

COLONIAL VILLAGE NEIGHBORHOOD ASSOCIATION

Lansing, Michigan

By Laws Adopted August 19, 1998

Name:

The name of this organization shall be the **Colonial Village Neighborhood Association (CVNA.)**

Purposes:

- A. To contribute to the community by supporting and initiating activities beneficial to the neighborhood, City of Lansing and the society in general.
- B. To work cooperatively in solving problems affecting the health, safety and general welfare of CVNA residents.
- C. To establish effective communication links among CVNA residents, local governments, state government, and community organizations.

Article I - Organization

Section 1: Officers – CVNA shall have a President, Vice-President, Secretary, Treasurer and three Neighborhood Area Representatives. These officers shall be elected and shall serve until their successors are elected.

Section 2: Duties of Officers

- A. **President** – shall preside at general membership and Board of Directors' meetings; co-sign all checks issued by the association.
- B. **Vice-President** – shall assume the executive duties in the absence of the President; he shall also act as Chief Parliamentarian at all general membership meetings, also has the authority to co-sign checks issued by the association; will oversee all CVNA committees.
- C. **Secretary** -- shall record minutes of all CVNA meetings; shall assume correspondence duties as required; shall maintain such files and records as requested by CVNA.
- D. **Treasurer** – shall receive and deposit all funds to the CVNA account; authorized to sign checks on behalf of the CVNA along with a co-signer (the President or Vice-President.) Any checks over \$1,000 must be approved by vote of the CVNA members.
The Treasurer shall make a financial report at general membership meetings; shall make financial records available when requested; shall arrange for a yearly audit of the financial records.
- E. **Neighborhood Area 1 Board Member** - represents the members of the C.V.N.A. Area 1 and is the main contact for members in that area (see attached map.)

- F. **Neighborhood Area 2 Board Member** - represents the members of the CVNA Area 2 and is the main contact for members in that area (see attached map.)
- G. **Neighborhood Area 3 Board Member** - represents the members of the CVNA Area 3 and is the main contact for members in that area.

Section 3: Board of Directors – shall be the 7 officers named in Art. I, Sec.1.

Section 4: Duties of the Board of Directors – shall act for the CVNA between general membership meetings and shall have all powers to do so, but shall give a report of their actions at the next general membership meeting.

Section 5: CVNA Shall indemnify any officer, director or volunteer, acting on behalf of CVNA from any loss, including reasonable attorney fees or settlements of claims, which may be incurred by that individual in the defense of any action, be it civil, criminal or administrative in nature, so long as that officer, director or volunteer acted reasonably on behalf of CVNA, in good faith, and under the direction of the board or officers of CVNA.

Article II - Membership

Section 1: Members – a member is any person 18 years of age or over who resides in, owns property, or operates a business within the following boundaries:

M.L.K. Blvd. to the East
Mt. Hope to the North
Pleasant Grove Rd. to the West
Holmes Rd. to the South

(see attached map.)

Article III - Meetings

Section 1: The general membership and Board of Directors' meetings shall be held at such time and place as may be designated by the Board of Directors. Special meetings may be called for any reason at the request of three members of the Board of Directors or upon request by five other members of CVNA; at least **24 hours** notice shall be given, either by phone or in person, before a special meeting can be held.

Section 2: Quorum:

A Quorum shall be considered, if at least 10 general association members and four of the seven Officers are present. Elections and other decisions made by the general C.V.N.A membership shall only be valid when made with a quorum present.

Article IV – Elections

Section 1: Elections shall be held at the regular September general membership meeting; at this meeting the general membership shall elect all officers for a one year term. Officers are eligible for re-election. Should any board member not be able to fulfill their term a special election would be called.

Article V – Rules

Section 1: Unless otherwise written in these By Laws, meetings of the CVNA shall be conducted according to **Roberts Rules of Parliamentary Procedure**.

Article VI – Amendments

Section 1: These by laws can be amended in any general membership meeting by a majority of those present and voting. All proposed amendments to these By Laws must be reviewed at one general membership meeting and may not be voted upon until the next general membership meeting.