

Schenk-Atwood-Starkweather-Yahara Neighborhood Association Bylaws

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Article 1 Mission

The mission of the Schenk-Atwood-Starkweather-Yahara Neighborhood Association, hereafter (“SASY” or “SASYNA”), is to advocate for a better community for its residents, businesses, and visitors through an open, consensual process.

SASY will accomplish this Mission by:

- identifying neighborhood needs and priorities;
- building trust and a spirit of community in the neighborhood and promoting neighborhood planning;
- protecting the diverse neighborhood character;
- partnering with neighborhood groups (business associations, non profits, other);
- providing an organizational mechanism to address needs.

Article 2 General Membership

2.1 Membership eligibility and boundaries

Membership in SASYNA is open to all persons age 16 and older who reside within the membership boundaries. The membership boundaries are:

East Washington Avenue to the West branch of Starkweather Creek, to Milwaukee Street, to St. Paul Avenue to Powers Avenue to the Canadian Pacific railroad tracks, to Fair Oaks Avenue; from that intersection, due East to the East branch of Starkweather Creek, to Lake Monona, to the Yahara River.

2.2 Business Members

Membership in SASYNA is also open to for-profit and non-profit organizations and businesses within the membership boundaries.

Each business or organization may appoint one representative to SASYNA. If such representative lives within the membership boundaries, he or she is entitled to vote either as a resident, business, or non-profit representative but has only one vote on any given issue.

2.3 Annual Membership

Membership is on an annual basis. There are yearly dues, amount to be determined by the SASY Council. Dues are paid at annual membership meeting. Only paid members are eligible to vote at membership meeting.

2.4 Members in Good Standing

Members in good standing of SASYNA are entitled to vote in general membership meetings and to serve on Association committees or on the Council. A member is in good standing in SASYNA if they have paid

yearly dues in the current year, as determined by the SASY Council and are not in conflict with any other requirements provided by these bylaws.

2.5 Membership Termination

Membership in SASYNA shall be terminated if a person ceases to be a resident of the area designated in Section 1, or no longer owns or represents a business within the membership boundaries.

2.6 Supporting Members

People who live outside of SASYNA's boundaries may become "supporting members" of the organization by paying dues. Supporting members may not vote at general membership meetings.

Article 3 General Membership Meetings

3.1 Purpose and Timing

At least one general membership meeting will be held each year. The purpose is to report to Membership, and elect Council representatives. Meetings are open to the general public.

3.2 Public Notice and Agenda

General membership meetings shall be advertised publicly a minimum of 30 days prior to the meeting date, including notice of the tentative agenda

3.3 Quorum

Quorum for a general membership meeting is 25 in good standing including current Council members or 40% of the membership in good standing whichever is higher.

3.4 Special Membership Meetings

Additional general membership meetings may be called at any time by a simple majority vote of the Council. These special meetings shall be conducted as defined in Sections 2 and 3 above.

Article 4 Neighborhood Association Council

4.1 Role of the SASYNA Council

The Neighborhood Association Council conducts the routine business of the Neighborhood Association during the year.

4.2 Makeup of the SASYNA Council

All Council members must be members in good standing in SASYNA as defined in Sections 3 and 4 of Article 2 of these Bylaws. The Council consists of fifteen (15) members of SASYNA in good standing in the following positions:

4.2.1 The Area Representatives.

Each Area Representative is a liaison between the Council and a very local part of the community which SASYNA serves. Each one of the areas is loosely defined, but the expectation is that the Council member holding the position of Area Representative will reside in the area immediately around the named position. The Areas of the Association are loosely defined regions whose centers are shown as dots on the map attached as Appendix A. One area representative shall represent each region. There are nine (9) Area Representatives, as defined below:

- Position 1. Circle Park
- Position 2. East Washington Avenue Corridor
- Position 3. Evergreen
- Position 4. Hawthorne Park
- Position 5. Olbrich
- Position 6. Schenk's Corners
- Position 7. Wirth Court Park
- Position 8. Starkweather
- Position 9. Yahara

4.2.2 The Business Representative.

The SASY Council will include one member in good standing who is not either an Area Representative or a Special Representative who shall serve as liaison between SASYNA and the SASYNA business community. This member should be an active member of a business in the SASYNA neighborhood or a representative from a business association serving the SASYNA neighborhood.

- Position 10. Business Liaison Representative

4.2.3 The Goodman Community Center Representative.

The SASY Council will include one member who is appointed to be a liaison to the Council by the Goodman Community Center.

- Position 11. Goodman Community Center Liaison Representative

4.2.4 Special Representatives.

The Council shall include four Special Representatives. The intent of the Special Representatives is to include expertise, diversity, leadership, business concerns, and other skills not necessarily found among the Area Representatives. Special representatives must live or operate a business in the boundaries of the neighborhood association as defined in Article II, Section 1.

Special Representatives are expected to act on behalf of the neighborhood as a whole rather than advocate for the interests of specific areas within it. Also, Special Representatives are not chosen for expertise, interests, or advocacy on a single issue or topic.

- Position 12. Special Representative I
- Position 13. Special Representative II
- Position 14. Special Representative III
- Position 15. Special Representative IV

4.3 Multiple Positions per Person Prohibited

No individual may fill more than one of the fifteen Council positions at a time.

4.4 Council Members' Duties

Duties of the individual Council Members include, but are not limited to:

- Act as liaisons between their constituents and the Association.
- Attend Council meetings and participate in Council decision-making.
- Manage the business and property of the Association.
- Establish general policy to recommend to the Association on various issues that concern the neighborhood and the Association.
- Execute the policies and programs established by or for the benefit of the general membership and the neighborhood.
- Report the state of affairs of the Association to its members at the general membership meetings.
- Appoint committees as necessary on matters that may not be addressed by a standing committee.
- Participate in committees as interest and expertise permits.
- Assist the Association as necessary and appropriate.

Article 5 Nominations and Elections

5.1 Area Members.

5.1.1. Nomination by Representative Area Neighbors.

At the General Membership Meeting, as described by these Bylaws in Article 3, a time shall be provided where neighbors who live in each area are allowed to gather together, discuss possible representatives to the Council, and then, through Consensus, nominate those representatives to the General Membership. The nomination process is intended to provide a single candidate of the local area's choosing for Nomination to the Council. In the event that consensus cannot be reached, more than one member of SASYNA is put forward for a vote by the full membership.

5.1.2 Election of Area Members.

At the General Membership meeting, each area is asked to nominate a single member to serve on the Council. For those areas that have nominated a single candidate for membership on the Council, the entire membership is asked to vote on the group of consensus candidates as a slate. For the remaining positions where consensus was not reached, the chair of the General Membership meeting conducts a simple public vote of the attending members. A plurality of votes determines the winner. Where a tie is reached, the elected Council fills the contested seat at its next meeting in a public and transparent process of its own choosing.

5.2 Business Liaison Special Representative.

5.2.1 Nomination by SASYNA Council.

At the earliest practical, public Council meeting after the General Membership meeting described in Article 3, members who meet the criteria for Business Liaison Representative must attend and be nominated (self-nomination or by any other member of SASYNA in good standing).

5.2.2 Election by SASYNA Council.

At the same meeting as the nomination (Section 5.2.1 above), the Chair of the meeting conducts a simple, public vote of the Council members. Each Council Member is allowed to cast a single vote. A plurality of (the Candidate receiving the most) votes determines the winner. Where a tie is reached, the Chair of the Council breaks the tie.

5.3 Appointment of the Goodman Community Center Liaison Representative

The Goodman Community Center is allowed to appoint the GCC Liaison in a manner of its own choosing. The chair will confirm as soon as possible after the General Membership Meeting. The Goodman Community Center must re-confirm its selection of its Liaison at least once every twenty-four months to the SASYNA Chair.

5.4 Nomination and Election of Special Representatives.

5.4.1 Nomination of Special Representatives.

At the General Membership Meeting, as described by these Bylaws in Article 3, a time shall be provided where neighbors and business members and principals may come forward and be nominated (self-nominated or otherwise) for one of the four Special Representatives listed in 4.2.4 above. The intent is to allow the membership to consider each of the nominees in advance of a vote.

5.4.2 Election of Special Representatives.

In the event that there are four or fewer people standing for the four Special Representatives, the Chair will call for a simple majority vote, affirmative or negative for each one of the candidates in succession. In the event that there are five or more people standing for the four Special Representative positions, the Chair will conduct a simple vote where each member is allowed one vote for a candidate of that member's choosing. The four candidates who have the most votes fill the positions in Section 4.2.4 above in the order of the membership's preference.

5.5 Terms and Election Cycle.

5.5.1 Terms.

Terms of the Council Members are two years, with staggered terms as follows. In odd numbered years, an election must be held for at least the following positions on the Council:

- Position 1. Circle Park
- Position 3. Evergreen
- Position 5. Olbrich
- Position 7. Wirth Court Park
- Position 9. Yahara
- Position 13. Special Representative II
- Position 15. Special Representative IV

In even number years, an election must be held for at least the following positions on the Council:

- Position 2. East Washington Avenue Corridor
- Position 4. Hawthorne Park
- Position 6. Schenk's Corners
- Position 8. Starkweather
- Position 10. Business Liaison Representative

- Position 12. Special Representative I
- Position 14. Special Representative III

5.5.2 Elections for Appointed Council Members.

If a position on the Council has been filled in the interim by Council action, or has not been elected using the means described in Article 5, that position must be filled by the mechanism in Article 5 at the earliest possible General Membership Meeting.

5.6 Removal and Replacement of Council Members

5.6.1 Removal in Midterm.

Council Members may be removed and/or replaced midterm by a 3/4 majority vote of the Association members present at the General Membership meeting (as defined in Article 3 of these bylaws). Notice of such a vote, including the specific Council Members to be recalled, must be given at least 60 days in advance to the Council, and must be publicized to the general membership at least 30 days in advance.

5.6.2 Removal due to Absence.

A Council member may be removed by a 2/3 majority vote of the Council, if said member misses two consecutive regular meetings without notice to the chair. The Council member in question must be notified in writing a minimum of 45 days in advance of such a vote.

5.6.3 Resignation from the Council.

In the event of the resignation or removal of a Council member between general membership meetings, the Council may appoint an interim representative from among the affected constituency to fill the position until the next general membership meeting. At the next Council meeting, a time shall be provided where neighbors and business owners may come forward and be nominated (self-nominated or otherwise) for the position on the Council that stands empty. At this meeting the Chair conducts a simple, public vote of the Council members. Each Council Member is allowed to cast a single vote. A plurality of the votes cast determines the winner. Where a tie is reached, the Chair of the Council breaks the tie.

Article 6 Council Officers

6.1 Executive Committee Election and Terms

The Executive Committee of the Council shall consist of a Chair, Internal Activities Coordinator, and Communications and Outreach Coordinator. Each of these positions is to serve for a term of one year. Each of these positions may serve a maximum of three consecutive terms.

6.2 Chair

Responsibilities include:

- Work in collaboration with Executive Committee

- Form monthly meeting agenda and share across SASYNA list.
- Facilitate the Council meetings.
- Vote to break ties only.
- Serve as the primary contact person for the Association.

6.3 Internal Activities Coordinator

Responsibilities include:

- Assume the duties of Chair in event of absence.
- Coordinate SASY committees.
- Work with Council to plan and organize SASYNA Membership Meetings.
- Maintain financial records and perform bookkeeping activities of the Association.
- Provide a financial report to Council meetings as needed.

6.4. Communications and Outreach Coordinator

Responsibilities include:

- Work closely with Communications committee to maintain the official correspondence of the Association.
- Record meeting minutes, and share with Council Members.
- Publish SASYNA meeting notes on SASYNA web site.
- Post letters and correspondence on SASYNA web site.
- Coordinating the electronic communications of the neighborhood association including all activities related to the SASYNA web site.
- Coordinating the drafting of articles and communications for East Side News; invite Council members to do the same.

6.5 Election of Officers

The election of the officers takes place as soon as possible after the conclusion of the General Membership meeting. The process of the election shall be done in a manner of the Council's choosing.

6.6 Removal of Officers

The Council may remove an officer with a 3/4 vote of the currently filled council positions. A minimum of 14 days written notice to all Council members is required for such a vote. The person removed from office will remain a Council member.

6.7 Vacancy

The Council may vote by simple majority to fill an officer position left vacant by removal or resignation.

Article 7 Council Meetings

7.1 Council Meetings

The Council shall meet, at a minimum, monthly. Meetings shall be open to the general public.

7.2 Quorum

A quorum of at least one half of the currently filled positions on the Council is needed to transact business.

7.3 Council Decision Making

The Council shall establish a procedure for decision-making and for conducting its meetings. This procedure may be amended from time to time by the Council according to the decision making process then in effect.

7.4 Meeting Time and Location

The Chair shall give notice of the time and location of Council meetings, inviting agenda items from members and residents. Public notice will be given at least seven days prior to the meeting. The agenda for the Council meeting must be posted three days prior to the meeting.

7.5 Special Council Meetings

The Chair may call special meetings and all Council members shall receive notice and an agenda three days prior to such a meeting. The Chair shall call a special meeting if petitioned by a majority of the Council members then in office.

Article 8 Committees

8.1 Standing Committees.

SASYNA standing committees shall consist of Executive, Membership, Communications, and Preservation and Development. Each committee shall have a chairperson who is responsible to make regular reports regarding the activity of their committee to the SASYNA Council. The standing committee chairpersons are also responsible for ensuring that the work of the committee is conducted reliably, publicly and transparently. The standing committee chairpersons are the only people authorized to make public statements on behalf of the work of each Committee. Each of the standing committees works at the direction of the SASYNA Council.

8.1.1 Executive Committee

The Executive Committee shall consist of the Chair, Internal Activities Coordinator, and Communications and Outreach Coordinator. The task of the executive committee is to define agenda priorities for

council meetings and to monitor adherence to governance practice. The Chair may enlist the executive committee or any other members in creation and review of policy statements.

8.1.2 Membership Committee

The Membership Committee shall consist of the Internal Activities Coordinator, and additional members as decided by the SASYNA Council. The tasks of the membership committee is to plan and execute the details of the annual membership meeting, and lead the recruitment of candidates for council positions.

8.1.3 Communications Committee

The Communications Committee shall consist of the Communications and Outreach Coordinator and additional members as decided by the SASYNA Council. The Communications Committee may be made up of SASYNA Council members, SASYNA members and anyone interested in communications and outreach for the neighborhood association. The task of the Communications committee is to maintain, create and distribute routine digital and print communications. These communications include, but are not limited to e-media, pamphlets and other print material creation and distribution such as press releases and neighborhood notices. The communications committee shall assist with the distribution of policy statements. All Policy statements shall adhere to Article 9, Public Statements.

8.1.4 Preservation and Development Committee

The Preservation and Development Committee shall consist of a Committee Chairperson elected by the SASYNA Council and additional members of SASYNA as decided by the SASYNA Council. The task of the Preservation and Development Committee is to act as the initial consultation point for all new, expanded, or renovated development in the neighborhood, as a focal point for developers to get input from the neighborhood association, and to lead on coordination with elected officials and City of Madison staff on new development and related activities in the neighborhood. All Policy statements shall adhere to Article 9, Public Statements. The Preservation and Development committee makes recommendations on local development activity to the SASYNA Council. The Preservation and Development committee can provide advice and guidance for developers, residents and business owners in the neighborhood, but the SASYNA Council is the only body authorized to make public statements on behalf of the neighborhood association.

8.2 Ad Hoc Committees.

SASYNA may, at any time, for any reason, create additional ad hoc committees of short or long duration. The purpose of such committees shall be defined at the time of their creation. For any committee created by the Council under this Section, the Council must establish a sunset date for the committee at which time the committee will cease to operate. The Council is permitted to renew the charter of a committee and change its sunset date via a simple majority vote of the Council prior to the expiration of the committee at its sunset date.

8.3 Appointment of Committee Members and Chairs

8.3.1 Committee Members

The SASYNA Council appoints Committee members via simple majority vote. Committee members must be members in good standing. The term of the committee member shall be one year, or less, if the committee is an ad hoc short-term committee. The appointment may be renewed indefinitely.

8.3.2 Committee Chair

The Council shall appoint the committee chair or, using its discretion, delegate this task to the first meeting of the committee. The term of the committee chair shall be one year. The appointment may be renewed indefinitely.

8.4 Committee Policies and Procedures

The committee shall propose all policies and procedures required for committee operation to the council at large for approval.

Article 9 Public Statements

9.1 No Misrepresentation Permitted

No individual, committee chair, group of association members or executive councilors may take any public action or represent themselves as speaking in the name of SASYNA unless authorized in advance by the Council.

9.2 Public Statements by Chair

When asked for public statements by the media or other interested parties, the Council is represented by the Council Chair. In his or her absence, the Communication and Outreach Coordinator may speak on behalf of SASYNA. In the event that the request is for a specific topic of interest to an Association Committee, the Council Chairperson may delegate the right to speak on behalf of SASYNA to the chair of that committee.

9.3 Public Statements for Government or Regulatory Bodies

When testifying, reporting, or commenting on behalf of Association positions in governmental and regulatory settings, those who speak on behalf of the neighborhood association are specifically limited to statements approved by the Council and clarifications thereof.

9.4 Misstatements

In cases where positions or statements are incorrectly attributed to SASYNA, the Chair is responsible for contacting and requesting correction of the misinformation.

Article 10 Political Endorsements

10.1 No Endorsements or Support for Candidates, or Parties

SASYNA shall not support or endorse political parties or any candidate for public office.

10.2 Individual Support Does Not Involve SASYNA

Individual Council and Association members may support or endorse political parties or candidates as they see fit. Such an endorsement shall not include SASYNA's name.

10.3 SASYNA May Provide Election Information, Forums, and Education

SASYNA is permitted to assist in the organization of educational, informational or expository forums to support the education of neighborhood residents on topics of interest in an election. As in Article 9, Section 1, SASYNA shall not take a public position in support of a specific position on a referendum or other question put to neighborhood voters.

Article 11 Finance

11.1 SASYNA Fiscal Agent

The funds of SASYNA shall be deposited in such financial institution as the Council shall designate and shall be withdrawn only upon checks, drafts or order of SASYNA signed by the Internal Activities Coordinator and one other designated Officer.

11.2 Ratification Required for Expenditures

The SASYNA Council must ratify any expenditure from the funds of SASYNA. For any expenditure greater than \$100.00 but less than \$1,000.00 the Council must ratify the expense through a majority vote. For any expenditure of \$1,000.00 or more, the Council must ratify the expense through at least a two-thirds vote of the Council.

11.3 Finance Reporting

The Internal Activities Coordinator of SASYNA must give a full account of the status of SASYNA's finances at each General Membership Meeting as specified in Article 3. The account must include, at a minimum, the current available balance for SASYNA, and any major expenditures and revenues during the previous year (individual expenditures and revenue items greater than \$200). In the event that the Internal Activities Coordinator position is not filled at the time of the Membership Meeting, the Chair of the Neighborhood Association must give this report. The Internal Activities Coordinator must also give a brief update of the current financial state of SASYNA and recent transactions at each SASYNA Council Meeting.

11.4 No Misrepresentation Permitted

No member may apply for grants, gifts, or other external funding without the express approval of the majority of the Council. As in Article 9, no individual may act or speak on behalf of the Neighborhood

Association without the express approval of the SASYNA Council. This includes making requests to outside agencies for funding.

11.5 No Personal Compensation Permitted

No Association or Council member or officer may receive compensation for services performed as a member or officer. However, SASYNA may hire members or officers for services not related to their roles as members or officers.

11.6 Code of Conduct and Conflict of Interest

11.6.1 Best Interests of the Neighborhood

Council members are responsible for discharging their duties in good faith and in the best interests of the neighborhood.

11.6.2 Conflicts of Interest

Council members will avoid any conflicts of interest.

- A conflict of interest shall exist if any action taken by the Council or the Association might result in a private gain to a Council member or to his or her family members or associates.
- Council members shall have an affirmative obligation to disclose any possible conflict of interest in matters that come before the Council. This disclosure shall be made prior to any discussion of the issue and shall be included in the minutes of the meeting. A representative shall not vote on issues where a conflict of interest exists, and may be asked to refrain from participating in discussion and/or to leave a meeting, at the discretion of the Chair.
- Council members shall not use their positions as representatives to obtain business or employment or to solicit gifts or other remuneration for themselves, family members or associates.

Article 12 Amendments to Bylaws

12.1 Presentation of Bylaws to the Membership

A majority of the Council must vote to present the proposed bylaw amendment to the neighborhood.

12.2 Required Notice

SASYNA membership must be notified of the proposed bylaw amendment a minimum of 30 days prior to the general meeting.

12.3 Membership Vote

A two-thirds majority vote of members, including Council members, present at the general membership meeting is necessary to approve the bylaw amendment.

12.4 Changes to Area Representatives

To change the list or number of area representatives forming the Council (as outlined in Article IV, Section 5, and Appendix A), the process outlined in Sections 1-3 above shall be used; a 2/3rds majority vote at the general membership meeting is needed to approve the change.

Article 13 Dissolution

13.1 Process to Disposing of Assets

If this Association, for any reason whatsoever, ceases to exist, any and all assets, after payment of all debts and obligations of SASYNA, shall be donated to the Goodman Community Center, 149 Waubesa St.; Madison, WI 53704, and shall be requested for use within the former Association area for recreational, educational, environmental purposes or other purpose that the Goodman Community Center sees fit.