

CCNA Constitution and Bylaws

Adopted February 1998

Amended December 2011

History

The College Commons Neighborhood Association (CCNA) was founded in 1994 and was reactivated and reorganized in 1997 with the goal to promote and foster a culture of caring through communication amongst its neighbors.

1997-2006	President – Juanita Johnson
2006-2007	President – John Vernon Oaks
2007-2008	President – Matt Winston
2008-present	President – Connie Jones

The CCNA works within the guidelines of the Nora-Northside Community Council (NCC), an umbrella organization for all neighborhoods within its boundaries; however, the input of the NCC is ONLY sought when there is a question or concern that affects the entire Nora area.

ARTICLE I: Name of Organization

The name of this Association shall be “College Commons Neighborhood Association” (CCNA).

ARTICLE II: Type of Organization

CCNA is and shall remain a non-profit organization and no part of the net earnings thereof shall benefit any individual member. It shall function exclusively for charitable purposes within the meaning of Section 501(C)(4) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE III: Purpose of Organization

CCNA recognizes and affirms the diversity of our neighborhood as the foundation of a healthy, safe and pleasant community. The purposes shall be:

- To promote and foster a culture of caring through communication among neighbors via Crime Watch Coordinator, Street Representatives, Block Captains, CCNA Newsletters, CCNA Directory and CCNA web site.
- To provide a forum for public discussion of neighborhood concerns and to distribute information to the neighborhood on matters of interest via CCNA meetings, CCNA web site, CCNA e-mails.
- To encourage and facilitate informed citizen participation in issues affecting our neighborhood, including the general welfare of people, commercial development, land use, housing standards, zoning issues, traffic patterns, and street modifications via our Special Interest Contacts.
- To be a voice for our common neighborhood interests by acting as a liaison with governmental bodies, institutions, schools and businesses in and around our neighborhood, and by working with other neighborhood associations on common concerns via our Special Interest Contacts.

ARTICLE IV: Neighborhood Boundaries

CCNA includes all lots, streets, and other properties which lie within the following boundaries:

North - 96 th Street	East – College Avenue
South - 91 st Street	West – Pennsylvania Street

ARTICLE V: Annual Dues

Dues payment is voluntary but only dues-paying residents shall be considered members of CCNA. The dues amount shall be established annually by the Board of Directors, hereafter referred to as the Board, and shall be payable at the beginning of each fiscal year on January 1st.

Approximately two-thirds of the dues collected shall be set aside to pay for snow removal from neighborhood streets when snow is three inches or more, or when conditions dictate. Snow removal for College Avenue, 91st Street and 96th Street is handled by the city, not CCNA, therefore households on those streets shall not be asked to pay that portion of the dues designated for snow removal.

The remaining dues collected shall be used for the web site, newsletters, directories and general expenses of CCNA.

ARTICLE VI: Membership Eligibility

The membership of CCNA shall consist of every person 18 years of age or older who lives in or owns a residence or property within the neighborhood boundaries and has paid their annual dues. Questions concerning eligibility and/or appeals for membership shall be presented to and decided upon by the Board.

ARTICLE VII: Board of Directors

CCNA shall be governed by a volunteer Board. No Director shall receive monetary compensation for the performance of CCNA Board duties. However, any Director shall be reimbursed for approved out-of-pocket expenses incurred on behalf of CCNA upon presentation of receipts or bills.

Composition of the Board

Officers: President, Vice-President and Secretary/Treasurer

No person shall simultaneously hold more than one Officer position.

Street Representatives: At least one (1) assigned per street

Special Interest Contacts: Crime Watch Coordinator, Health & Hospital/Code Enforcement, Newsletter, Nominating Committee, Web Administrator, Zoning/Land Use

Duties of the entire Board

The Board may take action in the name of CCNA and shall have such powers as are reasonable and necessary to accomplish the performance of their duties. These duties include, but are not limited to:

Management: Keeping a complete record of all its acts and affairs to present when such record is requested; establishing annual dues amount; determining by majority vote of the Board which issues CCNA will pursue and/or support; notifying all residents of all meetings open to the public

Removal or Resignation of Board Members: If a Board member is accused of conduct hurtful to CCNA, grossly inconsistent with the Bylaws, or inconsistent with the purposes for which CCNA was organized, the Board member may be removed from office by majority vote of the remaining Board. In such an instance, the accused Board member shall not have a vote. Any Board member may be removed from office with or without cause at any time by the remaining Board.

Any Board member may resign at any time by giving written notice to the Officers. Such resignation shall take effect on the date of receipt of such notice or at the time specified therein.

Vacancies: shall be filled by majority vote of the remaining Board even though they may constitute less than a quorum. A member appointed to fill a vacancy shall serve the remainder of the term until his/her successor is elected or appointed.

Board Meetings: shall be held on an as needed basis. These meetings may be held electronically.

ARTICLE VII: Board of Directors (cont'd)

Duties of individual Board Members shall include, but not be limited to:

1. **Officer group** shall approve all CCNA expenditures, attend Officer executive meetings called by the President, present proposed Bylaw amendments to the rest of the Board for approval
2. **President**
 - a. Shall call meetings of the Board, announce their location and preside over them
 - b. Shall see that orders and resolutions of the Board are carried out
 - c. Shall sign CCNA contracts and documents
 - d. Shall have the authority, in the Secretary/Treasurer's absence, to sign checks and pay approved expenses upon presentation of purchase receipts or bills
 - e. Shall request directory updates from Street Representatives. Directory shall be published as needed and distributed to all homes within CCNA boundaries by the Street Representatives
 - f. Shall have the power to appoint committees from among CCNA members from time to time as deemed appropriate to assist in conducting the affairs of the association and dissolve them as appropriate
 - g. Shall discharge all of the usual functions of the Chief Executive Officers of a not-for-profit corporation
 - h. Shall assist in maintaining the web site and keeping it updated with information of interest to our community
3. **Vice-President**
 - a. Shall perform all duties as assigned by the President or the Board
 - b. Shall assume duties of the President in the case of the President's absence, inability or refusal to act
4. **Secretary/Treasurer**
 - a. Shall keep minutes of all meetings of the Board and members. Such minutes shall be presented to the Board for review in a timely manner before publishing
 - b. Shall keep complete and accurate financial records for CCNA and provide written financial reports upon request
 - c. Shall maintain a checking account at a local bank in the name of CCNA and deposit all monies received into this account; shall sign all checks and pay approved expenses upon presentation of purchase receipts or bills
 - d. Shall maintain the membership records and provide membership dues payment status reports to the Board on a quarterly basis
 - e. Shall assist in maintaining the web site and keeping it updated with information of interest to our community
5. **Street Representatives and Block Captains**
 - a. Shall act as the main communicator with residents on their assigned streets
 - b. Shall provide information to the Board on issues concerning their assigned streets
 - c. Shall provide directory updates to the President when requested
6. **Special Interest Contacts**
 - a. **Crime Watch:** shall be alert to any suspicious or criminal activities in the neighborhood. Act as liaison with local law enforcement, maintain Crime Watch signs and disseminate pertinent information to membership through the Street Representatives.
 - b. **Health & Hospital/Code Enforcement:** shall be alert to any substandard home or property that needs attention and shall keep the Board and the membership informed about the details of such activities as needed.
 - c. **Newsletter:** shall be written by the President and edited by one other Board member prior to publishing. Shall create a CCNA newsletter periodically to be distributed to neighborhood residents. The newsletter may be in electronic form for those with the ability to access the internet.

ARTICLE VII: Board of Directors (cont'd)

- d. Nominating:** shall nominate candidates for election to the Board for the number of vacancies to be filled. Shall be a committee consisting of three people – a Chairperson, who shall be a member of the Board, and two other members of CCNA, who shall not be required to be Board members.
Annually, around August 1st, a notice will be posted on the web site and published in the newsletter requesting volunteers to serve on the Nominating Committee. Deadline to form the committee will be September 1st giving them 2 full months to prepare a slate of candidates for board positions to be voted upon at the Annual Meeting.
- e. Web Administrator:** Shall maintain the site and manage its content.
- f. Zoning/Land Use:** shall be alert to all zoning matters affecting the CCNA neighborhood only and shall keep the Board and the membership informed about the details of such activities as needed.

ARTICLE VIII: Elections

Eligibility for Board Seat: A person must be a resident of a dues-paying household in order to be eligible for an elected office.

Board Members: Board members shall be elected at the Annual Meeting in November. A Nominating Committee shall be appointed from the general membership to solicit and receive nominations for the various Board positions. Candidates may also be self-nominated or nominated by another. Additional nominations shall be accepted from the floor at that meeting.

Voting: Everyone 18 years of age or older living in a dues-paying household is entitled to one vote at the Annual Meeting or any special meeting of the membership. Absentee votes shall be filed with the Nominating Committee by the appointed date and time. Decisions shall be made by majority vote of the total number of members present and those members submitting absentee votes. Election shall be by private ballot.

ARTICLE IX: Meetings

Shall use Robert's Rules of Order (Revised) as a guide in all areas not covered by the Bylaws. A minimum of 51% of the sitting Board shall constitute a quorum for doing business (excludes Officer-only meetings). Each member of the Board shall be entitled to one vote.

Annual Meeting: Shall be held during the month of November on the particular day, hour, and place designated by the Board for the purpose of electing Board members and for the transaction of such other business as may come before the meeting. Notification of the meeting shall be sent to all residents at least seven (7) days in advance of the meeting date.

Special meetings: Shall be called by the President upon written request given to any Officer of ten (10) members. Upon receipt of such request, the meeting shall be scheduled in a timely manner. Notification of the meeting shall be sent to all residents at least seven (7) days in advance of the meeting date.

Board meetings: Shall be called on as needed by the President and may be held electronically. Complete and accurate minutes shall be presented to the Board for review in a timely manner before publishing.

Article X: Amendments

Proposed amendments to the Bylaws shall be presented in writing to the Board. A majority vote of the Board at their next meeting shall amend the Bylaws.

Article XI: Dissolution

In the event that CCNA becomes inactive or dissolves, all monies in the general fund shall be distributed to a tax-exempt, community-oriented institution or organization approved by a majority of the CCNA Board at the time of dissolution.