

Constitution and Bylaws of the Lakeside Neighborhood Association

CONSTITUTION

ARTICLE I. NAME

Section 1. The name of this organization is the Lakeside Neighborhood Association. It is an Unincorporated Association located in Irondequoit, New York.

ARTICLE II BOUNDARIES

Section 1. The Boundaries of the Lakeside Neighborhood Association are South of Lakeshore Boulevard to the west and north of Colebrook Drive and east of Saint Paul Boulevard.

ARTICLE III: PURPOSE

Section 1. The Mission Statement of Lakeside Neighborhood Association is: cultivate community relations while protecting home values, enhancing curb appeal, and resolving any known safety issues.

The purpose of Lakeside Neighborhood Association is as follows:

1. Plan for the future of the neighborhood as well as protect, promote and improve its current assets.
2. Connect neighbors in order to celebrate the character of our community and strengths of our residents.
3. Encourage home ownership, promote the maintenance of and foster the conditions for desirable residential housing stock.
4. Promote dialogue with local government by providing granular communication on town developments and assistance wherever able.

To achieve these goals, Lakeside Neighborhood Association will:

1. Assist residents to advocate for and receive high quality services from public and private institutions.
2. Develop and foster relationships with private and community groups in the metropolitan area.
3. Provide a moderated platform for forums and discussions on issues of interest to residents.
4. Plan, organize and implement activities for residents.

Section 2: This organization is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Therefore, no money raised or earned by Lakeside Neighborhood Association may be distributed to its members or officers except for reasonable compensation for services rendered or to make payments in the furtherance of the purpose of the organization.

Section 4: No substantial part of the activities of shall be the carrying on of propaganda or otherwise attempting to influence legislation. The association shall not intervene in any political campaigns on behalf of, or in opposition to any candidates for public office.

Section 5: Lakeside Neighborhood Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV. BYLAWS

Section 1. Bylaws shall be established, as set forth below, for the purpose of governing the operations and administration.

Section 2. Bylaws' Amendments shall be adopted by an affirmative 2/3 vote of those present at a regularly constituted meeting of the Board of Directors.

ARTICLE V. MEMBERSHIP

Section 1. Membership (individual, family, or organizational) qualifications and requirement for admission, and conditions pertaining to termination shall be specified in the Bylaws.

Constitution and Bylaws of the Lakeside Neighborhood Association

ARTICLE VI. MEETINGS

Section 1. An Annual Meeting of the Membership shall be held in February of each year to elect Officers, receive reports, and perform other functions that are required by law or specified in the Bylaws. The President shall preside or, in the President's absence, the next highest ranking Officer present.

Section 2. Regular or special Member Meetings, other than the Annual Meeting, can be arranged as prescribed in the Bylaws.

Section 3. Ten (10) Members shall constitute a quorum for any Member Meeting of the Association.

ARTICLE VIII. OFFICERS

Section 1. There shall be a President, a Secretary, and a Treasurer, all whom shall be elected for one (1) year terms and shall have responsibilities as prescribed in the Bylaws. Up to two Board Members at Large may also hold positions if interest exists.

ARTICLE IX. BOARD

Section 1. A Board, shall be the governing body and shall set the policies.

Section 2. The Board shall consist of the officers and any board members at large.

Section 3. A quorum of the Board is established if more than 50% of the board members are present. Decisions will be by a majority.

Section 4. Any vacated position will be refilled by appointment of the Board as determined by a majority vote of the board. The appointed party will fill the office until the next general election during at which time the seat will be reopen for the general election process.

ARTICLE X. NOMINATION AND ELECTION OF OFFICERS

Section 1. All board terms will last for two years except for the founding year in which the Vice President, Treasurer, and Secretary will last for one year.

Section 2: At the conclusion of the founding year the association will conduct elections for those three board vacancies as outlined in the Bylaws. Candidates will run for one of the three vacancies, not for a specific position.

Section 3: At the conclusion of the second year, the remaining two original board positions will complete their first term.

Section 4: Each year, officers will be appointed by the newly elected board during the first board meeting following the elections.

ARTICLE XI. AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by the Board.

Section 2. At least 2/3 of all votes cast, providing the total number of those voting is not less than 20% of the total number of Board Members, must be in favor of an amendment for it to be adopted.

Constitution and Bylaws of the Lakeside Neighborhood Association

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1. Membership on individual basis shall be open to all adults who have an interest in promoting the objectives and purposes and live within its boundaries.

Section 2. Adult (18 years or older) individuals may become members by signing up for the mailing list.

Section 3. The Board shall make the final decision as to the eligibility of adults applying for membership.

ARTICLE II. MEETINGS

Section 1. The Board shall establish the time and place of the Annual Meeting and give at least days' notice of this meeting to the Members.

Section 2. The Board or President may call other Member Meetings at their discretion. The Members shall be given 5 days' notice of any special Meeting and its purpose.

ARTICLE III. ELECTION OF OFFICERS

Section 1: The three candidates receiving the largest number of votes will be given positions on the board.

Section 2: At the board meeting following the election, the board members will appoint officers.

Section 3. Officers may resign at any time or may be removed at any time by a $\frac{2}{3}$ majority vote of other board members. The vacated position will be refilled by appointment of the Board as determined by a majority vote of the board. The appointed party will fill the office until the next general election during at which time the seat will be reopen for the general election process.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Members, Board, and Executive Committee and shall appoint all committee heads and special committees as may be authorized by the Board or Executive Committee. The President is an Ex-officio member of all Committees. The President prepares the agendas for all meetings and acts as the spokesperson for the organization or appoints others to do that in specific instances. The President oversees the division of responsibilities among Officers. The President deals with all items requiring organizational decisions; allocating responsibility for making decisions to appropriate group or individual, including him/herself. In his or her absence at any meetings of the Board or Committees, the President will appoint another Officer to assume the responsibilities of the Board President.

Section 2. The Secretary will have responsibility for seeing that minutes of the Board and Executive Committee Meetings are taken, approved, and stored. He/she will also have responsibility to maintain a master list of Membership and the Constitution and Bylaws.

Section 3. The Treasurer shall have charge of the funds, and shall keep a regular account of them. The Treasurer shall make disbursements of the funds that are authorized by the Board or Executive Committee. All bills shall be paid by check, signed by the Treasurer. The Treasurer shall make regular reports regarding the Association's financial situation. The Treasurer shall present annually to the February Board Meeting a balance sheet of accounts as of the 31st of January for the previous fiscal year.

Section 6: The Board *may* have additional At Large Positions if deemed necessary and of interest to the group. These positions may be assigned to special roles in the furtherance of the mission and purpose of the association and given titles to describe their work if appropriate. These positions will be opened on an as needed basis via a $\frac{2}{3}$ approval vote of the Board and filled by the general election process. At Large Positions, once created can be dissolved by a $\frac{2}{3}$ vote of the Board.

ARTICLE V. ORGANIZATION

Section 1. The President may appoint any Special Committee deemed necessary. The Committee Chairperson of a Special Committee shall serve upon the recommendation of the President and a majority of the Board.

Constitution and Bylaws of the Lakeside Neighborhood Association

Section 2. All external committee activities such as correspondence, news release, or public statements stating or implying a position of the association must be reviewed and approved in content (not structure) by the President prior to its release with a copy or summary presented to the Executive Committee at its next nearest meeting.

Section 3. No committee shall be limited in its number of members and shall be open to all Members willing to participate in that committee's activity unless otherwise stated in these Bylaws.

Section 4. A disclaimer: Officers and Directors shall not be held liable for any accidents, debts, or liabilities incurred by the association.

ARTICLE VI: DISSOLUTION CLAUSE

Section 1: At least three Officers elected on a yearly basis by the general membership must be maintained in order for the association to continue to operate.

Section 2: Should three Officers be unable to be elected by the general membership on a yearly basis. The organization shall be dissolved.

Section 2: Upon the dissolution of this organization, assets shall be distributed to a registered 501c3 organization within the Town of Irondequoit as directed by the last elected board.

This document was adopted _____ and witnessed by:

President: _____
Vice President: _____
Secretary: _____
Communications Director: _____
Treasurer: _____

