



BYLAWS

BYLAWS OF COLD SPRING PARK NEIGHBORHOOD ASSOCIATION

ARTICLE I. PURPOSE

- A. Establish CSP as a safe, fun & nurturing neighborhood to live, work, raise a family and attend school and other educational and charitable activities directly related to the organization's purpose, and permitted by all applicable revenue and administrative law.

- B. The organization shall comply with United States federal, Wisconsin, County of Milwaukee and City of Milwaukee tax code and all applicable statutes, regulations, and administrative code.

ARTICLE II. MEMBERSHIP

- A. The membership of this association shall be residents, businesses, schools, non-profit organizations, associations, and religious congregations.

- B. Each adult member of a household or one owner of a business within the Cold Spring Park Neighborhood (North side of Highland to South side of Vliet, East side of 35th St. to West side of 27th St.) shall be entitled to one vote given they have paid their dues.

- C. Dues will be determined by the voting members. Yearly dues are to be \$5 per voting member.

- D. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

E. Members must be present to vote. Members are considered valid if they have paid their annual dues at least one meeting prior to the meeting or their dues have been entered into the Cold Spring Park bank account, whichever is first.

ARTICLE III. OFFICERS

The voting members of the neighborhood association shall elect a Board of Directors who will then appoint officers of the neighborhood association. The officers of this association shall hold office for a term of one (1) year or until successors are elected. The term of office shall begin at the close of the Annual Meeting. The officers of the association shall be President, a Vice President, a Secretary, a Treasurer and an At Large Board Member. The officers of the association will comprise the Board of Directors.

A. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business, and shall act as official spokesperson for the association.

B. The Vice President shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.

C. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the website.

D. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for membership dues.

E. The Neighborhood Advocates (or Area Representatives) shall be composed of 10 Voting Members (see above), shall be elected by the voting membership, and shall serve in the capacity of gathering and disseminating information critical to the implementation of the purpose stated in these bylaws. Every effort will be made to insure that

neighborhood advocates serve specific blocks or streets within the association boundaries.

F. Any officer can be removed from office by a majority vote of the present dues paying membership after a special meeting has been requested at least ten (10) working days in advance.

ARTICLE IV. COMMITTEES

A. The President shall have the power to appoint committees as necessary to implement the purpose of the Cold Spring Park Neighborhood Association.

B. The President shall be an ex-officio member of all committees.

ARTICLE V. MEETINGS

An annual meeting shall be held during the month of April at a time and place designated by the President.

A. The Voting Members present shall constitute a quorum.

B. At least a 3 day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings by above means.

C. All meetings shall be public and open to any interested persons.

D. President and at least 15 Voting Members shall have the privilege of petitioning a special meeting at any time given there is ample notification by at least two of the following means: Website, newsletter, email, special flyers sent to each home, phone calls to all voting members.

ARTICLE VI. NOMINATION, ELECTIONS, ANNUAL REPORTS AND INSTALLATION OF OFFICERS

- A. Nominations of officers shall be made from the floor at the annual meeting or in advance to the annual meeting.
- B. Upon installation of the officers whose terms begin at the close of the Annual Meeting, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within 15 days of the installation.
- C. Any vacancies occurring during the year of any Officer or member of the advocates shall be filled by appointment by the association advocates.
- D. Any officer can be removed from office by a majority vote of the present dues paying membership after a special meeting has been requested at least ten (10) working days in advance.

ARTICLE VII. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the association may not be made without the signatures of at least two (2) of the six (5) Officers and the Treasurer.
- B. Financial records and funds of the association shall be audited at least once a year by a committee of at least two (2) Voting Members of the Neighborhood Advocates appointed by the President prior to a new Treasurer's taking office.
- C. The Fiscal Year is defined as July 1 to June 30.
- D. Any 20 members in good standing may by petition or appearance at any meeting, require an independent audit of the organization's finances. Petitioning members shall be required to pay any and all financial costs of said audit, and may require that the independent auditor have access to any and all financial records; but may not assume possession of the records until and unless so authorized by the board.

ARTICLE VIII. AMENDMENT OF BYLAWS

- A. These bylaws may be amended by a majority vote.

B. Proposed amendments shall be agreed upon at a meeting where all officers are present. Vote for change will take place at meeting following the meeting which proposal is made. Notice will be noted in agenda sent to membership.

ARTICLE IX. GENERAL

A. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, or illegal the remainder shall not be affected thereby, and only the affected portions are declared eliminated.

B. The board will set the schedule of the meetings. The Voting Members shall be in charge of nominating Board members in May, vote in June and send out request to members asking for volunteers.

C. No officer, representative, spokesperson or member shall have any financial liability of the association.

DATE ADOPTED: _____

SIGNATURE/TITLE

SIGNATURE/TITLE