

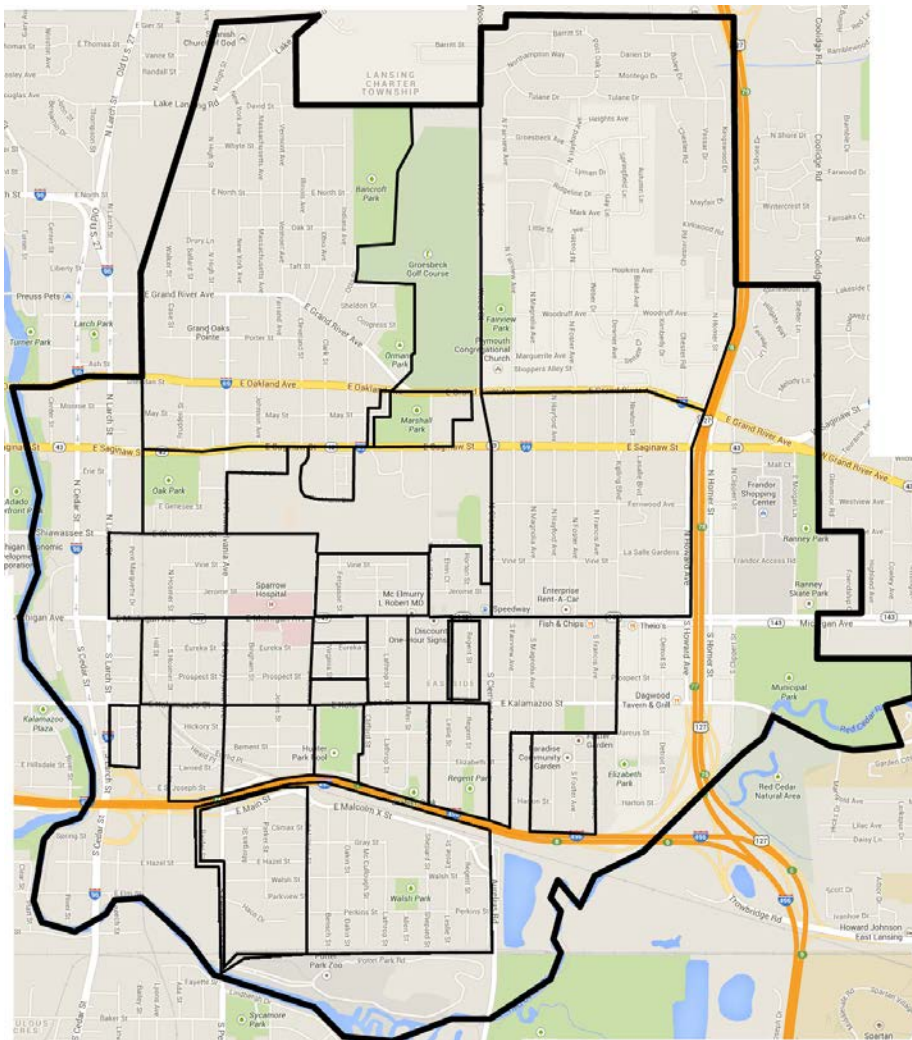


EASTSIDE NEIGHBORHOOD ORGANIZATION
(A Non-Profit Organization)
Lansing, Michigan
September, 2013

NAME:

The name of this organization shall be the Eastside Neighborhood Organization (ENO), also referred to in this document as the Organization.

BOUNDARIES: **East:** US-127, Coolidge Rd. (E.L. city limits) **South:** Red Cedar River
West: The Grand River/Conrail RR **North:** Lansing Twp./Lake Lansing Rd.



PURPOSE:

- A. To enhance, promote and contribute to the Community by supporting and initiating activities beneficial to the Eastside neighborhood, City of Lansing, and Lansing Township, as well as society in general.
- B. To promote community cooperation in solving common problems detrimental to the health, safety, and general welfare of the Eastside residents.
- C. To facilitate better communications between Eastside residents and all state and local governments, their boards, and agencies.

ARTICLE I MEMBERSHIP

SECTION 1 - MEMBERSHIP YEAR

A membership year runs from May 1st of one calendar year through April 30th of the next. The April General Membership Meeting shall be designated the Annual Meeting for election purposes and as the last meeting of the membership year.

SECTION 2 - MEMBERS

An ENO Member is any person residing within the boundaries of ENO who either attends two subsequent ENO meetings and/or actively participates in the organizational aspects of two ENO sponsored activities, per membership year (both via sign-in sheets). This gives them membership privileges including, but not limited to, voting and the right to hold office. Active participation in ENO activities can be substituted for meeting attendance, with the exception of Board Members (see Article III, Section 4, Item E).

SECTION 3 - HONORARY LIFE MEMBER

Upon the signed recommendation of one member, seconded by another member, and a three-fourths vote by ballot at the Annual Meeting; Honorary Life Membership may be conferred upon a former or current member who shall have rendered notable service to the Organization. An Honorary Life Member who is not an ENO member by definition in Section 2 above may attend General Membership Meetings, and will have the right to vote or chair a committee, but may not hold an office.

SECTION 4 - MEMBERSHIP ROSTER

An up to date Membership Roster shall be maintained by the Membership Committee via the sign-in sheets for meetings and event participation.

ARTICLE II ELECTIONS

SECTION 1 - DATE OF ELECTION AND TERM OF OFFICE

Elections shall be held at the Annual Meeting. At this meeting the General Membership shall elect all officers and Board of Directors for a one year term by a majority vote. Officers and Board of Directors are eligible for re-election.

SECTION 2 - ELECTIONS COMMITTEE

An Elections Committee shall be appointed by the President at the regular January General Membership Meeting. The Elections Committee shall solicit nominations from the members at the regular January and February General Membership Meetings. At the March General Membership Meeting, the Elections Committee shall present a slate of candidates for each office. Additional nominations may be made by ~~the~~ any members and or the Elections Committee. Prior to the Annual Meeting the Elections Committee shall prepare a printed ballot, including blank spaces for write-in candidates. Elections and the counting of ballots shall be conducted and supervised by the Elections Committee at the Annual Meeting. Any Elections Committee Member who is a candidate for office shall not conduct or supervise any aspect of the elections.

ARTICLE III ORGANIZATION

SECTION 1 - OFFICERS

This Organization shall have the following officers: President, Vice-President, Secretary, and Treasurer. These officers are elected at the Annual Meeting and shall serve until resignation, removal, or as their successors are elected each year at the Annual Meeting. An honorary office of Second Vice-President shall be created for each outgoing President for the term of one year.

SECTION 2 - DUTIES OF OFFICERS

- A. **PRESIDENT** - Presides at all meetings of the Organization, regular and special, and acts as Chairman at all Board of Directors meetings. The President or their designee is the official spokesperson for the Organization. The President will assign documents/tasks as they come up to the other Board Members and officers and the appropriate standing or ad hoc committees as well. The President appoints ad hoc committees and their chairs, and will appoint standing committee chairs if the committee is unable to come to a decision. The President shall be the liaison to and collaborate with the Board of Directors to act for the Organization between General Membership Meetings, subject to all rules and regulations of the Organization, and shall have all powers necessary to do so, but shall give an account of actions at the next General Membership Meeting. The President is responsible for maintaining a complete file/folder of all correspondence, meetings, reports, newsletters, and other documents as designated by the Board of Directors. In the absence of a Secretary, the President will appoint a non-officer Board Member to serve.
- B. **VICE-PRESIDENT** - In the absence of the President, the Vice-President presides over all meetings both regular and special. In the event of a vacancy occurring in the Office of the President, the Vice-President becomes Acting President for the remainder of the term. The Vice-President will collaborate with the President when it comes to appointing persons for standing and ad hoc committees and their chairs.
- C. **SECRETARY** - Is responsible for recording minutes and votes of all Organization meetings, as well as other duties as may be assigned by the President. The secretary may use an electronic device at their discretion for assistance in recording minutes. The Secretary carries on all correspondence usually assigned to this office in accordance with general practice. Status of excused and unexcused absences of Board Members, as well as event assistance, will be kept by the Secretary. In addition, the Secretary will assist the Membership Committee with attendance and membership lists. In the absence of a Secretary, the President will appoint a non-officer Board Member to serve.
- D. **TREASURER** - Receives and deposits all funds to the Organization account, and dispenses necessary funds on majority vote approval of the membership. If immediate action is required, approval can be granted by a majority vote of the Board of Directors, who must notify the membership of their action at the next General Membership Meeting. The Treasurer shall make a financial report at all General Membership Meetings. The Board of Directors will appoint one alternate designee which may report in the Treasurer's absence and whose names will appear on the Organization account for transactions necessary in the absence of the Treasurer. The Treasurer will provide a year-end balance sheet summary report of all receipts, deposits, and disbursements for the year. This summary will be made available for inspection by the Board and/or an ad hoc committee within 10 working days prior to the Annual Meeting. The Treasurer will present their final year-end report at the Annual Meeting. The Treasurer is responsible for collecting monies at any and all fundraising events.
- E. **SECOND VICE-PRESIDENT** - This is an honorary office held by the outgoing President for the term of one year. The purpose of this office is to retain organizational continuity by drawing on the expertise of the past President. The Second Vice-President retains their official voting power.

SECTION 3 - BOARD OF DIRECTORS

The Board of Directors shall consist of the four main officers and five at-large members elected at the Annual Meeting - always maintaining an odd total to eliminate ties. This board shall be increased by one during the years that the office of the Second Vice-President is filled. Any ties resulting from this instance are broken and determined by the vote of the President.

SECTION 4 - DUTIES OF THE BOARD OF DIRECTORS

- A. Members of the Board of Directors should make a reasonable effort to differentiate between their personal opinions and those that may be misconstrued as an ENO representative (see Article III, Section 2, President) in any situations where they have a personal interest and are expressing their opinion.
- B. The Board of Directors will act for the Organization between General Membership Meetings, subject to all rules and regulations of the Organization, and will have all powers necessary to do so, but shall give an account of its actions at the next General Membership Meeting.
- C. The Board of Directors will make appointments to fill any and all vacancies not filled by the election process or created due to various circumstances (see also Section 2, Item B)
- D. Members of the Board of Directors shall serve on at least one standing committee mentioned in ARTICLE IV, Section 1, and shall actively assist with at least one ENO sponsored event (Candidate's Night, December Holiday Party, or ENO Souper) each year.
- E. Members of the Board of Directors must make every effort to attend Board of Directors and General Membership Meetings. A Board Member reserves the right to resign at any time, but also may be dropped from the Board for three unexcused absences from Board/General Membership Meetings in one membership year. To obtain an excused absence, a Board Member need only contact another Board Member (preferably the President or Vice-President) who will be present at the next Board/General Membership Meeting. Status of excused and unexcused absences of Board Members, as well as event assistance, will be kept by the Secretary.
- F. Members of the Board of Directors may also be removed for any other reasons than D or E above (including, but not limited to: inappropriate or unbecoming conduct, or misrepresentation) resulting in failure to faithfully fulfill their duties, as voted by a three-fourths vote of the remaining members of the Board of Directors.

SECTION 5 - BOARD ROSTER

An up-to-date roster of the Board of Directors will be made and maintained by the Membership Committee, with assistance from the Secretary as necessary. This roster will be made available at the first Board and General Membership Meeting after the Annual Meeting.

ARTICLE IV COMMITTEES

SECTION 1 - STANDING COMMITTEES

- Events Committee: ENO events include, but are not limited to, Candidate's Night, the Holiday Party, and the ENO Souper. The committee should organize and staff each ENO event, assist the Finance Committee with fundraising, and coordinate and organize the Organization's participation in other community events. The Events Committee will assist in ensuring sign-in sheets are available at Organizational events.
- Finance Committee: Chaired by and works with the Treasurer to organize fundraisers for the Organization (with assistance of the Events Committee) and prepares the annual budget for approval at the Annual Meeting.
- Communications Committee: Maintains website, coordinates outreach activities, publicity, and public relations for the organization, and coordinates the ENO paper including stories, ad sales, and distribution.
- Membership Committee: Works with Secretary for recognition of attendees at meetings, maintenance of Board and Committee membership rosters, including ad-hoc committee chairs and members, and general membership.

SECTION 2 – AD HOC COMMITTEES

Ad-Hoc committees, by definition, form as needed for a specific purpose. ENO's ad-hoc committees include, but are not limited to:

- Bylaws Committee: Review of bylaws for clarification, corrections, and proposed amendments submitted by members to be presented at the next General Membership Meeting.
- Housing & Land Use Committee: Support the safety and stability of the Eastside by working with government entities and property investors to improve the housing stock, encourage home ownership, and promote aesthetic and other improvements to increase housing values while maintaining a diverse population. Also researches and presents to the Organization land use related issues including, but not limited to, zoning and new commercial development.
- Schools Committee: Monitor community school issues as they impact the neighborhoods, maintain communication with local schools, and serve as liaison between the Organization and school leadership.

A current list of these and other ad-hoc committees is kept and maintained by the Organization.

SECTION 3 - COMMITTEE CHAIRPERSON

The President and Vice President shall recommend for each standing committee a candidate for Chair, who shall be responsible for organizing the activities of that committee. The Chair may accept or decline the nomination. If accepted, the Chair may select Board Members and/or General Members to assist, as accepted. Committees need not be made up exclusively of Board Members, but may also be made up of General Members. If a General Member is nominated for and accepts a committee Chair, they are

accountable to and should report to the President and Vice President. They will be expected to attend the Board Meetings and are subject to Board of Directors Membership rules as stated in Article III, Section 4, Item E. All committee Chairs shall keep the President and Vice President informed of the activities of the committee. .

SECTION 4 - COMMITTEE ACTIVITIES

Each committee will present to the Board of Directors and General Membership, in March, a written report of the evaluation of the previous year's work.

SECTION 5 - COMMITTEE ROSTER

An up to date roster of standing committees and their chairs will be made and maintained by the Membership Committee. This roster will be available at the June Board/General Membership Meeting.

ARTICLE V RULES

SECTION 1 - RULES OF ORDER

Except as otherwise provided in these bylaws, meetings of the Board and General Membership will be conducted under the current edition of Robert's Rules of Order Newly Revised. The President shall retain a current copy of Roberts Rules of Order. In addition, no member may cast a vote by proxy.

SECTION 2 – RECORDING OF MEETINGS

Video (if necessary) and/or audio taping by outside individuals at any and all ENO meetings is prohibited unless agreed to by all parties present and announced at the beginning of the meeting, with the exception of Candidate's Night. The Secretary may elect to use an electronic device for assistance in taking meeting minutes.

SECTION 3 – POLITICAL CAMPAIGNS

ENO has always taken the position we DO NOT endorse any particular candidate running for a political office. We do allow campaign literature placed at our General Membership Meetings for easy distribution, and a candidate may briefly introduce themselves. We wish to thank each and every one for attending our monthly meetings. Good luck with your campaign.

SECTION 4 – USAGE OF ENO NAME

Any member (past/present) or former officers on the ENO Board of Directors shall not use the Organization name to represent the Organization and its opinions/membership in any way, shape, or form without the express consent of the current ENO President or Vice President. Misrepresentation and/or failure to follow this rule may result in actions to be taken by the Organization President and the Board of Directors against the offending individual(s)/former members.

Current officers are advised to follow the guidelines of these by-laws – see especially Article III, Section 2 and Article III, Section 4.

ARTICLE VI MEETINGS

SECTION 1 – GENERAL INFORMATION FOR BOTH BOARD AND GENERAL MEMBERSHIP MEETINGS

Meetings are typically held on the first Wednesday of each month. If the first Wednesday falls on a holiday, the Board of Directors shall set the date and time for the next meeting. Because of the Independence Day holiday, the July meeting is typically not held. The October meeting is typically very brief, and the remainder of the time reserved for Candidate's Night. The same holds true for the Holiday Party in December.

In the event that a normally scheduled meeting is not possible to be held, The Board of Directors will make provisions for another meeting time and place to be held as soon as feasible, as agreed upon by the majority of the Board. In addition, in the event that there is not a quorum present, all decisions are tabled, and any meeting is held for informational purposes only. If there is a decision of major importance requiring immediate feedback and action, electronic correspondence from the Board and General Membership may be used as a substitute for voting. See also 'Special Meetings' below.

SECTION 2 - BOARD MEETINGS

The ENO Board of Directors Meeting will typically be held on the first Wednesday of each month at 6 pm at Foster Community Center, 200 North Foster Avenue, Lansing, except as noted in Section 1. Board Meetings are open to attendance by the General Membership, but only Board Members may vote. General Members are encouraged to attend the General Membership Meetings. When that is not possible, they may speak on any agenda items at the end of the Board Meeting as time will allow, providing they have signed in (and will speak in order), indicated they are not a Board Member, and are limited to a maximum of two minutes. The General Membership Meeting typically follows the Board of Directors Meeting.

SECTION 3 - BOARD OF DIRECTORS QUORUM

A majority of members of the Board of Directors shall constitute a quorum for a Board Meeting; one more member in the case of the presence of a Second Vice-President on the Board.

SECTION 4 - GENERAL MEMBERSHIP MEETINGS

The General Membership Meeting of the Organization shall be held on the first Wednesday of each month at 7 pm at Foster Community Center, 200 North Foster Avenue, Lansing, except as noted in Section 1. The General Membership Meeting typically follows the Board of Directors Meeting.

SECTION 5 – TERM OF SERVICE AND ANNUAL MEETING

Officers on the Board of Directors shall serve a term of at least one year, from May to the following April, except in cases of removal under Article III, Section 4, Items D through F. Removed officers will be replaced with an appointee to serve out the remainder of the term. The April General Membership Meeting shall be designated as the Annual Meeting for election purposes, and is the last meeting of the membership year.

SECTION 6 - GENERAL MEMBERSHIP QUORUM

Ten members, including up to five Board Members, of ENO shall constitute a quorum at a General Membership Meeting.

SECTION 7 - SPECIAL MEETINGS

Special meetings may be held for any reason at the request of four members of the Board of Directors, or at the written request to the Secretary of five other members of the General Membership. Upon such a request, a special meeting shall be held within ten days from the date of the written request. Special meetings are

typically held for and limited to one agenda topic. When there is a need for urgent action and/or it is difficult to schedule a meeting with a quorum, the Board may communicate and vote via electronic correspondence. A reasonable effort must be made to include all Board Members in the process, and a quorum must be obtained to support any votes and/or actions taken by the Board. Any resulting votes and/or actions taken by the Board shall be reported to the entire Board as soon as possible, and to the membership at the next General Membership Meeting.

ARTICLE VII AMENDMENTS

SECTION 1 - AMENDMENT PROCESS

These bylaws can be amended at any General Membership Meeting by a majority of those present and voting, except at the April meeting during which elections are held. All proposed amendments to these bylaws must first be submitted in writing to the Bylaws Committee, who will present the proposed changes, in writing, to the membership at the next General Membership Meeting. The Board and General Membership have at least one month/the next Board and General Membership Meeting to review the proposed amendments. At that point they will be voted upon. Approval of the proposed changes requires a two-thirds majority of those present and voting. It is recommended that the Organization By-Laws be reviewed at least every two years.

ARTICLE VIII DISSOLUTION

SECTION 1 - DISSOLUTION OF ORGANIZATION

To provide for dissolution of the Organization, two separate meetings are required. The first meeting would present a written resolution from the Board of official dissolution of the Organization, for review by the Organization. This written resolution may include, but is not limited to, reasons for dissolution, instructions for disbursement and rectification of any remaining funds or fiduciary requirements, etc. The nature and severity of dissolution requires at least a one month time frame for Organizational review. At the second meeting, a two-thirds vote of the membership present and on the roster shall be required to dissolve the Organization. Upon dissolution of the Organization, any assets remaining after payment of or provision for its debts and liabilities shall be paid over to charitable organizations exempt under the provisions of Section 501 (c)(3) of the U.S. Internal Revenue Code or corresponding provision of subsequently enacted federal law. No part of the net assets of the Organization shall profit any officer or member of the Organization.

END OF BYLAWS
REVISED July 26, 2012