

Davis Manor Neighborhood Council Bylaws
DRAFT 4 - February 9, 2003

1. **Name.** The name of this organization is the Davis Manor Neighborhood Council (DMNC). The DMNC is an unincorporated council established in the fall of 1998. ..

2. **Purpose** - The purpose of the DMNC is to create a forum and means through which residents acting together can:

- Express their needs and interests
- Share information and resources
- Work toward mutual goals
- Build and strengthen the neighborhood community
- Improve public facilities and services in the neighborhood
- Participate in government decision making processes which affect the neighborhood

3. **Boundaries.** These borders define the DMNC:

East - The end of Lehigh Drive at Pole Line Road

West - L Street (East side of the street only)

North - 8th Street (South side of the street only)

South - 5th Street (North side of the street only)

4. **Membership** - Membership in the Council shall be open to all residents from the geographic area specified for the DMNC, regardless of race, sex, religion, marital status, national origin, physical ability, political affiliation, source of income, status, or sexual preference. There is no age limit on participation; however voting is limited to those age 16 and above.

5. **Dues.** The board of directors shall establish such dues as may be appropriate for carrying on the activities of the council. Dues shall initially be set at \$10.00 per year per voting member. Residents unable to pay the \$10.00 will receive a waiver. Members may donate more if they wish.

6. **Fiscal Year.** The Council's fiscal year shall begin on January 1 and end on December 31.

7. Meetings of Members

7.1. **Annual Meeting.** The members of the council shall meet at least annually for the purpose of electing the Council's Board of Directors and taking such other actions as are appropriate. The annual meeting of the council shall be held between February and April of each year, at a date, time, and place established by the directors of the council.

7.2. **General Meetings.** General meetings can be called by a majority vote of the board of directors at any time or with signatures of one third of the membership in current standing.

7.3. **Notice of Meetings.**

- a) For general and annual meetings, at least five (5) days notice shall be given by mail, personal delivery, telephone, or email to each residential unit in the Neighborhood.
- b) Notices shall state the meeting agenda including date, time and place.

- c) Under extraordinary circumstances requiring prompt action by the Council, a two-thirds majority of Directors may call a meeting of the Council with less notice.
- d) Agendas for Board meetings shall be sent by email to all neighborhood residents with email addresses at least three days before the meeting with agendas and meeting notes posted on the Council's website. Copies of the agenda will be available for pick from a designated Board member's home for those neighbors without access to the Internet.

7.4 Notice of a Meeting to Change Bylaws. For a meeting for the purpose of changing the bylaws, at least thirty (30) days written notice shall be given by mail, personal delivery, or email to each residential unit in the Neighborhood. Notices shall provide the draft wording of the proposed bylaw changes.

7.5 Quorum for Annual, General, and Special Meetings. The presence in person of a member in good standing from at least 10 residential units within the neighborhood shall constitute a quorum.

7.6 Voting. Each resident member shall have one vote at DMNC meetings. In order to vote, members must be in good standing, have paid their dues (or have them waived), and meet the age limit.

8. Board of Directors

8.1 Responsibilities of the Board. The Board of Directors shall manage the council's activities and affairs and make decisions subject to the limitations of these bylaws and applicable law. Board members shall sit on committees and serve as the liaison between the committee and the board.

8.2 Number of Directors. The Board of Directors shall consist of seven (7) members. The Board shall select the following positions by majority vote: Chair, Vice-Chair, Secretary, Treasurer, Communication Coordinator, Social Coordinator, and Outreach Coordinator. In addition to such duties as may be assigned by the Board, each position is responsible for the following:

8.3 Responsibilities of Directors

Chair. The Chair shall coordinate the activities of the Board, chair meetings, and draft and circulate meeting agendas. When the Board of Directors is unable to make a decision in a timely manner, the Chair shall determine who should be the liaison/spokesperson for the Council with the City of Davis and other organizations and associations.

Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the Chair's absences or in the event of her/his inability to act.

Secretary. The Secretary shall conduct the correspondence of the Council, issue notices for and keep minutes of all meetings of the Council, and be the custodian of Council records. In the event of the Chair and Vice Chair's absences or inability to act, the Secretary shall perform the duties of the Chair.

Treasurer. The Treasurer shall collect all membership dues and maintain the membership database. S/he shall have the care and custody of all the funds and property of the Council. Funds shall only be disbursed by her/him upon the direction of the Board of Directors. S/he shall submit a financial statement for the most recently completed fiscal year to the annual meeting of the members and all other appropriate financial statements as directed by the Board of Directors. Financial statements should be placed on the web. S/he shall deposit all funds in the name of the council in such bank or banks as designated by the Board of Directors. In the absence or inability to act of the Chair, Vice-Chair or Secretary, the Treasurer shall perform the duties of the chair.

Communication Coordinator. The Communication Coordinator shall ensure the production of the newsletter, maintain the email listserv, and assist with the press releases or other communication needs of the council.

Social Coordinator. The Social Coordinator organizes social events for the neighborhood council, including the annual block party.

Outreach Coordinator. The Outreach Coordinator recruits new members, helps the communication coordinator to notify members of events and meetings, maintains the membership list, and conducts additional activities to build the organization.

8.4 Elections and Term of Office.

- a) Directors shall be elected at the annual meeting and serve a term of approximately two years, beginning at the annual meeting of the members at which they are elected.
- b) At the first Board meeting after the first election, the Board shall decide among them which three will serve two year terms and which four will serve one year terms. This will begin a staggering of the two year terms.
- c) Directors shall hold office until the annual meeting at the end of their term or until a successor has been selected.

8.5 Qualifications. Every resident of the neighborhood who is a member in good standing of the DMNC is eligible and encouraged to run for the Board. A board member must be 16 or older.

8.6 Meetings of Board.

- a) Regular meetings of the board shall be held at least quarterly during the year and are open to all members of the council.
- b) At least three (3) days written notice of any meeting of the Board shall be given by mail, personal delivery, telephone, or email to each Director.
- c) Notices shall state the purpose of the meeting.
- d) Under extraordinary circumstances requiring prompt action by the Council, the Chair may call a meeting of the Board with less notice.

Notify everyone on the email list of all board agendas and meeting notes. Post to the web. Make hard copies available to member who requests it.

8.7 Quorum. At any meeting of the Board of Directors, the presence in person of the majority of the currently serving Board of Directors shall constitute a quorum.

8.8 Vacancies. A vacancy on the Board shall exist on the occurrence of the following:

- a) the death, resignation, or leaving the neighborhood of any Director
- b) the declaration by resolution of the Board of a vacancy in the office of a Director who has been absent for three consecutive meetings, or
- c) an insufficient number of members running in the previous election.

Vacancies on the board may be filled by majority vote of the Board.

8.9 Board Voting. The Board makes decisions by majority vote except as noted elsewhere in the bylaws.

9. Committees. Board members at their meetings or members at a General or Annual meeting shall approve all committees. It is the preference that all Committees have a chair that is not a board member. At least one board member will be a liaison to each committee. As a liaison, Board members attend committee meetings.

9.1 Nominating Committee. The Nominating Committee shall have at least 3 members. In developing a list of nominees, the committee shall attempt to include candidates from throughout the Neighborhood. Anyone may declare themselves to be a candidate. One does not need to be nominated by the Nominating Committee to run for the board of directors. . The list of nominees and anyone else who wishes to be a board member should be listed in the notice for the annual meeting along with their contact information

9.2 Social Committee. The Social Committee shall organize block parties and other social events for all residents of the neighborhood, to be held at least once each year.

9.3 Other Committees. The Board at a regular meeting and members at the annual meeting may establish other committees as may be appropriate to carry on the work of the Council.

9.4 Committee Membership. Committee membership shall be open to all members of the DMNC.

10. Amendments. The bylaws of this Council may be amended or revised by a two-thirds vote of members present at a meeting of the members at a duly called Annual or General meeting for changing bylaws. Draft bylaw amendments need to be circulated to the membership at least two weeks before the meeting.

11. Political Endorsements. The DMNC does not make political endorsements or contributions as a group to candidates, referendums, initiatives, or ballot measures. The DMNC can host forums and meetings to discuss any political or election issue so long as both sides are invited to attend.