ARTICLE I - Purpose

Section 1 - Name of Organization: The name of the organization shall be the Sample Neighborhood Association (SNA), hereafter referred to as SNA.
Section 2 - Purpose of SNA: The purposes for which SNA is organized are:

a. To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, the City of Kansas City, MO, other participating agencies, and other neighborhoods.
b. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
c. To perform all of the activities related to said purposes.
d. To be organized exclusively for educational, social and charitable purposes.
e. Nothing in these bylaws shall preclude an association from forming as a non-profit organization.

ARTICLE II - Membership

Section 1 - Membership Qualifications: Membership in SNA shall be open to any person who lives on or owns any real property, or any legal entity who operates a place of business or institution, within the recognized boundaries of the SNA, any person meeting this criteria shall be considered a member of the SNA.
Section 2 – Definition of Active Membership: An active member is defined as one who has attended at least one general or special meeting within the last calendar year.
Section 3 - Membership Voting: All residents, property owners, or businesses located with SNA boundaries shall have one vote per member household, property, or business entity, each to be cast during attendance at any general or special meeting. One representative from each government agency or nonprofit organization located within SNA boundaries shall have the same privilege as the residents listed above.

ARTICLE III - Dues

Section 1 – Membership Fees: Charging of dues or membership fees shall be prohibited; however, voluntary contributions and fundraising activities are encouraged.

ARTICLE IV - Membership Meetings

Section 1 - General Membership Meetings: There shall be at least two general membership meetings yearly. The meetings shall be convened in the fall and spring and upon any day decided by the majority vote of the neighborhood officers. Notification for all general meetings shall require fourteen (14) days advance written, E-mail, or telephone notice to all active members of SNA and public notice. Reasonable attempt to notify all SNA members through public notice or any other methods deemed reasonable by SNA shall be made prior to meetings at least seven (7) days in advance.
Section 2 - Special Membership Meetings: the chairperson may call Special meetings of the membership or the vice chair in the chair's absence as deemed necessary. Reasonable attempt to notify all SNA members through public notice or any other methods deemed reasonable by SNA shall be made prior to meetings at least seven (7) days in advance.
Section 3 - Agenda: The chairperson shall prepare the agenda for general and special meetings of the membership. Any member of SNA may make a motion to add an item to the general or special agendas at those respective meetings. Adoption of that motion requires a second and majority vote. Any non-member may request to add an item to the agenda by submitting the item in writing to the SNA officers at least seven (7) days in advance of the membership meetings. The chairperson shall place an item on the agenda only if the majority of the officers agree to do so.
Section 4 - Quorum: A quorum for any general or special meeting of SNA shall be a minimum of ten percent (10%) members in attendance. Unless otherwise specified in these bylaws, decision of SNA shall be made by a majority vote of those members present at any meeting.

Section 5 - Participation: Any general, special, officer or committee meeting is open to any person to observe. However, only members may participate in discussion and are entitled to vote. Non-members may participate in discussion if an item from a non-member has been placed on the agenda per the requirements of Section 3, Article IV. The presiding officer may regulate the order and length of appearances and limit appearances to relevant points. All actions or recommendations of the general or special meetings shall be recorded in the minutes, including minority reports. The SNA shall notify the City of any recommendations contained therein.
Section 6 - Procedures: The SNA shall follow Robert's Rules of Order (Revised) in all areas not covered by the bylaws.

ARTICLE V - Neighborhood Officers

Section 1 - Number of Neighborhood Officers: The Neighborhood Officers shall determine the exact number of officer positions annually. There shall be at least three (3) officers and the SNA may add additional officers as needed.
Section 2 - Terms of Office: Each officer shall hold office for a term of one (1) year for which he/she is elected or appointed and until his/her successor has been elected or appointed to take office. The association will identify the date for annual election of officers in Article V, Section 5.
Section 3 - Eligibility for Officer Service: Only persons eligible for SNA membership shall be qualified to hold an elected or appointed position.
Section 4 - Duties of Officers: the officers shall manage the affairs of SNA in the interim between general meetings. The officers shall

a. be accountable to the membership;
b. shall seek the views of all affected by any proposed policies or actions before adopting any recommendation on behalf of SNA;
c. and shall strictly comply with these bylaws.

Section 5 - Election of Officers: Officer members shall be elected annually by a vote of the membership at its spring meeting. The names of all candidates for the officer slate shall be placed in nomination. Secret written ballots shall be used for voting for officers. Election requires a majority vote of the membership present.
Section 6 - Officer Vacancies: The officers may fill any vacancy on the SNA or committee by majority vote of the officers in cases involving absences by an officer or committee member from three (3) consecutive meetings, or if a position is vacated for any reason. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.
Section 7 - Duties of Officers:

a. Chairperson: The chairperson shall prepare the agenda and preside at all meetings of the officers and membership; shall appoint members of committees, who are not elected, with a majority approval of the officers, except for members of the Grievance Committee. The Chairperson shall make all necessary reports to the Neighborhood & Community Services Department or delegate this task to the Secretary/Treasurer. Upon leaving office, the Chairperson shall serve in an advisory capacity to the current officers for a period of one year.
b. Vice Chairperson: The first alternate shall assist the Chairperson; in the Chairperson's absence shall function as Acting Chairperson.
c. Secretary/Treasurer: The Secretary/Treasurer shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence of SNA; shall make records of SNA available for inspection at any reasonable time. The Secretary/Treasurer shall also be held accountable for all funds and shall give an accounting at each general meeting; shall receive, safekeep and disburse SNA funds, but such disbursement shall require the signature of the Chairperson. This position may be divided into separate Secretary and Treasurer functions if the SNA so desires.
d. Committee Chairpersons: The SNA may establish additional committee chairpersons to serve with the officers as necessary.

Section 8 - Officer Meetings: The officers shall meet at least fourteen (14) days prior to any general or meeting and at any other time the chairperson may designate. These meetings shall be open session; however, only officers shall be entitled to vote. A majority of the officers shall constitute a quorum for officer meetings; decisions shall be made by majority vote. The officers shall be notified of said meetings in writing, by E-mail or by telephone in advance. A majority of officers, by signed petition, may call an officer, general or special meeting.
Section 9 - Emergency Powers of the Officers: In such cases where the officers are required to provide neighborhood response before a question can be presented to the membership, the officers must indicate to the questioner that this is the case. They shall then present the action taken at a special or general meeting within fourteen (14) days, or within a lesser time for ratification by the membership where circumstances dictate.
Section 10 - Resignation and Removal: Any Officer member may be removed from office by an affirmative vote of two thirds of the members of the association present at a meeting, the notice of which shall have specified the proposed removal. In addition, Officer members failing to attend three (3) consecutive meetings shall be automatically deemed to have resigned.

ARTICLE VI - Committees:

Section 1 – Definition of Committee: The officers shall establish both standing and ad hoc committees, as they deem necessary. Committees shall make recommendations to the officers for officer actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the officers.
Section 2 – Grievance Committee: The Grievance Committee is a special case, outlined in Article VIII.

ARTICLE VII - Conflict of Interest

Section 1 - Definition: A conflict of interest exists for an officer whenever the officer holds a personal financial interest which will be impacted by the action or inaction by SNA on a proposal before the membership or officers. A personal financial interest shall include a financial interest held by the officer and/or by members of their immediate family. A personal financial interest includes an ownership interest above 5% of a business, which will be impacted by the decision of SNA. Examples of personal financial interest would include but not be limited to:

1. Employment by SNA;
2. ownership of property the use or control of which is being considered by SNA;
3. plans to purchase property the use or control of which is under discussion by SNA,

Section 2 - Declaring the Conflict of Interest: Whenever an officer determines that they have a conflict of interest relating to an item under discussion, they must inform the body (membership or officers) hearing the proposal that the conflict of interest exists.
Section 3 - Abstention from Voting: Officers shall not vote on matters in which they have a conflict of interest.

ARTICLE VIII - Grievance Procedures

Section 1 - Eligibility: A person or group adversely affected by a decision or policy of SNA may submit in writing a complaint to any member of the Grievance Committee.
Section 2 - Complaint Receipt: Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will, in writing, within thirty (30) days, recommend a resolution of the grievance to the officers.
Section 3 - Final Resolution: The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, officers and membership within fourteen (14) days. If the committee, officers and petitioner cannot reach agreement, attempts shall be made to resolve the complaint through mediation. If these attempts are not successful, final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

ARTICLE IX – Indemnification

Section 1 – Indemnification of officers in the course of their duties: SNA shall indemnify an officer who may be party to a proceeding, as a result of the individual being or having been an officer, to the fullest extent provided by the laws of the State of Missouri now in effect or later amended.

ARTICLE X - Procedure for Consideration of Proposals

Section 1 - Submission of Proposals: Any person, group, which is not a member of the SNA, may propose in writing items for consideration and/or recommendation to the SNA chair. The officers shall decide whether the proposed items shall be heard by the SNA and, if so, which meeting is most appropriate for the item to be heard.
Section 2 – Procedure: Any SNA member or City Department may notify in writing items for consideration and/or recommendation to the SNA chair. The SNA chair shall then schedule the item at a meeting that is mutually acceptable to the officers and the proposer.
Section 3 - Notification: The proposer and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) days in advance by telephone, E-mail, or mail and also by public notice.
Section 4 - Attendance: The proposer may attend this meeting to make a presentation and answer questions concerning the proposal.
Section 5 – Obtaining SNA Meeting Minutes: SNA minutes shall be available to the public and a copy of the SNA minutes may be requested from the Secretary/Treasurer in writing with ten (10) days advance notice by the proposer or members directly affected by such proposals.

ARTICLE XI - Boundaries

Section 1 – SNA Boundaries: Boundaries of SNA shall be defined as:

Beginning at the _____ in the North,
Beginning at the _____ in the West,
Ending at the _____ in the South,
Ending at the _____ in the East.

Section 2 - Boundary Amendments: Boundaries of the SNA shall be reviewed if the SNA membership exceeds 6000, or upon request by the SNA or adjacent neighborhoods to the Neighborhood Association Office. If the boundaries need to be amended, the Neighborhood & Community Services Department of the City of Kansas City, MO shall work with the SNA and other requesting parties to establish revised boundaries. The revised boundaries shall be voted on and adopted with a majority vote of the members in attendance at a SNA meeting called and announced for that purpose, subject to NCSD Approval.

ARTICLE XII - Public Meetings / Public Records Requirement:

SNA shall abide by all Missouri statutes relative to public meetings and public records. Official action(s) taken by SNA must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of discussion, including all dissenting views, should be transmitted along with any recommendation made by SNA to the City as required by NCSD policy.

ARTICLE XIII - Non-Discrimination

Section 1 – Statement of Intent: SNA shall afford equal opportunities for participation in the Neighborhood Association to all persons who meet the membership qualifications regardless of race, color, religion, sex, age, handicap, familial status, or national origin.

ARTICLE XIV - Adoption and Amendment of Bylaws:

Section 1 – Amendments: All amendments to these bylaws must be proposed in writing and submitted to the SNA chair, who will then distribute copies of the proposed amendment(s) to active members at least thirty (30) days before voting on their adoption. Reasonable attempts to notify all SNA members of the proposed amendment(s) through public notice or any other methods deemed reasonable by the SNA shall be made at least ten (10) days prior to voting. This notice shall specify the date, time, and place for the meeting to consider of the proposed amendment(s).

Section 2 – Ratification: Ratification these bylaws and amendments to these bylaws shall require a two-thirds (2/3) vote by the members present at a general meeting or meeting called for that purpose. Any changes to these bylaws shall be reported to NCSD along with an updated copy of the newly valid set of bylaws.