

**Fireman's Park Neighborhood Association (FPNA)
Bylaws**

FPNA Bylaws

These Bylaws were adopted at the FPNA General Meeting on October 17, 2007.

Section 1. Name

Fireman's Park Neighborhood Association (FPNA)

Section 2. Mission Statement

The Mission of the Fireman's Park Neighborhood Association is to:

- preserve its quiet, family oriented neighborhood
- enhance our quality of life by communicating with neighbors and government
- provide an outlet for family participation through social events or informational meetings
- beautify our park and public spaces
- prevent crime
- maintain property values
- maintain and improve the economic stability of its businesses within our boundaries.

Section 3. Boundaries

The boundaries of the FPNA are from the south side of West Mason Street to the north side of Ninth Street and from the west side of Military Avenue to the east side of Taylor Street.

Section 4. Membership

4.1 Members

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

4.2 Voting

Members may vote at FPNA 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 the FPNA in achieving its goals. They would have no voting rights.

4.4 Honorary Member

Honorary membership shall be awarded to individuals located outside of the identified boundaries in recognition of their service or aid in achieving goals of the FPNA. They would have no voting rights.

Section 5. Board

The Board shall consist of up to 13 members who are elected by the members of the FPNA. The Board, which shall consist of the following officers, manages the business and affairs of the FPNA: a President, a Vice President, a Secretary and a Treasurer. The Members of the Board elect the Officers. Vacancies occurring in the Board are filled by nomination by the President and assent 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 the President in advance of the meeting. If the President is unable to attend a meeting then he/she should appoint another Officer 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. Facilitate cooperation with other associations, school districts, and government agencies, etc. Service as the official spokesperson for the FPNA.

5.1.2 Vice President

Preside over General and Board meetings when President is unable to attend. Facilitate cooperation between FPNA committees. Lead the Blocker Leader Committee. Assist other Board Members and Officers as needed.

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 FPNA. Assist with elections. Assist Board in recording membership within the FPNA. Submit meeting minutes to the Webmaster within two weeks after all meetings to post online.

5.1.4 Treasurer

Responsible for the FPNA's financial records, bank accounts, and payment of expenses. Performs an annual audit. The Treasurer and President are the only officers entitled to write and sign checks on behalf the FPNA. The checks will require two signatures.

5.1.5 Past President

The most immediate past President of the FPNA is a Member of the Board.

5.2 Election, Tenure and Removal

Officers are elected by Members of the Board and serve until the next Board meeting following the annual General meeting. In the first year, in order to establish the Board and ensure continuity of operation and a smooth transfer

of power and knowledge, the tenure of the Officers and Board Members was determined by drawing lots.

The following terms of office for the Officers are as follows: President a 3 year term, Vice President a 2 year term; the Secretary a 2 year term and the Treasurer a 3 year term. The remaining Board Members will serve either a 2 or 3-year term. The length of the term of office for subsequent Board Members will be determined by the length of term held by the Member they replaced on the Board.

An Officer may be removed by a vote of the majority of all Officers.

Section 6. Meetings

6.1 General Meetings

A General Meeting is held at least once per year. These meetings are for the election of the Board and the transaction of any other business. The Board determines the time and place of the meetings. The Board may call additional meetings as needed.

6.2 Board Meetings

The Board meetings will be held at least quarterly. When possible, a one-week notice of the Board meeting will be posted. The Officers determine the time and place of the Board meetings.

Section 7. Committees

Standing and Special Committees are appointed by the President, with their reports and recommendations submitted to the Board for review and approval prior to publication in the newsletter or presentation at any meetings. Committee members can consist of Officers, Board Members, members at large, associate members or honorary members.

7.1 Standing Committees

The President has the authority to appoint the committee chairpersons. Committees are organized on a volunteer basis. All Committee meetings are open to FPNA members.

7.1.1 Newsletter

Prepares a newsletter distribution 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 low-cost or volunteer labor, or bulk-mail service. The President has final approval of the newsletter.

7.1.2 Bylaws

Makes recommendations, as necessary, to the Board for changes to the bylaws.

7.1.3 Block Leaders

Act as liaisons between neighbors living on their block and the FPNA Board. Assist with distributing information.

7.2 Special Committees

Special committees may be formed as necessary by the Board or by motion from the floor at a General Membership meeting.

Section 8. Parliamentary Authority

All issues will be resolved by general consensus of the Board or membership. To resolve procedural conflicts, Robert's Rules of Order will be utilized.

Section 9. Amendment

These bylaws may be amended by two-thirds vote at any General Meeting provided that notice has been given in one of two ways: a.) in writing to all Members at least two weeks in advance; b.) by announcement at the preceding General Meeting.

Section 10. Dissolution

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

Section 11. Privacy Policy

FPNA respects the privacy of personally identifiable information and is committed to protecting the distribution of it. FPNA 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 FPNA. Personal information is not shared with other Members or outside vendors.

However, FPNA 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 FPNA shares with them beyond what is necessary to assist the FPNA. FPNA will not sell, rent, or lease personal information to third parties.