

Normal Park Neighborhood Association

Charter

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I. Purpose of Normal Park Neighborhood Association

A. Mission Statement

a) The mission of the Normal Park Neighborhood Association (NPNA) is to upgrade and preserve the quality and the character of the neighborhood.

B. Goals

- a) To generate positive publicity about the neighborhood and the association through meetings, community events and civic activities.
- b) To generate positive interactions between neighbors through social events.
- c) To upgrade and preserve the appearance of properties, both public and private, through specific projects and by interactions with the City Administration and Council.
- d) To upgrade and preserve the safety of the neighborhood through specific projects and interaction with the City Administration and Council.

C. Organizational Status

a) It is the stated objective of the Normal Park Neighborhood Association to become an officially recognized Non-Profit Tax Exempt organization.

II. Membership

A. Qualifications

1. Boundaries

a) All persons residing in the Normal Park Neighborhood are automatically members in the NPNA. The Normal Park Neighborhood is the area bounded by the streets Mansfield, West Cross, Summit, and Congress/South Congress.

2. Dues/Donations

a) Households are asked to contribute to the association treasury a minimum of ten dollars (\$10.00) per year. This money is intended to be used for the purpose of producing a regularly scheduled newsletter, procuring a yearly financial audit, supplying the funding for projects undertaken by the NPNA and other operating expenses. [This donation is not a pre-requisite for membership.]

B. Rights

1. Voting

a) Members aged 18 years or older shall have the right to run and vote for elected office or volunteer to serve as a boardmember.

2. Projects

a) All members may volunteer to contribute time or materials to specific committees and/or task groups. Members are limited to four committees or task groups at any one time.

III. Governing Board and Committees

A. Officers

The NPNA governing board shall consist of twelve (12) members, four (4) of whom are executive officers.

1. Titles

a) The four (4) officers of the NPNA shall have the titles of President, Vice President, Secretary, and Treasurer.

2. Terms and Methods of Selection

a) All terms of office shall be for one year. No limitation is imposed on the number of times an officer may be re-elected. (the method of nomination and election of officers is outlined in section IV.)

- (1) President: Elected to the office on a ticket with the Vice President by the membership.
- (2) Vice President: Chosen by the presidential candidate as a running mate. Both officers are elected as a single ticket, voted on by the membership.
- (3) Secretary: Elected to office by the membership.
- (4) Treasurer: Elected to office by the membership.

3. Duties

a) President

- (1) To develop an agenda consisting of three (3) neighborhood projects. These projects are the presidential platform and primary agenda of the board for the term of office. The platform must be presented by a presidential candidate as a prerequisite for running of office.
- (2) To act as a liaison and the official spokesperson for the NPNA to the city government and the media.
- (3) To select a vice presidential candidate to serve concurrently with the president and to consult with the vice president on matters relating to the neighborhood.
- (4) To determine the meeting times and dates of all general and board meetings and to be the chairperson of those meetings. General meetings shall be held at least once per quarter (four times per year). Board meetings shall be held at least once per month.
- (5) To serve on one standing committee or task group.
- (6) To coordinate other administrative activities as necessary.

b) Vice President

- (1) To chair any general or board meetings from which the president is absent.
- (2) To provide counsel to the president.
- (3) To act as a liaison and primary contact to those members who wish to initiate projects which are not a part of the current executive agenda.
- (4) To coordinate the organization of specific task groups as necessary.
- (5) To serve on at least one standing committee or task group.
- (6) To perform other administrative duties as necessary.

c) Secretary

- (1) To prepare the minutes of all general and board meetings.
- (2) To type and organize meeting minutes and to make these minutes available for perusal by the members at general meetings.
- (3) To chair the newsletter committee.
- (4) To report meeting minutes as necessary (especially to inform absentee board members about previous meetings.)
- (5) To serve on at least one standing committee or task group.
- (6) To perform other administrative duties as necessary.

d) Treasurer

- (5) To maintain accounting books and a bank account in the name of the NPNA.
- (6) To disburse money to standing committees or task groups when requested in writing and approved by a simple majority of the general board.
- (7) To register all incoming funds as to the amount and source. To supply written receipts for each transaction.
- (8) To report the financial status of the NPNA at all general meetings, and upon request.
- (9) To secure an independent, qualified person to review the accounting books. This audit is to be completed one month prior to the annual elections.
- (10) To serve on at least one standing committee or task group.
- (11) To perform other administrative duties as necessary.

B. Board Members

1. Terms

a) The remaining eight board seats shall serve terms of one (1) year. No limitation is imposed on the number of terms a board member may serve.

2. Method of Selection

a) Neighborhood association members may volunteer for board seats at the same time that elections are held to fill the offices of the board.

b) If more than eight (8) members volunteer for the seats, the newly elected officers will decide the positions using geographic diversity (to attempt to spread representation out over a wide geographic area) and past history of completed tasks. Those members who

are not selected for the board may serve as alternates to the board and will have the first opportunity to serve on committees or task groups.

c) If fewer than eight (8) members volunteer, the elected officers and the board must notify the membership of the open seats, and make every attempt to recruit members to fill the seats.

3. Duties

a) To support the president in the completion of the current agenda.

b) To serve as chair on either a standing committee or Executive Project task group.

c) To recruit additional volunteers from the neighborhood to serve on or assist the committee or task group being chaired.

d) To coordinate the activities of the task group or committee being chaired.

e) To communicate the status of the task group or committee being chaired back to the Board and additionally to the membership at board and general meetings, respectively.

f) To participate on at least one other committee or task group.

g) To attend all board and general meetings.

h) To appoint an election committee chairman.

i) To help distribute newsletters and other NPNA communications.

j) To contribute material to the newsletter chair (the Secretary).

k) To serve, if desired, on any Member Project task group.

Note: Board members and officers are limited to chairing one (1) committee or task group at a time. Board members and officers are limited to participating in at most four (4) committees or task groups concurrently, in any capacity.

C. Committee and Task Groups

1. General

a) Structure: All standing committees and task groups shall be composed of no fewer than five (5) and no more than nine (9) volunteer members. A board member must be the chairperson of any committee or task group except for Member Project task groups. Member Project task groups must have a board member on the task group in some capacity. Each member of the committee or task group has the right to vote on any decision made by the group, with the chairperson's vote serving to break any ties. The division of labor within a group is determined by that group.

b) Terms: The term for volunteers of each standing committee shall be for one year, and shall begin coincident with the terms of the officers and the board. Task group terms are determined as necessary to complete the task, and are subject to an annual review by the board.

c) Method of Selection: All general members of the NPNA may volunteer to serve on any standing committee or task group. Each member is limited to serving on a maximum of

four (4) committees or task groups concurrently, and can be the chair of only one (1) of those groups. If more members volunteer than there are positions, the chair decides who is to serve using the criteria set forth in section III.B.2. General NPNA members not on a committee or task group may still volunteer to work with committee members on project activities. If more than one person wishes to chair, co-chairs can be named or the board can decide who is to chair using the criteria set forth in section III.B.2.

2. Standing Committees

The following committees shall be designated as Standing Committees, and by definition shall be in existence as long as is the NPNA.

a) Fund Raising Committee

The purpose of this committee is to raise money to aid the NPNA in its mission and annual projects, its goals are:

- (1) To interact with the treasurer as designated in section III.A to keep record of all funds raised for the NPNA and the disbursement thereof.
- (2) To collect from residents of the neighborhood an annual donation of (approximately) \$10.00 for the projects and operating expenses of the NPNA. The collection shall be done by a fixed length fund raising drive, and the date, duration and amount collected for this drive shall be noted in the board minutes.
- (3) To organize, coordinate, and complete at least two other fund raising “events”. These events may include, but are not limited to, a Neighborhood Fair, Yard Sale, Block Party, or et cetera. Depending on the nature of the event, coordination with the social committee may be in order.
- (4) To provide ongoing reports to the board on proposed actions and results, and to annually report to the board the sum total of the actions taken by the committee and the status of those actions.

b) Membership Committee

The purpose of this committee is to expand the active participation in the NPNA, its goals are:

- (1) To acquire member names, addresses, interests, skills, and any other information pertinent to the NPNA, that the wishes to provide. To create/maintain a neighborhood directory to be made available to the neighborhood.
- (2) To maintain and make available the above member records to other committees and task groups for the purpose of recruiting volunteers.
- (3) To welcome new members to the neighborhood, inform them of the organization, and acquire pertinent information for the membership files.
- (4) To provide ongoing reports to the board on proposed actions and results, and to annually report to the board the sum total of the actions taken by the committee and the status of those actions.

c) Ordinance/Zoning Committee

The purpose of this committee is to improve the neighborhood through application of city and zoning ordinances, its goals are:

- (1) To become familiar with and educate the neighborhood on Ypsilanti city and zoning ordinances.
- (2) To encourage the city to enforce existing ordinances and zoning regulations.
- (3) To work with the City of Ypsilanti for the enforcement of and improvement to the city and zoning ordinance regulations as they pertain to individual property owners and public land usage or maintenance.
- (4) To provide ongoing reports to the board on proposed actions and results, and to annually report to the board the sum total of the actions taken by the committee and the status of those actions.

d) Social Committee

The purpose of this committee is to increase positive interaction between the neighbors, its goals are:

- (1) To organize, coordinate and complete at least three projects or events coincident with the committee's goals. These goals may include, but are not limited to a Neighborhood Picnic, Holiday Party, or participation in Ypsilanti social events (i.e. Heritage Festival, Fourth of July parade, etc.)
- (2) To interact with and aid the membership committee in welcoming new neighbors to the neighborhood.
- (3) To provide ongoing reports to the board proposed actions and results, and to annually report to the board the sum total of the actions taken by the committee and the status of those actions.

3. Project Task Groups

a) Executive Projects

Three (3) project task groups shall be created by the president and vice president during each term they serve.

b) Member Projects

Any member may initiate a task group to pursue a defined project of his/her own, if that project is not on the current executive agenda. The structure, terms, and method of selection are the same as is detailed in section III.C.1 of this charter. In addition, the following guidelines apply to Member Project task groups:

- (1) A board member must be on the committee in some capacity.
- (2) The chair of the task group must communicate and coordinate activities with the vice president.

- (3) The attending board member shall communicate to the rest of the board the progress of the group at board meetings.
- (4) Interactions with or communications to the media or to city administration or council shall be through the President of the NPNA, unless the President authorizes the chairperson to do so.
- (5) The chairperson will inform the NPNA membership of the results of their task group at the first general meeting following completion of the project.

IV. Elections

A. Schedule

Elections shall be held at a general meeting on or around January 31st of every year.

B. Nominations

1. Nominations

a) A Member may volunteer or nominate any other member to run for the elected offices of President, Secretary, or Treasurer. The Vice President is chosen as a running met by the Presidential candidate.

2. Registration

a) All elected office candidates must be registered by the election task group. Additionally, the Presidential ticket must provide to the election task group, a written platform of three (3) projects in order to register.

3. Notification

a) Nominations for all positions will be also solicited by newsletter and by general meeting announcement approximately 120 days in advance of the election (i.e. the end of September). Deadline for nominations is approximately 60 days prior to the election (i.e. the end of November).

C. Election Task Group

1. Term

a) The election task group shall form approximately 120 days in advance of the election, coincident with the call for nominations/volunteers. The task group shall disband immediately after the election or when any and all election related conflicts have been resolved.

2. Structure

a) The election task group shall be composed of at least three (3) and no more than seven (7) members with a board member serving as the chairperson. The division of labor within the task group shall be determined by the members of that group.

3. Method of selection

a) Any board member not running for elected office in the upcoming election may volunteer to chair the task group. If none volunteer, the officers may appoint a member of the board. Any member not running for elected office in the upcoming election may volunteer to serve on the election task group. All committee and task group rules and restrictions apply to the election task group as well. (See III.C.)

4. Duties

- a) To collect and register the names of those member who are nominated or volunteer for office.
- b) To collect and solicit names for any of the elected or non-elected board seats.
- c) To review the duties of the positions with the potential candidates to ensure they wish to serve.
- d) To publish in the newsletter the names of the candidates for office and the platforms of the presidential tickets. Any available names for board volunteers may also be published at this time. An absentee ballot shall be included in this newsletter.
- e) To introduce the candidates to the general membership at the meeting when the elections take place.
- f) To create written ballots, which would be distributed at the beginning of the general meeting when the election is being held, and ballot boxes for their collection.
- g) To tabulate votes and recite the final count for all elected positions to the general membership at that same meeting when the election is being held, and to declare the winner the person holding the simple majority.
- h) The chairperson of the election task group is charged with the responsibility of validating absentee ballots.

D. Voting

1. Procedure

- a) Voting shall take place at the general meeting convened for the purpose of electing officers.
- b) Ballots will be circulated at the beginning of the meeting and the candidates will rise when introduced by the election task group. A brief, five minute statement may be given by the candidates running for elected office for the benefit of the voting members.
- c) Votes are then cast by the members and collected by the election task group. Tabulation of the votes is performed by the task group while the general meeting continues. Results are announced as soon as they are validated by the election chairperson.
- d) Volunteers to the eight general board seats shall be announced at this time also. If more than eight members volunteer, they shall be staffed using the criteria set forth in

section III.B.2. If less than eight members volunteer, a call can be made at this time for additional volunteers for the remaining open seats.

Absentee Ballots

a) A sample ballot shall be included in the newsletter announcing the election and the candidates. The ballots may be marked and returned to the election task group chairperson for tabulation at the general meeting. A name and address must be supplied with each absentee vote and must be verified by the election task group chairperson to be considered valid.

Ties

a) Seats in which a tie vote is tabulated shall be settled by the election task group chairperson flipping a coin. The candidate whose last name is closest to the beginning of the alphabet shall have first choice as to the side of the coin chosen. Other disputes regarding the validity of election results shall be settled by investigation by the general board.

V. Charter Regulations

A. Adoption of Charter

a) The charter shall be adopted by a two-thirds majority vote of the charter task group. This charter will be reviewed by the first elected board within six (6) months following their election, and thereafter on an annual basis or as need be.

B. Amendments to Charter

a) Future amendments to the charter may be suggested by any voting member of the NPNA. The board and the four (4) officers shall review any suggestions on an annual basis and vote on the passage of each proposed amendment. A two-thirds majority vote by the 12 person board is required to adopt any proposed amendment.