

PARK RIDGE

Neighborhood Association

BYLAWS

ARTICLE I: NAME

The Park Ridge Neighborhood Association (PRNA) of Wauwatosa, Wisconsin is an association of residents in the Park Ridge Subdivision of the City of Wauwatosa. It is a local neighborhood organization authorized by the action of concerned Wauwatosa residents, dedicated to the safety, beautification, and social fellowship of the neighborhood; as well as, a voice for the development of amenities within and adjacent to the neighborhood and the community.

ARTICLE II: ARTICLES OF ORGANIZATION

The Articles of Organization include (a) the bylaws of such organization, and (b) the articles of association by whatever name the organization exists as an unincorporated association.

ARTICLE III: PURPOSES

- a. To promote a safe, attractive and friendly Neighborhood.
- b. To join our voice with the Neighborhood Association Council (NAC) of Wauwatosa, in order to address Park Ridge Neighborhood resident concerns as community advocates.
- c. To partner with the Hartung Park Community Association in efforts to bring forth the desirable development of the future Hartung Park adjacent to our neighborhood.

ARTICLE IV: BASIC POLICIES

- a. The Association shall be noncommercial, nonsectarian, and nonpartisan. Membership shall be made available without regard to race, color, creed, or national origin.
- b. The name of the association or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest not appropriately related to the purposes of the association.
- c. The PRNA as an association shall not directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign in behalf of, or opposition to any candidate for public office.
- d. The association may cooperate with other organizations or agencies concerned with the purpose of the association, but will make no commitments that bind the association.
- e. Only the presiding officer, or persons appointed by the presiding officer may officially represent the association.

ARTICLE V: MEMBERSHIP AND DUES

- a. Every individual who is a resident within the Park Ridge (Subdivision) Neighborhood is eligible to join the association; so long as they are not considered a threat to the safety or welfare of the community. Park Ridge Residents may be denied membership if the officers unanimously decide they are a threat to the safety or welfare of the community. All officer decisions regarding membership are final.
- b. The association shall conduct an annual enrollment, but persons may be admitted to membership at any time.
- c. Each family of the association shall pay an annual membership of \$15.00 to the association.

- d. Only members of the association shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions. Each family is eligible for one vote per family.
- e. In the event of the dissolution of the association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(3)(c) of the Internal Revenue Code of 1954 as from time to time amended.

ARTICLE VI: OFFICERS AND THEIR ELECTION

- a. The officers of this association shall consist of a President, Secretary, and Treasurer.
- b. Officers shall be elected by ballot in the month of September. However, if there is but one nominee for each office, election for that office may be by voice vote.
- c. Officers shall assume their official duties following the close of the meeting in September, and shall serve for a term of one year, or until their successors are elected.
- d. A vacancy occurring in any office will be filled for the unexpired term by a person elected by a majority vote of the officers; notice of election having been given.
- e. There shall be a nominating committee composed of 3 members who shall be elected by association members present and voting at least one month prior to the election of officers. The committee shall elect its own chairman.
 - i. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the regular meeting in September, at which time additional nominations may be made from the floor.
 - ii. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
 - iii. The president, is a member ex officio of all committees with the exception of the nominating committee.

ARTICLE VII: DUTIES OF OFFICERS

- a. **The President** shall preside at all meetings of the association and of the executive committee/board; shall perform such other duties as prescribed in these bylaws, or assigned to him/her by the association or executive committee/board; shall be an ex officio of all standing committees, and shall coordinate the work of all the officers and committees of the association.
- b. **The Secretary** shall act as aide to the president and perform the duties of President in the absence or inability of that officer to act; shall record the minutes of all meetings of the association, and of the executive/committee board, shall have a currant copy of the bylaws, shall maintain a membership list, and shall perform such other duties as may be delegated to him/her.
- c. **The Treasurer** shall have custody of all funds of the association; shall keep a full and accurate record of receipts and expenditures; and in accordance with the budget adopted by the association shall make disbursements as authorized by the presiding officer, executive committee/board or association. Checks and vouchers shall be signed by 2 persons; the Treasurer and the President. The treasurer shall present a financial statement at every meeting of the association, and at other times when requested by the executive committee/board and shall make a full report at which meeting new officers officially assume their duties. The treasurer shall be responsible for the maintenance of such books of account and records as conform with article V 1 1 of these bylaws. The treasurers accounts shall be examined annually by an auditing committee of not less than 3 members, who, satisfied that the treasurers annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be selected by the executive committee at least 2 weeks before the meeting at which new officers assume duties.
- e. **All officers** shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of office, or in case of resignation, each officer will turn over to the president, without delay all records pertaining to the office, and shall return to the treasurer, without delay, all funds pertaining to the office.

ARTICLE VIII: EXECUTIVE COMMITTEE/BOARD

- a. The executive committee/Board shall consist of the officers of the association, and the chairmen of standing committees as appointed by the officers of the association.
- b. The duties of the executive committee/board shall be to transact the necessary business in the intervals between association meetings, and such other business as may be referred to it by the association; to create standing and special committees; to present a report at the regular meetings of the association; to select an auditing committee to audit the treasurers accounts; to prepare and submit to the association for adoption a budget for the year; to approve routine bills within the limits of the budget.

ARTICLE IX: MEETINGS

- a. At least one regular meeting of this association will be held during the year. Date of the annual meeting shall be determined by the executive committee/board and announced at least 3 days prior to the annual meeting of the year. Three days notice shall be given of a change of date.
- b. Special meetings of the association may be called by the president or a majority of the executive committee.
- c. The election meeting shall be held in September.
- d. 5 members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE X: FISCAL YEAR

The fiscal year of this association shall begin October 1st, and end September 30th.

ARTICLE XI: PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order Newly Revised” shall govern the association when they are applicable as determined by the chairperson, and not in conflict with these bylaws.

ARTICLE XII: AMENDMENTS

These bylaws may be amended at any regular meeting of the association provided that notice of the proposed amendment shall have been given at least 10 days prior to the meeting at which that the amendment is voted upon, and that a quorum has been established. Bylaws amendments require a majority of the members present and voting.

Adopted Oct. 13th, 2006 by the PRNA Board of Directors