

College Commons Neighborhood Association
Constitution and Bylaws
College Commons....an uncommonly nice place to live
Adopted February 1998
Amended September 2008

Article I: Name, Type of Organization and Purpose

Section 1: Name

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

Section 2: 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).

Section 3: Purpose

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

1. To promote and foster a culture of caring through communication among neighbors
How? Crime Watch Coordinator, Street Monitors, Block Captains, CCNA Newsletters, CCNA Directory and CCNA web site
2. To provide a forum for public discussion of neighborhood concerns and to distribute information to the neighborhood on matters of interest
How? CCNA meetings, CCNA web site, CCNA Board of Directors e-mail
3. 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.
How? Special Interest Contacts
4. 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.
How? Special Interest Contacts

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Article II: Membership, Voting Rights and Meetings

Section 1: 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

Section 2: 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 and shall be payable at the beginning of each fiscal year, January 1st.

1. 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.
2. The remaining dues collected shall be used for the web site, newsletters, directories and general expenses of CCNA.

Section 3: 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 of Directors.

Section 4: Quorum

A minimum of 51% of the sitting Board of Directors shall constitute a quorum for the transaction of business at the annual meeting or any special meeting of the membership.

Section 5: Voting

1. Everyone 18 years of age or older living in a dues-paying household is entitled to one vote.
2. Absentee votes shall be filed with the **Nominating Committee** prior to each meeting of the members and by the appointed date and time.
3. Decisions shall be made by majority vote of the total number of members present and those submitting absentee votes.

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Section 6: Meetings

CCNA meetings shall be in accordance with the following provisions. The President shall preside over CCNA meetings. The Vice-President shall preside in the absence of the President. The Secretary shall keep complete and accurate minutes of all CCNA meetings.

1. Annual Meeting
 - a. The Annual Meeting shall be held during the month of November on the particular day, hour, and place designated by the Board of Directors for the purpose of electing directors and for the transaction of such other business as may come before the meeting.
 - b. Written notice of the CCNA Annual Meeting shall be given to residents at least thirty (30) days prior to the meeting.
2. Special meetings
 - a. Special meetings for any purpose may be called by the President, or in the President's absence, the Vice-President, or by the Secretary upon written request of ten (10) members. Upon receipt of such a request, the meeting shall be scheduled within thirty (30) days.
 - b. Notice of all special meetings shall be given to residents at least two (2) days before such meeting.

Article III: Nomination and Election of Directors

Section 1: Nomination

1. Nomination of candidates for Board of Director positions, which includes Officers, shall be made by the Nominating Committee.
2. A **person must be a member of CCNA** in order to be eligible for an elected office
3. The Nominating Committee may solicit names from other Board members and members of the community. Candidates may also be self-nominated or nominated by another. In all cases, Nominating Committee contacts each nominee to ensure their interest and desire to run and to ensure they have any skills or qualifications required.
4. If the candidate is a member of the Nominating Committee and chooses to run for a Board position, they must resign from the Nominating Committee immediately upon nomination acceptance.
5. The Committee shall meet at least two months prior to the Annual Meeting to compile the slate of potential Board members. The Committee shall distribute flyers to all residents at least four (4) weeks prior to the Annual Meeting notifying residents of the upcoming meeting and election. The flyer will also give details about the residents' option to send in absentee ballots as well as details about notifying the Nominating Committee Chairperson of any additional interested candidates to be considered for election.

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Section 2: Election

1. The final Board candidate slate is presented by the Nominating Committee at the Annual Meeting. Election to the Board shall be by secret written ballot.
2. **Only CCNA members may vote.** CCNA members may cast, in respect to each vacancy, as many votes as they are entitled to exercise under the provisions of the Bylaws. The Nominating Committee counts all votes, including absentee votes, and the people receiving the largest number of votes shall be elected.

Article IV: Board of Directors

Section 1: Number

CCNA shall be governed by a volunteer Board of Directors, which may take action in the name of CCNA. The Board shall consist of:

1. Four (4) Officers - President, Vice-President, Secretary, Treasurer
2. At least one (1) Street Monitor per street that is included in the CCNA boundaries
3. Special Interest Contacts – Zoning/Land Use, Health and Hospital/Code Enforcement, Crime Watch, Nominating Committee, Newsletter Committee, Directory, Web Site

Section 2: Powers

The Board of Directors shall have such powers as are reasonable and necessary to accomplish the performance of their duties, which powers include, but are not limited to, the power:

1. To establish and execute policy for CCNA
2. To declare the office of a Director vacant in the event such Director has missed three (3) regularly scheduled consecutive meetings. That Board member may request an exception and, at the discretion of the Board by a majority vote, may be allowed to retain the position.
3. To employ people or organizations as they deem necessary to serve CCNA and to define their duties.
4. To appoint special interest contacts. This power will be delegated to the Officers.

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Section 3: Duties

1. The Board of Directors as a whole shall have the following duties:
 - a. To keep a complete record of all its acts and affairs to present to CCNA members at the Annual Meeting or at any special meeting when such record is requested
 - b. To ensure all Board members perform their duties properly
 - c. To establish annual dues amount
 - d. To notify all residents of any meeting of CCNA
 - e. To ensure web site updates are made within a week of the requested change
 - f. To determine by a majority vote of the Board which issues CCNA will pursue and/or support
2. Street Monitors and Block Captains shall have the following duties:
 1. To be the main communicator with their neighborhood residents
 2. To provide information to the Board of Directors on issues concerning their streets
 3. To pass information of immediate concern on to their neighborhood residents

Section 4: Quorum

A majority of the total number of Board of Directors shall constitute a quorum for doing business. Each member of the Board shall be entitled to one vote.

Section 5: Meetings

1. The President shall call Board meetings as needed and shall preside over those meetings. These meetings may be held electronically.
2. The Vice-President shall be the presiding officer at Board meetings in the absence of the President.
3. The Secretary shall keep complete and accurate minutes of Board meetings. These minutes shall be presented to the President within 5 days of each meeting for review prior to posting on the web site.
4. The Treasurer shall provide complete and accurate reports of all CCNA financial records at each Board meeting.

Section 6: Compensation

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

Section 7: Vacancies

Vacancies on the Board shall be filled by majority vote of the remaining Directors even though they may constitute less than a quorum.

Section 8: Removal of Directors

In cases where an Officer or Director is accused of conduct hurtful to CCNA, grossly inconsistent with the Bylaws, or inconsistent with the purposes for which CCNA was organized, the Officer or Director may be removed from office by majority vote of the remaining Board of Directors. In such an instance, the accused officer or director shall not have a vote.

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Article V: Officers and Their Duties

Section 1: Officers

The Officers of CCNA shall be a President, Vice-President, Secretary and Treasurer, all of whom shall be members of the board of Directors.

Section 2: Executive Committee

The Officers of the Board shall also be the members of the Executive Committee.

Section 3: Multiple Offices

No person shall simultaneously hold more than one of any of the Officer positions.

Section 4: Resignation and Removal

Any Officer may be removed from office with or without cause by the Board. Any Officer may resign at any time by giving written notice to the Board, the President or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any time specified therein.

Section 5: Vacancies

A vacancy in any Officer position shall be filled by appointment by the Board. The Officer appointed to such vacancy shall serve the remainder of the term of the Officer replaced.

Section 6: Duties

Duties of the Officers shall include, but not be limited to, the following:

1. **Executive Committee:**
 - a. Shall approve all CCNA fund expenditures. However, only the President and the Treasurer shall have the authority to sign CCNA contracts and documents and to withdraw money or write checks against the checking account for payment of approved expenses.
 - b. Attend any special Executive Committee meetings called by the President needed to conduct the affairs of the association.
2. **President:**
 - a. Shall call all meetings of the Board of Directors, announce their location and preside over them
 - b. Shall call Executive Committee meetings on an as-needed basis
 - c. Shall see that orders and resolutions of the Board are carried out
 - d. Shall sign CCNA contracts and documents
 - e. 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
 - f. Shall dissolve committees as appropriate
 - g. Shall discharge all of the usual functions of the Chief Executive Officers of a not-for-profit corporation
3. **Vice-President:**
 - a. Shall perform all duties as assigned by the President or Board of Directors
 - b. Shall assume duties of the President in the case of the President's absence, inability or refusal to act
 - c. Shall present proposed Bylaw amendments to the Board for approval

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4. **Secretary:**
 - a. Shall record the votes and keep minutes of all meetings of the Board and members. Such minutes shall be presented to the Board within 7 days after such meetings for review and posting to the web site as quickly as possible
5. **Treasurer:**
 - a. Shall keep complete and accurate financial records for CCNA and provide written financial reports to the President upon request as well as at the Annual Meeting
 - b. Shall maintain a checking account at a local bank in the name of CCNA
 - c. Shall deposit all monies received into this account and shall sign all checks and pay any approved expenses incurred on behalf of CCNA upon presentation of purchase receipts or bills
 - d. Shall maintain the membership records and provide membership dues payment status reports to the Street Monitors on a quarterly basis.

Article VI: Special Interests Contacts

CCNA shall maintain certain ongoing special interest contacts. These contacts shall be appointed by the Officers within two weeks after the CCNA Annual Meeting. At any time when the Board of Directors has not appointed such contacts, the Board shall itself act as such contact. In addition, the Board of Directors or the President may appoint other committees as deemed appropriate in carrying out the purposes of CCNA.

1. **Zoning/Land Use:** shall be alert to all zoning matters affecting the neighborhood and shall keep the Board of Directors and the membership informed about the details of such activities.
2. **Health and Hospital/Code Enforcement:** shall be alert to any substandard home or property that needs attention. Such property shall be reported to the Board of Directors.
3. **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 Monitors. (See back cover for Crime Watch procedures.)
4. **Nominating Committee:** shall be a committee consisting of three people – a Chairperson, who shall be a member of the Board of Directors, and two other members of CCNA, who shall not be required to be Board members. The Committee shall nominate candidates for election to the Board of Directors for the number of vacancies to be filled.
5. **Newsletter Committee:** shall be a committee consisting of the President, a writer/editor and a publisher. Shall create and distribute a CCNA newsletter to the neighborhood residents as often as deemed necessary, but no less than four (4) times a year.
6. **Directory:** shall solicit resident updates from Street Monitors prior to revision publication. Directory shall be published as necessary and distributed to all homes within CCNA boundaries by the Street Monitors.
7. **Web Site:** shall keep all web site information current with postings of meeting announcements, minutes, crime watch reports, contact information, and any other information of interest to our community.

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Article VII: Fiscal Year

The fiscal year of CCNA shall begin each year on January 1 and end on December 31.

Article VIII: Parliamentary Authority

Robert's Rules of Order Newly Revised shall be used as the "guide" for governing the proceedings of all annual, regular, and special meetings of CCNA and Board in all cases in which they are applicable, and in which they are not inconsistent with CCNA Bylaws.

Article IX: Amendments

Proposed amendments to the Bylaws shall be presented in writing to the Board of Directors at two (2) consecutive Board meetings. A majority vote of the Board of Directors at the second meeting in order to amend the Bylaws.

Article X: 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.