

**ADOPTED ON MARCH 25, 2008**

**ARTICLE VIII, SECTION 8 AMENDED ON JUNE 24, 2008**

**ARTICLE VIII, SECTIONS 1, 4 AND 8 AMENDED ON MARCH 23, 2017**

**NENA (Northeast Neighborhood Association) BYLAWS**

**ARTICLE I                      ORGANIZATION**

1. The name shall be the Northeast Neighborhood Association (NENA), herein referred to as the NENA.
2. The NENA administrative fiscal year will begin January 1st of each year.
3. Officers must live within the boundaries of the 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, sex, 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 the 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 to the east, North Grand Avenue to the west, East Mendenhall Street to the south, and North Oak Street to the north (see attached map).

## **ARTICLE IV            MEMBERSHIP**

Membership in the NENA is open to all residents, homeowners, 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—during the months of March or April, and September or October—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 the 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 the NENA to adequately notify the members.

## **ARTICLE VI            LEADERSHIP STRUCTURE**

1. The 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 the NENA.
2. The President is the primary contact for the NENA. In the event the President is unavailable, the Vice President shall be the primary contact for the NENA, followed by the Secretary and then the Treasurer. All Officers are subject to ARTICLE VIII 5 prior to making decisions on behalf of the 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 make 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 the 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 the NENA. Committees will be created at the bi-annual meetings as the need arises.
2. Committees shall summarize activities and accomplishments in an oral report at official meetings of the NENA, and these reports shall be entered into the minutes.
3. Committees are not permitted to speak on behalf of the NENA without vote and approval at a regular or special meeting of the NENA. [See ARTICLE VIII 5.]

## **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 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. 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.
2. Any elected Officer may be removed from office for good cause, including misrepresenting the 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 no less than ten (10) days prior to the meeting.
3. Upon Officer resignation or removal the following method shall be used to fill the vacancy:
  - a. Nominations shall be requested at the impeachment hearing and/or the next regularly scheduled or special meeting in the case of a resignation.
  - 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 by a paper ballot by attendees; the results shall be reported to the group; majority vote wins; and a quorum is not required. An Officer shall count the votes.
  - d. Newly elected Officer shall serve the remainder of the term for which is being filled.
4. 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 during the period required by paragraph 8 below.

5. Any time the NENA takes a position on behalf of the NENA before the City, County, Developer, or the like, that position must be voted on by the members of the NENA. The vote can be held at either a regularly scheduled or special meeting. A quorum must be reached when the NENA takes a position on behalf of the NENA.
6. When there is an election or vote, notification shall be made to the NENA members no fewer than ten (10) days prior to a regularly scheduled or special meeting.
7. A member unable to attend a meeting with a scheduled election or other vote may sign and date a proxy authorization listing another NENA member to vote in his/her stead on questions that appear clearly on the meeting agenda. The voter shall give the proxy instructions prior to the meeting on how the proxy shall vote on the issues to be considered. The proxy will be fully documented in the minutes of the meeting.
8. A member unable to attend a meeting with a scheduled vote may vote online up to one week prior to the day the meeting is held. In order for an online vote to be valid the NENA member must include their name and NENA residential/business address with their vote. The motion/election notice will be posted online in accordance with paragraph 6. The motion/election will be discussed and voted on at the meeting, and the results of the online votes will be announced at the same time the votes are counted at the meeting.

## **ARTICLE IX            AMENDMENTS TO BYLAWS**

1. Any member of the 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 or special meeting.
2. Any request for changes to the bylaws will be included on the agenda for the next regularly scheduled or special meeting. Notification shall be made to the NENA members no fewer than ten (10) days prior to a regularly scheduled or special meeting.
3. Amendments and changes to the bylaws may be adopted during any regular meeting following a two-thirds (2/3) vote of the quorum.

## **ARTICLE X            DUES**

1. In lieu of membership dues, the NENA members will be encouraged to make a donation at the time of the bi-annual meetings to provide the 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.
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.