

Hintgen Neighborhood Association

Bylaws

Prepared October 2017

Article I Name and Geographical Area

The name shall be Hintgen Neighborhood Association. The boundaries of the Association shall be Diagonal Road to the North, to the East along the Railroad tracks along 29th Street South, to Holly Place, Broadview Place and Mormon Coulee Road to the South, and Losey Boulevard to the West.

Article II Purpose

Section 1. Our purpose shall be to promote a better neighborhood and community through group action and to facilitate implementation of our neighborhood plan.

Article III Neighborhood Vision and Goals

The Hintgen Neighborhood Association works collaboratively using open communication with residents, property owners, business owners, city government, and other institutions to sustain a healthy, safe, well maintained neighborhood and a vibrant sense of community.

Article IV Governance

Section 1. Any Resident living in the geographic area known as Hintgen Neighborhood may choose to be an Association member. Any resident may attend any or all meetings of the group. Membership is also open to businesses and organizations located within the Associations geographic area. Each business or organization may appoint one representative to the Association and are allowed one vote.

Section 2. Interested parties who do not live within the Neighborhood boundaries may be granted Guest Memberships at the discretion of the Leadership Team and are welcome to attend meetings but may not hold office, represent the Association to outside agencies or vote.

Section 3. Ordinary meetings will meet a minimum of (4) times a year at a location determined by membership. Additional meetings may be added as needed. A minimum attendance of at least (2) meetings within a year are needed for Association members to be able to vote regarding La Crosse Neighborhoods, Inc . Members shall be notified of meetings by email or other suitable means of communication as practical and possible. Committee chairpersons shall schedule all committee meetings and the Leadership Team Shall be informed of all committee meetings.

Section 4. Any Person received into membership in the Association shall remain a member until he/she voluntarily withdraws or is no longer eligible for membership into the Association.

Article V Leadership

Section 1. Nomination of officers will occur at the meeting prior to each year's October meeting. Election will occur in November and Officers will begin their terms the day following the election. The terms of

office will be two years, with elections being staggered so that no more than two (2) positions are open at any given time. No officer may serve more than (2) consecutive terms in any one office.

Section 2. The officers of the Association shall be Co-Chair (2) and Secretary (1), and Treasurer (1). The officer's duties shall be as follows with additional duties as directed by the membership.

- Duties of the Co-Chairs: A Co-Chair shall preside at all board and member meetings; shall have general supervision over the affairs of the Association and over the other officers. One Co-Chair's signature shall be required along with the Treasurer to countersign all checks. The Co-Chairs shall issue notice of Leadership and Association meetings. They will also be responsible for appointing Committee Chairs and others as the need arises. They shall perform all duties as are incident to the office. In case of absence or disability of the Co-Chairs, the Secretary or Treasurer shall perform such duties.
- Duties of the Secretary: The Secretary shall attend all Association and Leadership Team meetings, and keep attendance records, minutes and correspondence and shall perform all such duties as are incident to the office.
- Duties of the Treasurer: The Treasurer shall have custody of all money and securities of the Association, and all financial records. Sign all checks of the Association along with one Co-Chair and shall perform all such other duties as are incident to the office.

Section 3. As a Leadership change occurs, all financial books will be audited.

Section 4. In the event of the resignation of an officer or the event that an officer becomes ineligible or unable to continue in office, the Leadership Team may appoint a member to fill in the vacancy for the remainder of the term. Three or more consecutive absences without valid reason from the Association meetings shall be determined resignation and filled by the Leadership team.

Section 5. An officer will be removed from office by a two-thirds (2/3) vote of members present at any Association meeting provided a fourteen (14) day notice has been distributed to all members. Vacancies will be filled as set forth by the Bylaws.

Article VI Committees

Section 1. The Association shall have such committees as may from time to time be designated by resolution of the Membership.

Section 2. No individual or committee shall take public action nor shall any member represent Him/her as speaking with the support of or in the name of the Association unless prior authorization is received by a vote of the Membership, except as provided for the Bylaws.

Article VII Amendments

These Bylaws can be amended at any time by a majority vote at two (2) consecutive general Membership meetings. Any member may propose an amendment. The proposed amendment shall be presented at the meeting and voted on at the next regular meeting.

Article VIII Adoption

These bylaws will be considered adopted upon ratification by a majority vote at one (1) general Membership meeting. They shall go into effect immediately upon adoption.

Article XIV Dissolution

Section 1. The Association may be dissolved by a two-thirds (2/3) vote at a Membership meeting called for that purpose. All members must be notified in writing at least fourteen (14) days prior to the meeting. Should a meeting to consider dissolution fail to achieve a quorum, the remaining officers may dissolve the Association by majority vote.

Section 2. If the Membership does not approve a plan of distribution of the assets when approving the dissolution, the Leadership Team shall make such distribution.

Article X Conformity to La Crosse Neighborhoods, Inc.

In order to join and comply with the provisions of La Crosse Neighborhoods, Inc., the following additional Sections are adopted and incorporated:

Section 1. In the event that the Hintgen Neighborhood Association becomes a Chapter ("Chapter") of La Crosse Neighborhoods, Inc. ("Corporation"), it shall subscribe to and support the Corporation's bylaws, and will adhere to the Corporation's bylaws that apply to the Hintgen Neighborhood Association, specifically Article IV Purposes, Article XII Prohibitions and Article XII Statement of Inclusiveness, Openness and Transparency, and Article XII Statement of Non- Discrimination, as well as the policies established by Leadership Team from time to time.

Section 2. Dues shall not be required to be a member of the Hintgen Neighborhood Association however voluntary contributions shall be encouraged.

Section 3. Any funds collected on behalf of Hintgen Neighborhood Association, by the Corporation, shall be held by the Corporation at no cost to Hintgen Neighborhood Association.

Section 4. Hintgen Neighborhood Association agrees to fundraise and assist the Corporation with the annual administrative and insurance assessment. Hintgen Neighborhood Association shall not pay the Corporation an annual administrative and insurance assessment that is greater than an equal share based on the number of total Chapters.

Section 5. In the event Hintgen Neighborhood Association is in arrears of the annual administrative and insurance assessment, disbands or fails to remain active as required by these bylaws, any and all funds and receivables held by the Corporation for Hintgen Neighborhood Association shall, by the choice of Hintgen Neighborhood Association, be returned to their source or donated to the Corporation.

Section 6. A minimum of three (3) Officers consisting of a Chair, Vice-Chair, or Co-Chair (or comparable titles) and Secretary/Treasurer shall be required.

Section 7. It shall be a requirement to be a Chapter in the Corporation that minimum attendance of at least (2) meetings within a year are needed for Hintgen Neighborhood Association members to be able to vote regarding Corporation matters and hold office in Hintgen Neighborhood Association (For

example, members are able to vote at the second meeting they attend). A year shall be defined as the preceding 12 months before the vote is taken.

Section 8. A quorum shall be required of at least (7) members qualified to vote for any officer elections or financial actions on behalf of Hintgen Neighborhood Association.

Section 9. Hintgen Neighborhood Association shall inform the Corporation's Secretary/Treasurer of any potential grant applications that involve the Corporation, as soon as possible and submit the completed grant application to the Corporation's Secretary/Treasurer for consideration and approval in a timely manner.

Section 10. All minutes of the Chapter's meetings shall be forwarded to the Corporation's Secretary/Treasurer in a timely manner.

Bylaws adopted on October 16 , 2017