



Crawford • Marlborough • Nakoma
Neighborhood Association

**PROPOSED BYLAWS OF THE
CRAWFORD – MARLBOROUGH - NAKOMA NEIGHBORHOOD ASSOCIATION**

I. NAME

The name of this organization shall be Crawford-Marlborough-Nakoma Neighborhood Association (CMNNA). The neighborhood boundaries shall be defined by the following: Starting at the Beltline and Verona Road, the southeast side of Midvale Boulevard, the Bike Path to Oneida, the south side of Odana Road, the Arboretum and Nakoma Golf Course, Seminole Highway and Winslow Lane to Warwick, and extending back to the Beltline and the start of Verona Road. [See Map.]

II. REPRESENTATION

From each of the six districts, two representatives shall be elected by the residents within each district at the annual meeting.

III. PURPOSE

The purpose of CMNNA is to serve as a liaison between our neighborhood, the City of Madison and elected officials; to enhance our neighborhood; to discuss issues and to formulate programs of action.

IV. NON-PARTISANSHIP

CMNNA is a non-partisanship organization.

V. MEMBERSHIP

Membership in this organization shall be open to all residents, and to non-resident owners of real estate within the boundaries of the association. Membership is open to those who are 18 years or older.

The Association shall provide for the broadest possible participation by residents from every part of the neighborhood.

The Association shall strive to be an inclusive organization, welcoming participation by all, regardless of income, property ownership, property value, race, ethnicity, religion, disability, lifestyle, sexual orientation, or age (if adult).

VI. MEMBERSHIP MEETINGS

- A. All membership meetings shall be held at a convenient location in the City of Madison on an annual basis.
- B. An annual meeting shall be held in September. Notification of the annual meeting shall be given not less than 10 nor more than 30 days in advance of the meeting. Notification shall include social media, public notices and/or hand or mail delivery.
- C. Each resident and/or non-resident owner shall be entitled to one vote on any and all agenda items calling for a vote by the members. A quorum for the transaction of business at a membership meeting shall be 20 members.
- D. The members of the Association shall elect up to thirteen (13) members to serve on the Board of Directors: up to two (2) representatives from each of the six (6) districts and one (1) at-large representative.
- E. Terms for representatives shall be two years. However, in the initial year of operation one representative from each district shall serve for one year, rather than the specified two-year term, in order to create staggered terms of representative in future years.

VII. BOARD OF DIRECTORS

- A. The Board of Directors shall elect the officers of this Association: The officers of the Association shall be President, Vice President, Secretary, Treasurer and Past President.
- B. Officers shall serve one-year terms, to which they may be reelected.
- C. Vacancies on the Board shall be filled by a vote of the directors currently serving on the Board. A member appointed to fill a vacancy shall serve for the remainder of the vacated term.

D. The duties of the Board of Directors shall be: 1) to execute the housekeeping and administrative duties of the Association and to conduct its business at meetings held on a quarterly basis, 2) to call the general meeting of the membership, held on an annual basis, and 3) to appoint standing and ad hoc committees of the Association as needed.

E. A quorum for Board meetings to conduct business is one more than half of the Board, or a simple majority.

F. Meetings of the Board shall be held at a convenient location within the City of Madison on at least a quarterly basis. The secretary of the Association shall give at least seven (7) days notice, either orally or in writing to all Board members of any regular meeting, including the time, place and purpose of the meeting.

VIII. OFFICERS – The Association shall have the following officers: 1) President, 2) Vice President, Treasurer, Secretary, and Past President. The Officers shall serve a one-year term.

A. President – The President shall be responsible for calling meetings of the General Membership and for Executive Board meetings. The President shall prepare the agenda for said meetings with consideration to issues of concern to the members, and shall preside over these meetings. The President shall direct information to proper committee members and delegate duties to appropriate committee members. The President shall serve as spokesperson for CMNNA.

B. Vice President – The Vice President shall assist the President as requested and is mutually agreed upon. In case of the absence or disability of the President, such duties shall be performed by the Vice President.

C. Secretary - The Secretary shall be responsible for maintaining the CMNNA archives, including the minutes of all Board and general membership meetings and shall prepare and maintain an ongoing record of said minutes. The secretary of the Association shall give notice of all meetings to Board members as stated in VII. BOARD OF DIRECTORS – F. Meetings. In the event the Secretary is unable to attend any meeting, the President shall delegate a CMNNA Board member to perform the functions of the Secretary.

D. Treasurer – The Treasurer shall accept and record CMNNA transactions. After approval from the Officers, the Treasurer may allocate and disperse funds received for operating funds, special grants and projects. The treasurer shall assure filing, as necessary, of any documents required by the State of Wisconsin.

E. Past President - The Past President shall assist the Board of Directors by providing historical perspectives of matters at hand.

IX. DUES

There shall be no membership dues required to belong to the CMNNA. The Board of Directors shall establish such voluntary dues as may be appropriate for carrying on the activities of the Association.

X. AUTHORITY

No member of CMNNA may claim to any public agency, the media, or other person or entity that they represent the Association, unless such representation has specifically been authorized by vote of the members of the Board and be so documented. If consensus cannot be reached, then no representation shall be made in the name of the Association.

XI. PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

XII. AMENDMENTS

The members shall have the power to make amendments and repeal the bylaws of the Association by a 2/3 majority of those present and voting at any meeting of the membership at which a quorum is present. A secretary shall submit all proposed amendments to the membership at least ten days in advance of a meeting, at which they will be considered. Amendments to the Bylaws adopted by the membership shall become effective immediately upon adoption or as directed by the membership.

XIII. DISSOLUTION

In the case of dissolution, any and all assets (after payment of all debts and obligations) shall be donated equally to Thoreau Elementary School and Cherokee Middle Schools.

Printing costs for printing these bylaws are funded in part by the City of Madison Neighborhood Grant Program.

September 21, 2016