

# BYLAWS OF THE EAST LANSING PINECREST NEIGHBORHOOD ASSOCIATION

## 1. NAME AND DEFINITIONS

1.1. Name: The name of this organization is the East Lansing Pinecrest Neighborhood Association (ELPNA).

1.2. Definitions:

1.2.1 Pinecrest neighborhood: The portion of the City of East Lansing bounded on the north by Lake Lansing Road, on the east by Harrison Road, on the south by Woodingham Drive, and on the west by Coolidge Road. This includes only those properties on the interior of the boundary, except on Woodingham Drive where properties on both sides are included. The Pinecrest Townhouses are excluded.

1.2.2 City: The City Council, staff, and commissions of the City of East Lansing.

1.2.3 Member household: A household within the boundaries in 1.2.1 is eligible for membership. An eligible household which has paid the current year's dues is a member household.

1.2.4 Voting member: An adult (18 or older) residing in a member household.

## 2. PURPOSES

The purposes of the ELPNA are (i) to represent the Pinecrest Neighborhood before the city and other governmental units; (ii) to relay information to the residents of the Pinecrest Neighborhood concerning actions by government and others having an impact on the neighborhood; (iii) to raise funds and secure volunteers for improvements of Pinecrest Neighborhood public facilities; (iv) to sponsor social activities for the Pinecrest Neighborhood; and (v) to form liaisons with other East Lansing community and neighborhood associations for projects of mutual concern.

## 3. OFFICERS, BOARD MEMBERS AT LARGE AND THEIR DUTIES

3.1 The Board shall consist of the officers (President, Vice- President, Secretary, and Treasurer) and three Board Members at Large.

3.2 President: Preside over membership and board meetings, make presentations to the city on behalf of the ELPNA, appoint committees and their chairs subject to board approval, carry out policies adopted by the Board.

3.3 Vice-President: Function as President when the President is unable to do so, assist the President's conduct of his/her duties, fill the remainder of the President's term when the office is vacant.

3.4 Secretary: Maintain minutes of all meetings and other nonfinancial records, make these records available to voting members for inspection.

3.5 Treasurer: Receive funds, disburse funds as approved by the Board, maintain financial records, file financial reports as required with governmental agencies, make these records available to voting members for inspection.

3.6 Board Members at Large: Participate actively in Board meetings, assist the other officers in the conduct of their duties. One Board Member at Large shall be the Block Captain Coordinator. One Board Member at Large shall be the Newsletter Editor.

3.7 The Board is responsible for the conduct of every day operations and policies of the ELPNA.

#### **4. TERMS AND ELECTIONS**

4.1 Officers will serve two year staggered terms as follows:

4.1.1 President, Secretary, and two Board Members at Large ending in odd numbered years.

4.1.2 Vice-President, Treasurer, and one Board Member at Large ending in even numbered years.

4.2 No later than January of each year the President shall appoint a Nominations Committee.

4.2.1 The Nominations Committee shall seek nominations, including self nominations, from voting members.

4.2.2 The committee may make additional nominations and shall do so if necessary to provide at least one candidate for each office.

4.2.3 The Nominations Committee will report all nominations in the newsletter preceding the April membership meeting.

4.2.4 Additional nominations may be made from the floor of the April membership meeting.

4.2.5 Candidates must be voting members who have agreed to serve if elected.

4.3 The election of officers will be held at the April membership meeting.

4.3.1 Election shall be by a majority of voting members present and voting. If no candidate receives a majority, there shall be a second ballot between the two highest vote getters for a single position or the four highest otherwise

4.3.2 If a quorum is not present at the April membership meeting, all unopposed candidates will be considered elected. The remaining positions are to be treated as vacancies to be filled by one year appointments, but the Board is restricted to the candidates in making its selections.

4.4 Except for the President, vacancies will be filled by voting members selected by the Board. The appointment will expire at the April membership meeting and the remainder of the term will be a position to be filled at that time by election.

4.5 Newly elected Board members will take office immediately.

#### **5. COMMITTEES**

5.1 The Board may create and dissolve committees as needed.

5.2 Each committee shall keep minutes of its meetings. Minutes and reports or business conducted by other means shall be filed with the Secretary.

## **6. MEETINGS**

6.1 All meetings shall be open and conducted according to Robert's Rules of order except:

6.1.1 The quorum for April membership meetings shall be ten voting members.

6.1.2 The quorum for monthly association meetings shall be a majority of the Board members.

6.2 Frequency of meetings:

6.2.1 There shall be a membership meeting each April. Only voting members may vote at membership meetings.

6.2.2 Association meetings shall be held in the months of January, April, June, and September, and additional association meetings may be called by the President or any two Board members.

6.2.3 Board meetings may be called by the President or any two Board members.

6.2.4 Committee meetings shall be called by the chair or any two members of the committee.

## **7. BLOCK CAPTAINS**

7.1 The Block Captain Coordinator shall be responsible for recruiting a sufficient number of Block Captains and alternates, coordinating their activities, and distributing to them sufficient copies of the newsletter in a timely manner.

7.2 The Block Captains shall be responsible for distribution of the newsletter to the households in their blocks, obtaining and presenting to the Board the views of the residents of their blocks, and encouraging membership and attendance at meetings.

## **8. DUES**

8.1 Dues shall be set by the Board on a per household basis for the fiscal year beginning in April.

## **9. AMENDMENTS AND ADOPTION**

9.1 Amendments to these Bylaws may be proposed by a majority vote of the Board or by any ten voting members no later than January 15 for consideration at the April membership meeting.

9.2 Amendments shall be printed in the two issues of the newsletter immediately preceding the April membership meeting.

9.3 The proposed amendment shall open for public comment at the April membership meeting prior to any vote being taken.

9.4 A majority vote of those present and voting at a April membership meeting is required tor adoption of any amendment.

9.5 These Bylaws will be tentatively adopted by a vote of three officers and shall then have immediate effect pending the next April membership meeting. Final adoption shall require a majority vote of those present and voting at that membership meeting prior to which copies of these Bylaws shall be distributed to residents of the Pinecrest neighborhood.

9.6 Officers at the time of adoption shall continue in office until the dates provided for elections to their offices. All positions of Board Member at Large shall be considered vacant, two, designated by the continuing officers, shall be for terms ending in the odd numbered year and the remaining shall be for a term ending in the even numbered year.

## **10. DISSOLUTION**

10.1 The ELPNA may be dissolved by a vote of six members of the Board.

10.2 In the event of dissolution, remaining funds wi11 be expended to the extent reasonable on neighborhood improvement. Any additional funds will be contributed to a nonsectarian, tax exempt charity based within the City of East Lansing.

## **11. REPORTS**

Officers and committee chairs shall present annual reports which shall be open for discussion at the Membership Meeting.

11.1 The Treasurer shall prepare a written report of the finances of the association to appear in the issue of the association newsletter immediately preceding the Membership Meeting.

11.2 All other reports may follow any of the following methods. The method in 11.2.1 is to be encouraged.

11.2.1 A written report to appear in the issue of the newsletter immediately preceding the Membership Meeting.

11.2.2 A written report with sufficient copies to be distributed at the Membership Meeting.

11.2.3 An oral report at the Membership Meeting.

11.3 The Newsletter Editor shall inform the officers and committee chairs of the deadline for submission of reports to appear in the newsletter- This may be done by inclusion of a notice in the previous issue.

Tentative adoption by officers: January 16, 1995 Adoption by Association membership: April 10, 1995  
Amended: April 8, 1996, April 9th, 2001, and April 12, 2004.