

**FISK ADDITION
NEIGHBORHOOD ASSOCIATION (FANA)
BY-LAWS**

Section 1. Name

Fisk Addition Neighborhood Association (FANA)

Section 2. Mission Statement

The Mission of the Fisk Addition Neighborhood Association is to:

“Preserve the easy friendliness of its early years with the open doors of responsible citizenship, comfortable relationships, evenhanded watchfulness, prideful stewardship and charitable understanding.”

Section 3. Boundaries

The boundaries of the FANA are:

The north side of Shawano Avenue from Oneida Street to the west side of Norwood Avenue to the north side of Kellogg Street to the east side of Wilson Avenue to the north side of Division Street to the east side of North Oneida Street to Shawano Avenue.

Section 4. Membership

4.1 Members

Membership in the association is open to all residents 18 years of age and older, who reside within the boundaries of the association.

4.2 Voting

Resident Members 18 years of age and older, may vote at FANA General Meetings and must be present to do so. Each Member may cast one ballot per election.

4.3 Associate Members

Associate memberships shall be awarded to individuals, organizations or businesses located within the identified boundaries, who are interested in working with the FANA in achieving its goals. Associate Members have no voting rights.

4.4 Honorary Member

Individuals located outside of the identified boundaries in recognition of their service or aid in achieving goals of the FANA, as well as property owners who reside outside the association boundaries, shall be considered Honorary Members. Honorary Members have no voting rights.

Section 5. Board

The Board shall consist of residents within the district, with only one (1) family member per household as a board member, who are at least 18 years of age. The board shall consist of a minimum of three (3) members, up to a maximum of eleven (11) members. Members of the FANA shall nominate and elect Board members at General Meetings with two (2) exceptions. The exceptions are that one (1) member may be a

responsible student, possibly younger than 18 years old, whether a resident or non-resident of the association, from the West High School student body; and one (1) member may be the most immediate past President if he/she so chooses.

Also, the Board of Directors shall have the authority and may choose to nominate and elect Board members to fill any vacancies that may occur either: 1) between General Meetings [see detail in Section 5.2 Election, Tenure, or Removal]; or 2) if inadequate number of Board members are elected at the General Meetings.

The Board, which shall consist of the following officers, manages the business and affairs of the FANA: One (1) President, one (1) Vice President, one (1) Secretary and one (1) Treasurer. The Members of the Board elect the Officers. Vacancies occurring in the Board are filled by nomination by any Board member and majority vote of the Board.

Board members serve without compensation.

Officers and Board Members are expected to attend all General and Board Meetings. Any Officer or Board Member, who is unable to attend a meeting, should notify another Board Member in advance of the meeting. If the President is unable to attend a meeting then he/she should appoint first the Vice President, then Treasurer, to preside at that meeting. Communication between Board Members is by telephone or e-mail.

5.1 Duties of Officers

5.1.1 President

Preside at all General and Board meetings based upon the availability of the President. Facilitate cooperation with other associations, school districts, and government agencies, etc. The President, or approved Designee, will serve as the official spokesperson for the FANA.

5.1.2 Vice President

In absence of President, or as Designee, preside at all General and Board meetings. Facilitate cooperation with other associations, school districts, and government agencies, etc., and serve as the official spokesperson for the FANA.

5.1.3 Secretary

Prepare and record the minutes of the general and Board meetings. Ensure the minutes are preserved and available to the Members of the FANA each month before the next meeting. Assist with elections. Assist Board in recording membership within the FANA.

5.1.4 Treasurer

Is responsible for the FANA's financial records, bank accounts, and payment of expenses. Performs an annual audit. Presents a Treasurer's Report at the annual General Meeting.

5.1.5 Past President

The most immediate past President of the FANA may choose to be a Member of the Board.

5.2 Election, Tenure and Removal

Officers are elected by Members of the Board.

In establishing the Board, the terms of office for all Board Members, including elected Officers, shall be two (2)-years. Board members may be re-elected but may only serve four (4) consecutive terms. In the case of a resignation, disqualification, or death of a Board Member, the remaining Board may choose to nominate and elect a successor, who shall complete the term. The Board of Directors may determine if that successor shall continue as a Member beyond that term. The West High School student Member, may choose a one (1) or two (2)-year term, whether elected an Officer or not.

Terms of the Board of Directors Members shall expire in May. An election of Members for the Board of Directors shall be conducted at a General Meeting each May.

If an Officer or Member misses four (4) Board meetings (whether consecutive or intermittent) within the time frame of one (1) year, the Board shall consider and discuss the reason for each missed meeting and may vote on disqualification by a majority vote.

The Board has the authority to remove a Board Member by a vote of one (1) vote more than half of the Board. The vote includes the President. The Board Member being voted on for disqualification is excluded from voting.

Section 6. Meetings

6.1 General Meetings

A General Meeting is held at least once (1) annually, that meeting occurring any time between March 1 and November 30 each year. These meetings may be for the election of the Board Members as terms expire and the transaction of any other business deemed so by a majority vote by the Board of Directors. The Board determines the time and place of the meetings. The Board may call additional meetings as needed. Robert Rules of Order shall apply.

6.2 Board Meetings

The Board meetings will be held monthly. Time, date and place of Board meetings will be published in each newsletter. The Officers determine the time and place of the Board meetings. At present, the Board of Directors shall meet at 6:30 pm on the last Tuesday of every month. Any change to the date and time can be made at the discretion of the Board members. Any conflict among Board members for a temporary or permanent change to a meeting date and time will be settled by the President.

Reasonable agenda items may be submitted by any voting Member to a Board Member for limited, open forum discussion; however, submittals shall be evaluated and scheduled on meeting agendas by the Board of Directors; if no resolution can be made, the President shall have final say. Robert's Rules of Order shall apply.

Section 7. Committees

Committees are created and maintained on a voluntary basis, or as appointed by President if no one volunteers, with their reports and recommendations submitted to the Board for review and approval prior to publication in the newsletter or presentation at any meetings. The Board of Directors has the authority to appoint Officers, Board Members, members at large, associate members or honorary members as Committee members and may limit numbers. If the Board of Directors cannot agree, the President has the authority to appoint the committee chairpersons.

7.1 Newsletter and Communications Committee

Prepares a newsletter for distribution at least twice (2) annually at the direction of the Board. The committee develops and maintains a distribution system as determined by the Board for the newsletter and other necessary neighborhood information, based on volunteer labor or bulk-mail service. The Board must approve the final draft of the newsletter. If the Board cannot agree, the President has final approval.

7.2 Events Committee

Plans and organizes annual FANA event. Responsibilities include fundraising, organizing volunteers, and arranging activities associated with the annual event.

7.3 Housing/Property Rehabilitation Committee

Works to resolve all private property issues within the FANA's boundaries. This committee will work with property owners and City staff to encourage improvements to private property and correct nuisance issues.

7.4 Bylaws Committee

The members of the Board of Directors shall make recommendations, as necessary, for changes to the bylaws.

7.4 General Meeting Committee

Plans, organizes, and advertises the annual FANA General Meeting.

7.6 Goals Committee

Prepares goals, work plan, and plans of action for the FANA. Goals to include issues the Board should consider and activities each committee needs to work on.

Section 8. Parliamentary Authority

Roberts Rules of Order will be utilized in conducting both Board of Directors meetings and General Meetings.

Section 9. Amendment

These bylaws may be amended by majority vote of the Board of Directors provided that notice has been given by announcement at the preceding General Meeting.

Section 10. Finances

A checking account shall be opened and maintained by the Treasurer. Financial records shall be open to scrutiny by the Board of Directors. Other members may scrutinize such records if the Board votes to allow such. The Treasurer and President are the only officers entitled to write and sign check and both signatures shall be required.

Section 11. Gifts

The Board of Directors may accept, on behalf of FANA, any reasonable (i.e., cash, check, gift card, or item of a wholesome nature), bequest, or devise for the general purpose or for any special purpose of FANA.

Section 12. Dissolution

If FANA becomes "inactive," any remaining funds will be placed in an escrow account with the City. The City will hold them for a period of five (5) years. If the FANA does not become active in that time frame, the City will use the funds for a neighborhood project specific to our defined boundaries.

Section 13. Privacy Policy

FANA respects the privacy of personally identifiable information and is committed to protecting the distribution of it. FANA uses personally identifiable information to better understand Member needs, interest, and to provide better service. Personal information is only used to support Member relationships within the FANA. Personal information is not shared with other Members or outside vendors.

However, FANA may employ other companies and people to perform tasks on its behalf and may need to share personal information with them in order to provide newsletter correspondence, etc. These outside vendors will not have any right to use personal information the FANA shares with them beyond what is necessary to assist the FANA. FANA will not sell, rent, or lease personal information to third parties.