

NENA (Northeast Neighborhood Association) BYLAWS
(Amended 21 November 2024)

ARTICLE I ORGANIZATION

1. The name shall be the Northeast Neighborhood Association (NENA), herein referred to as NENA.
2. The administrative fiscal year will begin January 1st of each year.
3. Officers must live within the boundaries of NENA and meet the requirements of ARTICLE IV to be elected. Should an Officer relocate out of the boundaries, but still own property within the boundaries, the Officer may complete their term, but is not eligible for re-election.
4. The term of the Officers shall begin two (2) weeks after the election and terminate (2) weeks after the subsequent election for the respective Officer positions. Outgoing Officers are responsible for disseminating information to incoming Officers.
5. There will be no discrimination or harassment based on race, color, national origin, gender identification or expression, religion, creed, political belief, sexual preference, age, mental or physical handicap or disability, or status as a veteran in admission, access to, or conduct of the meetings.

ARTICLE II MISSION OF THE GROUP

The mission of NENA is to promote and preserve the qualities of our uniquely diversified neighborhood that are important to the residents, businesses and city of Bozeman. The Northeast section of Bozeman is unique within the City of Bozeman as to the uses of properties, the ages of the properties, the economic value of the properties, and the people who have chosen to live and/or operate a business within the area. Our primary goals are: (1) to provide information to the membership about issues that affect the quality of life in the area; (2) to take on proactive and participatory roles concerning the issues that affect the quality of life in the area; and (3) to take on an activist role when necessary to protect the quality of life in the neighborhood.

ARTICLE III NEIGHBORHOOD BOUNDARIES

The NENA neighborhood boundaries are: North Broadway Street, Front Street, and the railroad to the east; North Grand Avenue to the west; Mendenhall Street to the south; and East Oak Street to the north (see attached map).

ARTICLE IV MEMBERSHIP

Membership in NENA is open to all residents, property owners, business licensees, and representatives of non-profit organizations within the area described in the Neighborhood Boundaries.

ARTICLE V MEETINGS

1. At a minimum, two (2) NENA meetings shall be held during each calendar year. These bi-annual meetings shall occur in the spring and fall-at a scheduled time between 8:00 a.m. and 10:00 p.m. Additional NENA meetings may be called by the President and Vice President on an as-needed basis.
2. Communication within NENA, including meeting notification, shall be publicized using any, all, or any combination of a newsletter, flyer, postcard, verbal communication with the NENA Officers, the internet, e-mail, and/or any other means available to NENA to adequately notify the members.

ARTICLE VI LEADERSHIP STRUCTURE

1. NENA's leadership structure consists of four elected Officers. The “regular” work of the NENA shall be carried out by the elected Officers, which include a President, Vice President, Secretary, and Treasurer. “Regular” work includes, but is not limited to, planning and organizing bi-annual meetings, meeting with appropriate City and/or other concerned parties, coordinating with neighborhood committees, coordinating the development, publication and distribution of a neighborhood newsletter, and the like. The President, Vice President or designated representative shall attend the monthly Inter-Neighborhood Council meetings representing NENA.
2. The President is the primary contact for NENA. In the event the President is unavailable, the Vice President shall be the primary contact for NENA, followed by the Secretary and then the Treasurer. All Officers are subject to ARTICLE VIII 7 prior to making decisions on behalf of NENA.
3. The Secretary is required to attend both regularly scheduled NENA meetings and special, topical NENA meetings, and is the sole person responsible for recording and making available as public record the meeting minutes. The Secretary may request help with the completion of these tasks.
4. The Treasurer shall provide a report on NENA's financial status at the regularly scheduled fall and spring NENA meetings.

ARTICLE VII COMMITTEES

1. Committees may be created to facilitate the conduct of business for NENA. Committees may be created at the bi-annual meetings as the need arises. Officers or a vote of members may create committees as needed outside of the two meetings.
2. Committees shall summarize activities and accomplishments in an oral report at official meetings of NENA, and these reports shall be entered into the minutes.
3. Committees are not permitted to speak on behalf of NENA without a vote and approval at a regular or special meeting of NENA. [See ARTICLE VIII 7.]

ARTICLE VIII OFFICER TERMS, ELECTIONS, AND VOTING

1. The term for Officers is two (2) years, staggered. Elections shall take place during the spring regularly scheduled meeting as the first agenda item of the meeting. Officers shall be nominated prior to or during the spring annual meeting. Officers may volunteer and/or nominate themselves. The first Officer elections shall commence at the spring meeting of 2008 and every year thereafter. The President and vice-President shall be elected on even years and the Treasurer and Secretary shall be elected on odd years.
2. Elections shall be held at the regular spring meeting either by a show of hands or paper ballot. The Secretary shall call for votes on even years and the Treasurer shall call for votes on odd years. Newly elected Officers shall meet with the current Officers at least once prior to beginning their term. Officers are elected by majority; a quorum is not required when voting for officers. Officers may run for unlimited terms.
3. If any Officer vacancy remains after the spring annual meeting, it may be filled by agreement of three Officers. If fewer than three Officers are in place, a vacancy may be filled by a vote, either in-person at a meeting or via online voting.
4. Any elected Officer may be removed from office for good cause, including misrepresenting NENA. Removal shall be debated by the NENA members and shall require a two-thirds (2/3) vote of the quorum at a regularly scheduled or special meeting. Notice of a removal hearing and distribution of said notice shall occur five (5) days prior to the meeting.
5. Upon Officer resignation or removal the following method shall be used to fill the vacancy:
 - a. Nominations shall be requested at the next regularly scheduled or special meeting, or in the case of a removal, at the removal hearing. Nominations may also be submitted in writing, including via email.
 - b. Each candidate will have three (3) minutes to campaign; any and all supporters will have a total of five (5) minutes to speak on behalf of the candidate.

- c. Votes shall be taken either by a show of hands or paper ballot at an in-person meeting, or by online voting. The Officer shall be elected by majority; a quorum is not required.
 - d. A newly elected Officer shall serve the remainder of the term that is being filled.
- 6. A quorum is reached when a combination of forty-five (45) NENA members are present at any of the regularly scheduled or special meetings, or participate by voting online for an election or position being taken by NENA.
- 7. Any time NENA takes a position before the City, County, Developer, or the like, that position must be voted on by the members of NENA. The vote can be held at either a regularly scheduled or special meeting, or via email or online survey. A quorum must be reached when NENA takes a position.
- 8. When there is an in-person election or vote, notification shall be made to NENA members five (5) days prior to a regularly scheduled or special meeting. No advanced notification is required for online voting; however, the opportunity to vote shall be open for at least five (5) days and notice thereof shall be provided prior to the start of the voting period at a minimum by e-mail to members who have signed up for the NENA e-mail list.
- 9. A member unable to attend a meeting with a scheduled election or other vote may communicate the member's vote in writing prior to the meeting or sign and date a proxy authorizing another NENA member to vote in his/her stead on questions that appear on the meeting agenda. The proxy shall be documented in the minutes of the meeting.

ARTICLE IX AMENDMENTS TO BYLAWS

- 1. Any member of NENA may propose a change to the bylaws. All changes must be presented to an Officer for notice and inclusion at the next regularly scheduled meeting, special meeting, or via online vote.
- 2. Amendments and changes to the bylaws may be adopted during any regular or special meeting, or via online voting, when there is a quorum of 45 members. Amendments and changes require a two-thirds (2/3) vote of the participating members.

ARTICLE X DUES

1. In lieu of membership dues, NENA members will be encouraged to make a donation at the time of the bi-annual meetings to provide NENA with the funds necessary to carry on the business of the group (for example, cost of printing the newsletter and other miscellaneous expenses).
2. Private donations may be given or mailed to the Treasurer, or electronically transferred to the NENA bank account.
3. Duties of the Treasurer shall include the collection of donations. The Treasurer may request assistance with this responsibility in the event of a known absence.

Exhibit:

Geographic Boundaries of the Northeast Neighborhood Association

