

Section 1.02 Purpose. The purpose of this Association is to create a closer neighborhood by: promoting a familiarity among residents; maintaining open communication between Association members, community leaders and elected and appointed officials; implementing ideas or creating opportunities that are meaningful and important to neighbors; and increasing environmental consciousness and responsibility within our neighborhood.

Section 1.03: Boundaries. The Creekside Neighborhood is defined as:

North – South side of Excelsior Boulevard **South** – City of Edina;

West – City of Hopkins.

East – West side of Brookside Avenue

ARTICLE II

Membership

Section 2.01 Membership. All residents and businesses are members of the Association if they reside in the above boundaries. Adjoining boundary residents can sign up to be members any time during the year.

Section 2.02 Dues: There will be no annual dues to residents.

ARTICLE III

Meetings

Section 3.01 Fiscal Year. The fiscal year will be from Annual Meeting to Annual Meeting.

Section 3.02 Annual Meeting. The annual meeting will be held once a year during the spring.

Section 3.03 Steering Committee. The Steering Committee will meet twice a year.

Section 3.04 Special Meetings. Special meetings can be called at any time by the Steering Committee or by 10% of the whole membership. The time and place will be specified in a notification distributed five (5) days before the scheduled meeting.

Section 3.05 Quorum. a) In matters of business, those members present will constitute a quorum for an Annual Meeting. b) Half of the members of the Steering Committee must be present to conduct committee official business.

Section 3.06 Vote. At any meeting, each member present is entitled to one vote. Motions will be passed by Majority Vote: one more than half the votes cast. In all matters of business, the Chair/Co-chairs of the Association has a vote only when it is necessary to break a “tied” vote. Any member who cannot attend a meeting may submit a written proxy to the Association’s Chair/Co-chairs, in advance of the scheduled meeting date. Such proxy shall specify (1) which member has the authority to vote on behalf of the absent member, and if desired, (2) how the absent member wants his or her vote cast on any specific item. An absent member who has submitted a proxy shall not be counted for purposes of determining whether a quorum is present at the meeting.

ARTICLE IV Officers

Section 4.01 Officers. Officers for this Association shall include Chair or Co-Chairs, Vice Chair, Communications' Coordinator and Treasurer. Officers will be elected by the majority of votes at the Annual Meeting.

Section 4.02 Selection of Officers and Term. At a Steering Committee meeting prior to the Annual Meeting, those current officers interested in vacating their positions must announce their vacancies. Association members interested in becoming officers may submit their names to the Steering Committee. Officers elected shall serve for a term of one (1) year and until their respective successors have been elected and oriented to their new offices. An officer may hold the same office for three (3) years but would have to wait a year to be re-elected to the same office. Transition and orientation of new offices will be completed within thirty (30) days of the election

Section 4.03 Chair/Co-Chairs. The Chair/Co-Chairs shall preside at all meetings of the Steering Committee and Annual Meeting; shall be responsible for or find a replacement for participation in neighborhood association events held by the City of St. Louis Park; and shall be an ex officio member of all committees. With the help of the Steering Committee this officer sets the agendas for the Annual Meeting and Steering Committee meetings. This officer is responsible for reviewing all communications.

Section 4.04 Vice Chair. The Vice Chair shall in the absence of the Chair/ Co-chairs execute all the power of the Chair/Co-chairs and he/she will have the final say on any Bylaw issues. This position will not be necessary if Co-Chairs are elected. In that case, the Co-Chairs will make Bylaw rulings.

Section 4.05 Communication Coordinator. The Communication Coordinator shall record the minutes of the Annual Meeting and Steering Committee meetings. Said minutes will be approved at the next scheduled meeting. He/she shall coordinate the writing and distribution of the Association's newsletters and other notices to the residents.

Section 4.06 Treasurer. The Treasurer shall maintain the financial records and be accountable for the funds of the Association. Upon receiving expenditure receipts from Association members, checks will be written for reimbursement. The Steering Committee shall review the Association's financial records bi-annually. A final report will be made at the Annual Meeting. Upon request of any Association member, the Treasurer shall open for examination all financial records of the Association. The Treasurer is responsible for completing and upon review by the Chair/Co-Chairs, submitting the annual grant application to the City of St. Louis Park.

Section 4.07 Resignation. Any officer may resign at any time by giving written notice of his or her resignation to the Chair/Co-chairs or to the Communication Coordinator of the Association. Any such resignation shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 4.08 Vacancies. A vacancy of any office because of death, resignation, or any other cause shall be filled for the unexpired portion of the term by appointment by the Chair/Co-Chairs or Vice Chair with the concurrence of the Steering Committee.

Article V Committees

Section 5.01 Committees: The committees are the stronghold of the Creekside Neighborhood Association as they constitute the action taken in all the Association's areas of interest. Membership in any committee is open to all members of the Association on a voluntary basis. Any member of the Association may be a member of more than one committee.

Section 5.02 Steering Committee. The Steering Committee is made up of elected officers, committee members selected by the Chair/Co-chairs and other interested Association members. Interested Association members can take part in discussions but do not have voting privileges. The Steering

Committee shall hold at least two (2) meetings annual to conduct business and take such action as may be necessary to fulfill the purpose and accomplish the goals of the Association. Half of the members of the Steering Committee must be present to conduct official business. All members of the Steering Committee must be notified of the bi-annual meetings at least five (5) days in advance and informed of the agenda.

Special meetings of the Steering Committee, for any purpose or purposes, may be called by the Chair/Co-chairs or if absent, by any other officer of the Association. Three (3) days advanced notice of the purpose(s), time and place of any special Steering Committee meeting shall be given to each Steering Committee member. Any decision by the Steering Committee may be nullified by a majority vote of the voting membership in attendance at an Annual Meeting.

Section 5.03 Standing Committees. Standing committees are responsible for accomplishing the Association's purpose as stated in Article 1, Section 1.02: Neighborhood Events Committee, Communication Committee, the Beautification/ Environmental Committee. One or more members of these committees may be on the Steering Committee. Each committee will select a chair or co-chairs who will call meetings as needed, set up the agenda, place and time of each meeting, maintain a current list of committee's members and give a copy to the Association's Communication Coordinator and report the committee's progress at the Steering Committee meetings and/or at the Annual Meeting.

Section 5.04 Ad Hoc Committee. Ad Hoc Committees may be set up as needed by the Steering Committee and will exist as long as is considered necessary.

Article VI Communication

Section 6.01 Communication. Communication to members with regard to Association business, events, and mutual concerns will be disseminated by one or more of the following: newsletters, electronic communication, signs, in person, telephone or other means.

Article VII Bylaw Amendments / Alterations and Rules of Assembly

Section 7.01 Bylaw Amendments / Alterations. These Bylaws may be altered or amended by a unanimous vote of the Steering Committee and two-thirds (2/3) vote of those members present at the Annual Meeting. Copy of the proposed amendment and the article it will change or replace, must be distributed to members together with the notice of the meeting date when the amendment vote will take place.

Section 7.02 Rules of Assembly. Outside of these bylaws, parliamentary rules of order will be used by which this organization transacts business.

Revised 4/12/11