

Who, What, and Where We Are By-laws

Highland Park Neighborhood Association By-Laws

revision 19 October 2007

Highland Park Neighborhood Association BY-LAWS

ARTICLE I

NAME

This organization shall be known as the Highland Park Neighborhood Association.

ARTICLE II

PURPOSE

The purpose of this Association shall be to develop and define the policies which shall promote the improvement of the Highland Park Neighborhood and to strive to maintain the standards that would benefit all members of the area. This Association shall be non-commercial, non-sectarian, non-partisan and non-racial.

ARTICLE III

MEMBERSHIP AND DUES

1. Any person, of the Highland Park Neighborhood (property owner, business operator, and/or resident) who is interested in the cause of improving the neighborhood, is eligible for membership.
2. Membership is open to all who live, own property in or run a business in the Highland Park neighborhood. A person is considered a member if they are registered with name and address in the member directory. Dues are voluntary with suggested dues of \$10 per family/household per year. Those members who pay dues are considered "supporting members". In lieu of dues, those contributing time on various projects for the organization during the year are considered also to be "supporting members". Supporting membership is renewable each Oct 1 every year. From time to time there will be benefits for supporting members as defined by the board.
3. The Board will expend no monies in excess of \$100.00 without a majority vote in the affirmative by the board. Additional funds may be requested from the membership for

any special project provided it is voted upon and approved by the Board.

ARTICLE IV

VOTING BODY

The voting body shall consist of current members of the organization.

ARTICLE V

ELECTED BOARD MEMBERS AND ELECTIONS

1. The principal elected officers of the Association shall be as follows:

- a. Chair
- b. Vice-Chair
- c. Communications Coordinator
- d. Secretary
- e. Treasurer

The term of office for each officer shall be for one (1) year, beginning Oct 1

2. Only persons currently holding membership are eligible for office.
3. Officers shall be nominated by the membership.
4. Elections shall be held at the annual meeting held each September or as soon after as possible. Members may vote for the officers at the annual meeting.
5. In the occurrence of a vacancy of any office, the Board shall appoint a replacement for the expired term.
6. Removal of any officer for cause shown is to be by two-thirds vote of all members of the Board.

ARTICLE VI

DUTIES OF THE OFFICERS

1. CHAIR

Shall coordinate the activities of the Board, preside at all meetings of the Association and Board, and shall encourage discussion by the membership and, when necessary, exercise the right to limit these discussions, authorized to call special meetings of the membership and Board; liaison with the community. The Chair shall also coordinate special committees working within the organization.

2. VICE CHAIR

. The Vice-Chair shall be responsible for keeping the membership list up to date receiving new memberships and transmitting up to date membership lists to the chair and communications coordinator. Monies collected for memberships shall be given to treasurer for recording and deposit into bank account (Vice-Chair may also deposit said membership monies directly into Association account). Shall mail confirmation of membership to members. Shall assume all duties of the Chair in the absence of the Chair and other duties as directed by the Chair as necessary

3. COMMUNICATIONS COORDINATOR

Shall coordinate communications for and on behalf of the Association in agreement with the Chair and Board. Shall keep the e-mail list up to date and transmit communications to e-mail list with concurrence of Chair and board. In emergency where time does not permit, may seek concurrence of only chairperson or vice chair. Shall ensure the e-mail list is consistent with and contains membership list. Shall try to contact members without e-mail by telephone or mail. Is responsible for coordinating non-e-mail communication (e.g. fliers or newsletters) with the neighborhood with concurrence of chair and vice chair. The Communications coordinator shall also help coordinate and oversee the internet web site for the organization by coordinating with the webmaster. Shall assume duties of the Chair in the absence of both the Chair and the Vice Chair.

4. SECRETARY

Shall preside in the absence of the Chair, Vice-Chair and Communications Coordinator. Shall record and retain the minutes of all meetings and forward them to any newly elected Secretary. Shall submit all minutes from general meetings to the board for approval and after such approval to the webmaster for publication on the association website. Shall take and submit minutes of board meetings and transmit these to board.

5. TREASURER

Shall act as an agent for the Board in all fiscal matters and shall provide a financial report at each Board meeting and to the general membership at the annual meeting or when requested. The books of the Treasurer may be audited annually by two qualified persons selected by the Chair. A bank account in the name of the Association shall be opened and all monies will be deposited in this account. The authorized signatures on this account

will be Chair, Vice-Chair, Treasurer and Secretary. Two signatures will be needed to conduct any bank business. In the absence of the Treasurer, the Secretary or other board member appointed by the Chair, will assume those duties. Shall maintain all original material pertaining to the financial matters such as bank statements and check books. These documents shall be passed on to the succeeding Treasurer or to SEAC in accordance with Article XIII.

ARTICLE VII

OTHER BOARD MEMBERS

1. SECTION LEADERS

There shall be 3 Section leaders appointed as members of the board by the officers. The Section leader must live in the section they represent, and represent the membership of that section at Board and Association meetings.

- a. The term of office for each Section Leader shall be for one (1) year beginning Oct 1
- b. The only persons currently holding membership are eligible for office.
- c. In the occurrence of a vacancy, that office shall be filled for the remainder of that term as appointed by the board.
- d. The sections are defined as follows:

East: The Highland Park Neighborhood, as defined in Article XII, east of Goodman Street including Goodman Street

South: The Highland Park Neighborhood, as defined in Article XII, west of Goodman Street and south of Linden Street and including all of Linden Street

North: The Highland Park Neighborhood, as defined in Article XII, west of Goodman Street and north of Linden Street

Duties of the section leaders:

The section leaders shall help coordinate communication and help build the membership in their area. They shall also help with activities as needed by the officers

2. WEBMASTER: There shall be one webmaster appointed as a member of the board by the officers. The webmaster shall coordinate all activities pertaining to the Website. This includes posting of information to and removal of information from the site as concurred on by a simple majority of the board which must include the chair or vice chair.

3 SEAC and SWPC liaisons. The officers shall appoint 2 persons to interface with

SEAC and SWPC. These persons will be expected to attend board meetings of SEAC and SWPC if possible and report to the Highland Park Neighborhood board as well as carry information approved by the Highland Park Neighborhood board to SEAC and SWPC. These liaisons act to facilitate communication between The Highland Park Neighborhood and these larger organizations by giving reports to the board and general membership as appropriate.

4. Security coordinator A security coordinator shall be appointed by the board who will receive security reports from police or SEAC and transmit alerts to the membership with approval of the chair. The security coordinator may also coordinate PAC-TAC and other security activities.

ARTICLE VIII

BOARD

1. This Board shall consist of Chair, Vice-Chair, Communications coordinator, Secretary, Treasurer, Section Leaders, SEAC and SWPC liaisons and the Webmaster.
2. The duties of the board shall be to discuss and transact business between meetings and act upon plans submitted by any Committees formed thereof before they are presented to the membership and other functions as described by these by-laws.
3. The Board shall meet quarterly or as may be required.
4. Any Board Member (a) missing two consecutive Board meetings or (b) missing a total of three Meetings per year shall be removed automatically unless otherwise determined by the Board.

ARTICLE IX

MEETINGS

1. General membership meetings are to be held at least 4 times per year or as needed.
2. Meetings of the Association shall be open to all persons interested in promoting the purpose of the Association, but the privilege of voting shall be restricted to the membership.
3. A quorum shall consist of a minimum of 5 members of the Board for meetings of the Board. For General Meetings, a quorum shall consist of 3 members of the Board and 8 other members.
4. Any Board Member can call a special meeting if he/she feels a problem of the community warrants action by the Association.

5. The annual business meeting and election of officers shall be held in September.

**ARTICLE X
FISCAL YEAR**

The Fiscal Year shall begin October 1 of each year.

**ARTICLE XI
AMENDMENTS**

These By-Laws can be amended or changed at any general meeting of the Association by a two-thirds vote of all members provided the membership has been notified 30 days in advance in writing.

**ARTICLE XII
BOUNDARIES**

The Boundaries of the Highland Park Neighborhood are described below and may be subject to change via agreement with the City of Rochester, NY

1. The south side of Gregory Street from South Avenue to the south side of South Clinton Avenue
2. The south side of S Clinton Avenue from Gregory St to South Goodman Street (Note that Swillburg Neighborhood boundaries include S. Clinton from Goodman to Meigs. They will “share” this with Highland Park Neighborhood (J. deKeyserling 5-17-01)).
3. The west side of South Clinton to the City of Rochester Limit
4. The north side of the Highland Avenue as it traverses Highland Park between South Clinton and South Avenues
5. The east side of South Avenue, from Alpine to Gregory Street

**ARTICLE XIII
DISSOLUTION**

In the event of dissolution of this Association, all monies, fiscal records, secretarial records and other assets shall be deposited to be held in trust by the South East Area Coalition.

HPNA By-Law recommended amendments
at the annual meeting 12.07.10
These amendments are administrative

Please note only words in **blue** and *italicized* are being amended no other content.

ARTICLE III

ASSOCIATION/MEMBERSHIP AND DUES

2. Supporting membership is renewable each Oct 1 every year. **Amend to:** *anniversary of Supporting Membership.*

ARTICLE V

ELECTED BOARD MEMBERS AND ELECTIONS

The term of office for each officer shall be for one (1) year, beginning Oct 1. **Amend to:** *two (2) years* beginning *January 1st.*

4. Elections shall be held at the annual meeting held each September. **Amend to:** *December.*

ARTICLE VII

OTHER BOARD MEMBERS

1. SECTION LEADERS

a. The term of office for each Section Leader shall be for one (1) year beginning Oct 1. **Amend to:** *January 1st.*

ARTICLE VIII

BOARD

1. This Board shall consist of the Chair, Vice-Chair, Communications coordinator, Secretary, Treasurer, Section Leaders, SEAC and SWPC liaisons and the Webmaster. **Amend by adding:** *Security Coordinator.*

New: *The executive board by an unanimous vote may at its discretion create additional board positions to serve one (1) year.*

New: *The board may not be less than 8 members nor greater than 16.*

ARTICLE IX

MEETINGS

5. The annual business meeting and election of officers shall be held in September. **Amend to:** *December.*

ARTICLE X

FISCAL YEAR

The Fiscal Year shall begin October 1 of each year. **Amend to:** *January 1st.*