



# Parkside Neighborhood Association Bylaws

adopted Nov 2021

Name The name of this organization shall be the Parkside Neighborhood Association, hereinafter referred to as

“PNA.”

Purpose The purpose of the PNA is to foster a sense of community among its members and fellow citizens; to work for the safety, cleanliness, and livability of its streets and homes, and to help promote the use and appreciation of Deering Oaks Park. PNA will also serve as a line of communication and liaison with the City and other agencies and organizations.

Boundaries The Parkside Neighborhood is defined as encompassing all the following areas: Park Avenue up to the north (downhill) side of Congress Street, the west side of Forest Avenue to the east side of Weymouth Street, and a line

projected from Weymouth Street to I-295 \*(King Middle School, Fitzpatrick Stadium, the Iris Network, Troubh Ice Arena, and all of Deering Oaks Park to the fence along the I-295). Adjacent areas of interest include, but are not limited to, the Expo, Fitzpatrick Stadium, Deering/Brighton as it travels over the I-295 bridge, the Forest Ave/I-295 interchange, and areas abutting the described boundaries.

### Voting for PNA board of directors

Voting to elect the PNA board of directors shall be available to all residents of the Parkside Neighborhood, non-resident Parkside Neighborhood property owners and business owners.

Non-Parkside guests are welcome at the meetings anytime, but may not vote.

Power and Authority The full power and authority of the PNA shall reside in those who vote for the Board of Directors of the PNA, as their representative, at such times as the PNA is not gathered in Annual or Special Meetings. The PNA board of directors has the ability to form committees and task forces as the need arises. PNA has a conflict of interest policy, reviewed as needed (recommended annually) and signed by the Board of directors.

Board of Directors The PNA Board of Directors shall consist of at least five (5) but no more than nine (9) members. No more than two (2) of whom may be non-

resident Parkside Neighborhood property or business owners.

A: Officers The Officers of the PNA shall consist of a President, Vice President, Treasurer, Secretary, and such other officers as the PNA shall from time to time deem necessary. All officers shall serve without pay except for reimbursement of expenses as approved by the majority of the Board of Directors. All officers shall serve a one (1) year term. The executive committee (EC) is comprised of the 4 officers and this EC has the power to represent and act in behalf of the full board when a time constraint is present.

B. President or designee shall preside at all special and annual meetings of the PNA and at all meetings of the Board of Directors. The President or designee shall serve as spokesperson for the PNA.

C. Vice President shall assist the President in all PNA matters deemed necessary, and shall step in when the president is unavailable.

D. Secretary shall keep accurate minutes of all special, annual, and PNA Board meetings, register the PNA with the State, and steward legal and publicly accessible documentation of the organization (via hard copy or electronic storage).

E. Treasurer shall keep clear and accurate accounts of all PNA financial transactions including deposits, withdrawals, expenses, and disbursement of payments. Such accounts shall be a matter of public record. Annually a subcommittee of PNA members shall inspect the Treasurer's records and report their findings to the annual meeting.

Elections One third of the BoD shall be elected each year for 3 year terms to allow for staggered terms.

A. Nomination and Election to the Board

Any eligible general member of the PNA may notify the PNA Secretary of their intention to run for Board membership in

writing at least seven (7) days before the Annual Meeting. At the Annual Meeting nominations may be made from the floor by any General Member of the PNA with a second by any General Member.

Members (up to 9) receiving the majority of the vote shall become Board members.

Nominated candidates shall have an opportunity to address the membership before the voting process; the current President may limit the duration. Both Meeting and Voting may be conducted electronically (LD894) P.L. 2019 Chpt. 200

## B. Nomination and Election of Officers

From the members of the Board of Directors, the general members of the PNA shall elect a President at the Annual meeting, by paper or electronic ballot and



majority vote. The Board of Directors shall elect from its own number a Vice President, Treasurer, Secretary, and such other officers as the PNA shall from time to time deem necessary.

C. Vacancies Any vacancies occurring in the BoD shall be filled at the next Special Meeting of the PNA if possible or appointed to the un-expired remainder of the term by the President, subject to a two-thirds vote of the Board.

D. Attendance The Board of Directors will discuss the continued service of any member of the Board of Directors missing three (3) or more meetings in a twelve (12) month period. Said member may be asked to vacate their position, and a new member will be appointed by

the President, subject to a two-thirds vote by the Board of Directors.

### Removal from Office and Vacancies

A. Vacancy Should a vacancy occur in the office of President, the Vice President shall serve as Acting President until the next Special or Annual meeting, whichever the Board shall designate, at which time the vacancy shall be filled by method outlined above (C). Should a vacancy occur in any other officer's position, the Board shall designate an acting Officer for that position until the position is filled by election at the next Special or Annual meeting, in a manner described above (C).

B. Removal from Office Any elected Officer or member of the Board of Directors may be removed from office

with or without cause as determined by a two-thirds vote of the Board of Directors, or determined by paper or electronic ballot of two-thirds of the PNA membership present and voting at a Special meeting called for that purpose. Both sides will be given ample opportunity to present their case.

## Meetings

A. Annual Meetings The PNA shall hold an Annual Meeting at a time, place, and date set and well- publicized by the Board of Directors. Meeting may be conducted electronically P.L. 2019 Chpt. 200. The annual Meeting shall be open to all PNA Members and to the public. Meeting agendas shall be made publicly available beforehand.

B. Special Meetings By a majority vote of the Board of Directors, Special Meetings of the general

PNA membership may be called at any time on whatever topic(s) deemed necessary. Meetings may be conducted electronically P.L. 2019 Chpt. 200

C. Agenda Requests Prior to a scheduled Board of Directors meeting, any member of the PNA may, by request to a member of the executive board, add an item to the agenda under “new business.”

- D. Executive Session. At any meeting, the Board of Directors may vote to enter executive session.

E. Voting and Quorum A majority of the Directors shall constitute a quorum for the transaction of board business, but the

Directors present at any meeting may adjourn such meeting from time to time until such quorum is present.

Amendments Amendments to these by-laws may be made upon a vote of two-thirds of the PNA board of directors present and voting at any Annual or Special meeting called for that purpose. Amendments may also be proposed by a majority vote of the Board of Directors, a subcommittee empowered by them to do the same, or by petition signed by ten (10) members. Amendments shall be presented on paper or electronically, in full wording with full changes, deletions and additions clearly and completely presented. All amendments shall be made publicly available to PNA members at

least ten (10) days before the scheduled vote.