

# BYLAWS OF CEDAR-ISLES-DEAN NEIGHBORHOOD ASSOCIATION

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# **BYLAWS OF CEDAR-ISLES-DEAN NEIGHBORHOOD ASSOCIATION**

*Revised May 13, 2015*

## **ARTICLE I: PURPOSE**

The Cedar-Isles-Dean Neighborhood Association (henceforth identified as CIDNA) is a neighborhood organization organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code and, within such exclusive limitations, for the specific purpose of promoting cooperation among its members; insuring its members a voice in civic affairs affecting the community (however, CIDNA shall not endorse any candidate for public office); developing a sense of individual involvement in the community; maintaining and improving the physical, social and cultural environment of the neighborhood; acting as a contact between the neighborhood and other agencies (such as City, County and State agencies); reviewing, studying and making recommendations regarding issues of concern affecting the neighborhood and area, both directly and indirectly. CIDNA shall be nonpartisan, advisory and educational in nature.

Notwithstanding any language in these Bylaws to the contrary, no substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office; and further, that the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by a corporation to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

## **ARTICLE II: AREA**

The area of the Cedar-Isles-Dean Neighborhood, for the purposes of the Articles of Incorporation and these Bylaws, shall be defined as that part of the City of Minneapolis bounded by Lake Street on the south; France Avenue between Lake Street and West 24th Street on the west (portions comprising the border of Minneapolis & St. Louis Park). The northern and eastern borders are formed by a line drawn as follows: starting at West 24th Street (at the St. Louis Park border) thence east across Cedar Lake to the Burnham Bridge (that crosses the railroad tracks) thence south along the tracks to the Kenilworth Lagoon; thence east along southern shore of the Lagoon into Lake of The Isles continuing east to the channel between Lake Calhoun and Lake of the Isles and thence south to Lake Street.

*(Click to see Attachment A): [CIDNA Area Base Map](#)*

## **ARTICLE III: MEMBERS**

Members with voting rights are: (1) any individual of legal age who is a resident of the Cedar-Isles-Dean Neighborhood as defined by Article II of these Bylaws, and who at a meeting of the Association can produce upon request a Minnesota driver's license, Minnesota identification card, or some form of residency verification that indicates the individual resides within the neighborhood; or (2) any one representative of a commercial/rental property or business owned or operated within the neighborhood, and who at a meeting of the Association can produce upon request proof of representation of such a business or commercial/rental property. An individual who meets either of these Membership criteria but lacks the required documentation may vote at a meeting of the Association if a Member who has the required documentation vouches for the individual. There are no dues for membership.

## **ARTICLE IV: MEETINGS OF THE MEMBERS**

**Section 1: Annual Meetings:** The annual general meeting of the Members of CIDNA shall be held during the month of April or May at a time and place prescribed by the Board of Directors by written, and/or email or website (henceforth identified as electronic), and/or local publications notice to all addresses within the boundaries of the neighborhood as described in Article II, no less than 10 days prior to such meeting. At such time reports of the activities of the organization shall be presented by the officers to the Members, directors shall be elected and other membership business transacted.

**Section 2: Special Meetings:** A special general meeting of the Members of the Association may be convened by the Board upon no less than 10 days prior written, and/or electronic, and/or local publications notice to Members of the Association. Twenty-five (25) of the Members of the Association may require the Board of Directors to call a duly organized special membership meeting.

**Section 3: Open Meetings:** All meetings shall be open to the public.

**Section 4: Procedure to Bring Business Before the Members:** All persons described in Article III as eligible to be Members of CIDNA, are entitled to bring business before the Members at any meeting. It is advised when timely, that a member of the Board of Directors of CIDNA be notified of the issue to have it placed on the agenda of the meeting. Individuals who are not eligible to be Members of CIDNA (as defined in Article III) must contact a CIDNA Board of Directors member and submit a request to be placed on the agenda of any general meeting. Requests to be placed on the agenda from non-eligible individuals or groups will be subject to review and approval by the CIDNA Board of Directors.

**Section 5: Notice:** Notice of any general meetings of the Members, including an agenda, shall be given in writing, and/or electronic, and/or local publications notification. Such notice will specify the time, place and purpose of the meeting. Notice of the Annual Meeting shall include notice that elections of directors shall occur at the meeting.

**Section 6: Quorum:** A quorum at any general meeting shall be defined as 25 members who are present and entitled to vote. *Robert's Rules of Order, Newly Revised* shall apply at all times during meetings.

**Section 7: Voting:** Passage of a motion or resolution shall require the vote of a majority of the Members present for the meeting unless otherwise required by law. All Members are entitled to vote; no Member may vote by proxy or cumulatively.

## **ARTICLE V: BOARD OF DIRECTORS**

**Section 1: General Powers:** The business and property of the organization shall be managed and controlled by its Board of Directors. The Directors may exercise all such powers and do all such things as may be exercised or done by the organization, subject to the provisions of the Articles of Incorporation, these Bylaws and all applicable laws. Directors shall receive no compensation for their services as Directors, but this shall not restrict the reimbursement, by resolution of the Board, for reasonable expenses incurred by a Director when he or she renders administrative, professional or other bona fide services to this organization in a capacity other than as a Director or member of this organization. Notwithstanding any provision of these Bylaws to the contrary, no part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

**Section 2: Number:** The board shall consist of fifteen (15) members.

**Section 3: Tenure:** All Directors shall serve for a term of one year beginning with the first Board meeting after the annual meeting.

### **Section 4: Qualifications:**

- a. Each Director shall be a Member of the Association.
- b. Every effort will be made to include board members who represent the variety of domiciles within CIDNA.

**Section 5: Selections:** All Directors shall be elected at the CIDNA annual meeting of the Members by majority vote. Candidates shall provide information as to name, address, phone number and area they reside in or will represent as a property/business owner.

**Section 6: Duties: Board Members shall:**

- a. Be available to attend and participate in regularly scheduled Board meetings, in keeping with attendance requirement in Article V, Section 8.
- b. Participate in a standing or ad hoc committee or initiative as sanctioned by the Board.

**Section 7: Vacancies:** Board seats which remain unfilled after the annual meeting may be filled during the term by approval of the Board. Notification of a meeting at which a vacancy will be filled shall be provided to the Members no less than 7 days in advance of meeting.

**Section 8: Removal of a Director:** Three (3) consecutive unexcused absences from duly called Board meetings shall be cause for removal by majority vote of the Board. Any Director may be removed from office, with or without cause, by a two-thirds (2/3) vote of the entire Board of Directors at a regular or special meeting of the Board called for that purpose, but with due notification of such action and the right to be heard thereon.

**Section 9: Resignation of a Director:** Any Director may resign at any time by giving written notice to the Board or to the Chair. The resignation shall take effect when it is delivered unless the written notice states otherwise.

**ARTICLE VI: MEETINGS OF THE BOARD OF DIRECTORS**

All meetings of the Board of Directors shall be open to the public except as permitted by law. The only circumstances when such meetings can be closed are when addressing a personnel matter, paid or volunteer, or legal matter.

**Section 1: Regular Meetings:** The Board of Directors shall hold regularly scheduled monthly meetings in the Cedar-Isles-Dean Neighborhood at a time and place fixed by resolution of the Board. The Board shall meet no less often than once during two consecutive calendar months.

**Section 2: Special Meetings:** Special meetings of the Board may be called by the Chairperson or by twenty-five percent (25%) of the Directors seated in office. Notice of special meetings shall be given at least twenty-four (24) hours in advance of the meeting by written, and/or electronic, and/or local publications notification. Special meetings of the Board shall be held in the Cedar-Isles-Dean Neighborhood and notice shall include time, place and agenda.

**Section 3: Notice:** Notice of regular meetings of the Board shall be distributed at least three (3) days prior to the meeting to all Directors and CIDNA members, along with a written agenda whenever possible. No notice shall be given more than thirty (30) days before any meeting of the Board.

**Section 4: Quorum:** Except as otherwise provided for by these Bylaws, a quorum for the transaction of business shall consist of one-half (1/2) of the members of the Board. If a quorum is not present, a majority of the Directors may adjourn the meeting from time to time without further notice. *Robert's Rules of Order, Newly Revised* shall apply at all times during meetings.

**Section 5: Voting:** Passage of a motion or resolution shall require a vote of a majority of the Board members present at the meeting, unless otherwise provided for in *Robert's Rules of Order, Newly Revised* or these Bylaws. Only current directors shall be allowed to vote at Board meetings.

Electronic voting: Approval of minutes of CIDNA Board meetings and Member meetings require a majority of affirmative votes from all current directors and may be voted on electronically by a reply-all response. Other matters that arise after a regularly scheduled Board meeting and that require a simple majority vote by the directors before the next Board meeting may be voted on electronically according to a policy adopted and periodically reviewed and, as deemed necessary, updated by the Board.

**Section 6: Procedure to Bring Business Before The Board:** Individuals or groups with issues to bring before the Board shall arrange to be on the agenda by contacting the Chairperson directly or by going through one of the Directors. Placement on the agenda will be granted dependent on time available and appropriateness of the topic to the neighborhood.

CIDNA complies with City of Minneapolis guidelines at this link regarding: [Neighborhood Organizations and Elections](#)

## **ARTICLE VII: OFFICERS OF THE BOARD**

**Section 1: Officers of The Board and Their Duties:** The officers of the corporation shall consist of the Chairperson of the Board, the Vice-Chairperson, the Secretary, the Treasurer, and such other officers as may from time to time be elected by the Board. No person shall hold two (2) offices at one time; however, the offices of Secretary and Treasurer may be combined if the Board so desires. Except as provided in these Bylaws, the Board of Directors shall fix the powers and duties of all officers.

**Section 2: Election, Term of Office and Qualifications:** The officers shall be elected by the Board from among its members at their first meeting following the annual CIDNA members meeting. The officers shall serve for one (1) year or until their successors shall have been elected or until their earlier resignation, removal from office or death.

**Section 3: Removal and Vacancies:** Any officer may be removed from office at any time by the vote of two-thirds (2/3) of the entire membership of the Board, with or without cause, but with due notification of such action and the right to be heard thereon. If there is a vacancy among the officers of the corporation by reason of death, resignation or otherwise, such vacancy shall be filled for the unexpired term by the Board at a regular meeting or a special meeting called for that purpose.

**Section 4: Chairperson:** The Chairperson shall have the power of general management of the business of the organization. The Chairperson shall preside or delegate such authority at all meetings of the Board of Directors. The Chairperson shall be the chief executive officer of the corporation and shall see that all orders and resolutions of the Board are carried into effect. The Chairperson shall be a member ex-officio of all committees. The Chairperson shall be considered "President" of the organization for the sole purpose of carrying out the duties of signatory agent and may execute documents on behalf of the organization under that title. The Chairperson shall be entitled to vote on all matters before the Board in the same manner as any other delegate to those bodies. In general, the Chairperson shall perform all duties usually incident to that office and such other duties as the Board may prescribe.

**Section 5: Vice-Chairperson:** The Vice-Chairperson shall have such powers and perform such duties as may be specified in these Bylaws or prescribed by the Board of Directors or by the Chairperson. In the event of absence or disability of the Chairperson, the Vice-Chairperson shall succeed to the Chairperson's power and duties.

**Section 6: Secretary:** The Secretary shall be secretary of the meetings of the Board of Directors and shall cause to record all proceedings of the meetings. CIDNA shall keep or cause to be kept complete financial and organizational documentation in accordance with all applicable laws. The Secretary shall give proper notice of meetings to Directors. The Secretary shall sign and execute such documents as may be necessary to the transaction of business by the corporation. The Secretary shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Chairperson.

**Section 7: Treasurer:** The Treasurer shall cause to be kept accurate accounts of all moneys of the organization received or disbursed and shall render to the Board of Directors or the Chairperson, whenever required, an account of the financial condition of the corporation and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Chairperson. The Treasurer is responsible for supervising the receipt, deposit and disbursement of the funds of the corporation in accordance with the policies established by the Board of Directors.

**Section 8: Responsibilities:** No officer shall in any way bind the organization to do or not to do any certain things unless expressly authorized to do so; and no such action

shall in any way be recognized by the organization unless expressly ratified or approved by the Board of Directors. Officers and Directors shall conduct themselves prudently, honestly and decently while representing the Board and CIDNA.

## **ARTICLE VIII: COMMITTEES**

All Committee Meetings shall be open to the public except as permitted by law and only for personnel and legal matters.

The Board of Directors may appoint such other committees and delegate to these committees such powers and responsibilities as it may from time to time deem appropriate. Any Member of the organization is eligible to serve on and participate in these committees. All actions taken by a committee shall be forwarded to the Board, which shall have the right to alter, accept or reject these actions. The Board may from time to time delegate to a committee the authority to act on behalf of the organization.

At the time that a committee is formed, the Board will identify the committee as either standing or temporary and shall identify the major purpose and tasks of that committee. Committees are subject at all times to the direction and control of the Board. One member of each committee shall be designated by the committee to be its Chair. Each Committee Chair must either be a director or be approved by the Board of Directors to serve as a Committee Chair. The board shall approve non-director Committee Chairs annually or as vacancies occur. All Committees shall have as a member at least one director. Members of Standing Committees shall be recruited from the Association Members.

## **ARTICLE IX: BOOKS AND RECORDS, FISCAL YEAR, OFFICES**

**Section 1: Documentation:** CIDNA shall keep or cause to be kept complete financial and organizational documentation in accordance with all applicable laws.

**Section 2: Fiscal Year:** The fiscal year of the corporation shall be from June 1 to May 31.

**Section 3: Principal Office:** The principal office of the organization shall be in the Cedar-Isles-Dean Neighborhood of the City of Minneapolis, Minnesota.

## **ARTICLE X: CONTRACTS, LOANS, CHECKS AND DEPOSITS**

**Section 1: Contracts:** The Board of Directors may authorize any officers(s) or agents(s) to enter into any contract or execute and deliver any instruments in the name of and on behalf of the Cedar-Isles-Dean Neighborhood Association, and such authority may be general or confined to specific instances.

**Section 2: Loans:** No loans shall be contracted on behalf of the Cedar-Isles-Dean Neighborhood Association and no evidence of indebtedness shall be issued in its name unless authorized by a resolution proposed by a two-thirds (2/3) majority vote of the Board.

**Section 3: Checks and Drafts:** All checks, drafts or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Cedar Isles-Dean Neighborhood Association shall be signed by such officer or officers, agent or agents of the organization and in such manner as shall from time to time be determined by resolution of the Board of Directors.

**Section 4: Deposits:** All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the Cedar-Isles-Dean Neighborhood Association in such banks, trust companies, other depositories or investments as the Board of Directors may select.

#### **ARTICLE XI: INDEMNIFICATION**

The organization, acting through its Board of Directors, or as otherwise provided in this Bylaw, shall as fully as may be permitted from time to time by the statutes and decisional law of the State of Minnesota or by any other applicable rules or principles of law, indemnify each officer of the organization against the expense of any action to which he/she was or is a party or is threatened to be made a party thereof by reason of the fact that he/she is or was an officer of the organization. Any provision in these Bylaws which would prevent such indemnification to the full extent permitted by law as it may from time to time be expanded by statute, decision of court or otherwise, shall be deemed amended to conform to such expanded right of indemnification without formal action by the Board of Directors.

#### **ARTICLE XII: AFFIRMATIVE ACTION**

No person shall be discriminated against by this organization in its hiring policies, delivery of services, or other business on the basis of race, color, creed, religion, ancestry, national origin, gender (including pregnancy), sexual orientation (including gender identity), disability, marital status, familial status, status with regard to public assistance, veteran's status, genetic information and age. Affirmative action is not mere passive nondiscrimination. It is action, including procedures, methods and practices, which will equalize opportunities relating to all means of participating in this organization's activities for members, staff and other community residents. This organization encourages people and other organizations to make recommendations about how this organization can act affirmatively to increase participation in the activities of the organization.

## **ARTICLE XIII: CONFLICT OF INTEREST**

A member who receives any direct or indirect financial benefit from, or serves on the Board of Directors of any organization, project or development that is being considered by the Cedar-Isles-Dean Neighborhood Association, or by any of the organization's task forces or committees, its Board of Directors, or membership, must declare known affiliations in writing and shall abstain from discussion and voting on any related issues. A conflict of interest shall be deemed to exist if that person is a member of the same immediate family (spouse, son, daughter, father, mother, brother or sister) of the beneficiary of any action of CIDNA.

## **ARTICLE XIV: CONFLICT RESOLUTION**

Any person with a grievance relating to the operation or activities of CIDNA may present their case in writing directly to the CIDNA Board. The Board shall address the grievance at the next regularly scheduled meeting and by majority vote will decide if there is merit and propose specific solutions. The Board shall respond in writing, regarding a decision on the merit and proposed solution of the grievance, within thirty (30) days of the meeting at which the grievance was addressed.

## **ARTICLE XV: AMENDMENTS TO BYLAWS**

**Section 1: Amendment by the Members:** These Bylaws may be amended by the Members of the organization as follows: (A) The Board of Directors may propose an amendment to the Bylaws by resolution setting forth the proposed amendment and directing that it be submitted for adoption at a meeting of Members; or (B) Any five (5) Members may set forth a proposed amendment by petition by them subscribed, which petition shall be filed with the Secretary of the corporation. Notice of the meeting of the Members stating the purpose including the proposed amendment shall be given in writing, and/or electronic, and/or local publications notification. If notice required by this clause has been given and quorum present, the proposed amendment may be adopted at any meeting of the Members by a two-thirds (2/3) vote of those present and voting.

**Section 2: Amendment by the Board of Directors:** These Bylaws may be amended by the Board of Directors of CIDNA as follows: (A) The Members of CIDNA may, by a majority vote of the Members voting at a meeting duly called for the purpose, authorize the Board of Directors, subject to clause (c), to exercise from time to time the power of amendment of these Bylaws in the manner prescribed in clause (b). (B) When Members have authorized the Board of Directors under clause (a) to amend these Bylaws, the Board of Directors, by a two-thirds (2/3) vote of the Directors who are present and entitled to vote on the proposed amendment, may amend these Bylaws at any meeting of the Board. Notice of the meeting and of the proposed amendment shall be given five (5) days in advance of such meeting. (C) The Members, by a majority vote

of the Members present and voting at a meeting duly called for the purpose, may prospectively revoke the authority of the Board to exercise the power of the Members to amend these Bylaws.

**ARTICLE XVI: Dissolution**

In the event of the dissolution of Cedar Isles Dean Neighborhood Association, Inc., the process will comply with Dissolution guidelines in the Minnesota Statutes, Chapter 317A, and applicable Federal laws.

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*Revised, submitted to, and approved by the Members on May 13, 2015.*

(Includes 12-09-2016 corrections to approved content.)

# ATTACHMENT A: CIDNA Base Map

