

Constitution of the Capitol View-Stiff Station Neighborhood Association

Article I – Name

The name of this neighborhood association shall be “Capitol View-Stiff Station Neighborhood Association.” The neighborhood shall be defined by the following boundaries: Markham Street on the north, from South Elm Street until North Park Street, North Park Street to Cantrell Road and east until the Rail Road right-of-way, this forming the eastern boundary south until Interstate 630, west until it crosses South Elm Street which makes the western boundary.

Article II – Purposes

Section 1: The purposes of this Association include, but are not limited to: (a) promoting neighborhood interests (such as crime prevention, neighborhood appearance, community involvement and support for community institutions); (b) communicating with the support organizations that seek to achieve compatible goals; and (c) serving as a structure for information dissemination and community involvement.

Section 2: To further the purposes of Capitol View-Stiff Station Neighborhood Association, the association and its committees may: (a) hold regular meetings; (b) select and empower necessary officers, committees and liaisons; (c) publish and distribute newsletters, announcements and other communications; (d) collect dues; and (e) such other activities as may be determined by the members and permitted by law.

Article III – Membership

Section 1: Resident Membership. The Resident membership shall be offered to an individual or family residing within the Capitol View-Stiff Station Neighborhood and paying dues to the association.

Section 2: Business Membership. The Business membership shall be offered to : 1) a business located or operating within the Capitol View-Stiff Station Neighborhood, or 2) a business owned or operated by a resident of the neighborhood, that is paying dues to the association.

Section 3: Associate Membership (either an individual or business). The Associate membership shall be offered to an individual, business or group not located in the Capitol View-Stiff Station Neighborhood, but having a significant interest there and paying dues to the association.

Section 4: Active Membership. Active membership shall be defined as any resident, business, or associate who is current in the dues and in good standing with the organization.

Section 5: Privileges of Membership. An active Resident member shall be eligible to vote at all meetings, hold office, and function as a committee member or selected representative of the association. An active Business member shall be eligible to vote at all meetings. An active Associate member shall be eligible to vote at all meetings. All active members shall be given

one vote per membership. Memberships shall be limited to a quantity of one per household and one per business. All active members shall also be entitled to any information or publication from the association.

Section 6: Dues. Dues shall become due as of January of each year. Dues will vary according to the type of membership. These dues amounts shall be established through the Bylaws.

Section 7: Non-Discrimination. Membership in the Capitol View-Stiff Station Neighborhood Association is open to all individuals and groups who meet the above criteria, regardless of race, color, gender, national origin, religion, creed, sexual preference, or physical disability.

Article IV – Association Officers

Section 1: Offices. The officers of the association shall be President, Vice President, Secretary and Treasurer.

Section 2: Duties of the Office. Each officer shall have the following responsibilities:

The President shall announce all meetings, preside in conducting of business, appoint chairpersons for committees, and actively promote the purposes of Capitol View-Stiff Station Neighborhood Association.

The Vice President shall be responsible for special programs and projects and shall act in all matters as President in the absence of the President.

The Secretary shall establish or collect an attendance at monthly meetings and maintain a complete set of minutes and attendance of the business of the association, a copy of correspondences to and from the association, and a copy of the constitution and bylaws.

The Treasurer shall be responsible for collecting annual dues, disbursing funds for appropriate organizational expenses from the association assets, and accounting for all funds. S/he should maintain a current membership list and a balance of association accounts.

Section 3: Terms of Office. Officers shall be elected for terms of one year. All officers shall be elected from and by the active members at the January meeting, and shall assume the duties of their respective offices from that meeting until the following January, resignation or removal from office.

Section 4: Election of Officers. Election of officers shall be by a majority of active members present at the regularly scheduled January meeting. A call for nominations shall be made at the regularly scheduled monthly meeting at least one month prior to the scheduled election.

Section 5: Removal of Officers. An officer may be removed from office for cause and upon a majority vote of the active members present at a regularly scheduled monthly meeting. Cause

may include reasons such as: failure to perform duties of office, failure to attend three consecutive meetings, or taking residence outside the boundaries of the “neighborhood” as defined in Article I. Should an officer choose to step down for any reason, s/he shall be expected to formally notify the President in writing as soon as possible.

Section 6: Vacancies. A vacancy in any office shall be filled by a majority vote of the active members present at the meeting designated for the election. A call for nominations shall be made at the regularly scheduled monthly meeting at least one month prior to the scheduled election.

Article V – Committees

Section 1: Standing Committees. The President may appoint such committees as shall be appropriate for furthering the purposes of Capitol View-Stift Station Neighborhood Association. A Standing Committee may also be created by a majority vote among the association officers. The committee members shall serve until resignation, termination of association membership, or discharge of the committee.

Section 2: Temporary Committees. The President may appoint such committees as shall be appropriate for meeting the temporary needs, or promotion of events, of Capitol View-Stift Station Neighborhood Association. The committee members shall serve until resignation, termination of association membership, or discharge of the committee.

Section 3: Other aspects of the standing and temporary committees shall be governed through the Bylaws.

Article VI – Association Meetings

Section 1: Meetings shall be scheduled by majority vote of the active members and with one month notice (through publication in the newsletter and other available means). Meetings will be held on a monthly basis, according to the needs and desires of the active members. Meetings will provide a forum for conducting business, presenting guest speakers, and disseminating information.

Section 2: Special meetings may be called by request of either 1) three-fourths of the total number present at the previous meeting or 2) a majority of the officers. Maximum notice should be given.

Article VII – Amendments

Amendments to the Constitution and Bylaws may be made by a two-thirds vote of the active members present at a regularly scheduled meeting, provided the proposed change has been announced at the previous regularly scheduled meeting.

Bylaws of the Capitol View-Stift Station Neighborhood Association

Article I. A majority of a quorum of active members shall determine the election of officers. Voting may be conducted by ballot, voice or mail/written proxy.

Article II. Those present for any regularly scheduled meeting shall constitute a quorum. Fifty percent of the last meeting's attendance shall constitute a quorum for a special meeting.

Article III. Dues shall be set annually at the December meeting, for the following year.

Article IV. Standing Committees shall be formed, as needed by the association officers, to help the organization accomplish its goals and purposes. The committee members shall serve until resignation, termination of association membership, or discharge of the committee. Standing committees may be discharged by two-thirds vote of those present at a regularly scheduled meeting, or a majority vote, provided the proposed change has been announced at the previous regularly scheduled meeting. Membership shall be decided by appointment or volunteer. The standing committees are:

A) Public Relations and Media Committee – This committee shall inform the general public and press of events and activities of the association through all available means and facilitate publication and distribution of the newsletter.

B) Property Standards & Neighborhood Improvement Committee – This committee shall encourage and support neighborhood improvement events and look for opportunities to improve individual or community property and appearance. This committee shall also identify and report code violations and monitor progress in owner compliance, and report matters of importance to the association.

C) Public Safety Committee – This committee shall inform the public on matters of safety, traffic, and criminal concern, recruit and maintain a neighborhood watch system, and sponsor events that will increase awareness and support activities that reduce crime and/or increase public safety.

D) Hospitality Committee – This committee shall provide refreshments at all monthly meetings and various other Neighborhood Association events, as well as gather donations for, put together, and distribute Welcome Bags to new residents within the neighborhood.

Article V. Temporary Committees shall be established as needed (e.g. special events or short-term problems). They may be made standing committees by a majority vote with one meeting notice, or two-thirds of those present at any meeting; otherwise they will be discharged upon completion of their task.