

**Bylaws  
for  
Prairie Hills Neighborhood Association**

**Article I. Name and Boundaries**

**I.A. Name**

The formal name of this organization is the “Prairie Hills Neighborhood Association” abbreviated as PHNA.

**I.B. Boundaries**

The Prairie Hills Neighborhood is bordered by Hammersley Road to the North, McKenna Boulevard to the West, Prairie and Loreen Roads to the East, and Putnam Road to the South. There are about 1,100 households in the area.

**I.C. Areas**

The Neighborhood shall be divided into Areas. The number of Areas and their boundaries may be revised by the Executive Committee as needs dictate. Initially, there shall be four Areas:

Area 1 - bounded by Putnam Road to the south, McKenna Boulevard to the west, Pilgrim Road to the north, and Prairie Road to the east.

Area 2 - bounded by Pilgrim Road to the south, McKenna Boulevard to the west, Raymond Road to the north, and Prairie Road to the east.

Area 3 - bounded by Raymond Road to the south, McKenna Boulevard to the west, Jacobs Way to the north, and Prairie Road to the east.

Area 4 - bounded by Jacobs Way to the south, McKenna Boulevard to the west, Hammersley Road to the north, and Loreen Drive/Prairie Road to the east.

Each Area shall have one Area Representative, appointed by the Executive Committee.

**Article II. Purpose**

The purpose of the Prairie Hills Neighborhood Association is to provide the quality of life desired by its citizens by building relationships among neighbors, promoting group activities, addressing neighborhood issues and providing a liaison with city officials.

**Article III. Organizational Structure**

**III.A. Overview**

The structure of the Prairie Hills Neighborhood Association shall be:

1. Executive Committee

2. Board of Directors
3. Area Representatives
4. Block Captains
5. Committees
6. General Membership.

The specific Duties and Responsibilities of all organization positions are detailed in PHNA Bylaws, Section IV.

### **III.B. Executive Committee**

The Executive Committee consists of the four PHNA Officers -- President, Vice-President, Secretary and Treasurer;

### **III.C. Board of Directors**

The Board of Directors consists of the Executive Committee plus the Area Representatives;

### **III.D. Area Representatives**

Area Representatives shall be appointed by the Executive Committee and shall live within the boundaries of the area they represent.

### **III.E. Block Captains**

Block Captains shall be recruited by Area Representatives and may be responsible to serve one or more blocks.

### **III.F. Committees**

#### **III.F.1. Standing Committees**

The PHNA shall have three designated standing committees:

1. Neighborhood Watch
2. Events
3. Communications

#### **III.F.2. Ad hoc Committees**

Ad hoc committees may be appointed by the President as the need arises.

## **Article IV: Duties and Responsibilities**

### **IV.A. Executive Committee**

The Executive Committee shall determine Area boundaries and appoint Area Representatives and perform such other functions as the Board of Directors may determine.

#### **IV.A.1. President**

The President shall:

1. Preside at all meetings of the Board, Executive Committee and General Membership.
2. Represent the Association in all matters of general interest to its members or appoint a designee to do so.
3. Supervise the general activities of the organization.

4. Appoint, with the Executive Committee's approval, all Committee Chairpersons and Area Representatives.
5. Designate any ad hoc committees as appropriate.
6. Make interim appointments to fill any vacancies that develop on the Board during the year, subject to the approval of the Board.
7. Prepare the agenda for all meetings.
8. Be the primary spokesperson for the Association unless otherwise designated.
9. Disburse funds in the absence of the Treasurer.
10. Oversee Committee activities.

#### **IV.A.2. Vice President**

The Vice President shall:

1. Perform all duties of the President in the absence of that officer.
2. Be responsible for fund-raising activities.
3. Perform other duties as assigned by the President.

#### **IV.A.3. Secretary**

The Secretary shall:

1. Record the minutes for all Board and General Membership meetings and shall submit a copy for approval at the next meeting of the Board, at which time the minutes will be posted on the PHNA website.
2. Keep an historical archive of the Association and provide it to others as necessary.
3. Prepare correspondence for the Association as requested by the President.
4. Maintain a list of all Board Members, Advisory Positions, and Committee Chairpersons
5. Perform other duties as requested by the President.

#### **IV.A.4. Treasurer**

The Treasurer shall:

1. Maintain a record of all Association funds and make a financial report at each Board meeting.
2. Collect and record the annual dues received from the membership.
3. Be responsible for the deposit and disbursement of all Association funds.
4. Have ultimate responsibility for the accuracy and backup protection of the Membership Database.

#### **IV.B Board of Directors**

The Board of Directors shall be responsible for conducting the affairs of the PHNA.

1. Meetings of the Board of Directors shall be open to all residents living within the boundaries of the PHNA.
2. The Board of Directors has the duty to offer a forum to the residents at their meeting.
3. The Board will provide fair and open elections following the Bylaws guidelines set forth in Bylaws Section
4. The Board of Directors has the responsibility to periodically review the Bylaws and make changes as necessary according to the guidelines set in the Bylaws, Section X. Amendments.

#### **IV.C. Area Representatives**

Area Representatives shall:

1. Serve as coordinators between the Board of Directors and the Area they represent.
2. Select Block Captains for their Area
3. Direct the activities of Block Captains

#### **IV.D. Block Captains**

Block Captains are the basic building block of the PHNA's structure and therefore are essential to the mission of the organization. They represent the "face" of the Neighborhood Association and will be the most frequent contact of any resident of the neighborhood. They shall:

1. Be appointed by their local Area Representatives to assist him/her in their duties.
2. Assist their Area Representatives in delivering newsletters and collecting dues.
3. Act as a local "sounding board" for the issues and concerns of their neighbors and shall report these as appropriate to the Board.
4. Assist Area Representatives in welcoming new neighbors and ensure that the new residents are made aware of the PHNA.

#### **IV.E. Committees**

##### **IV.E.1. Basic Duties**

1. Each committee chairperson will have power to conduct committee business and appoint committee members within the structure established by the Board of Directors.
2. Each Committee will report to the Board of Directors as necessary.
3. When conducting activities, all committees will follow the budgetary guidelines established by the Board of Directors.
4. Items purchased by and considered to belong to the Association will be reported to the President to be included in the Association Inventory, including excess party goods and supplies.

##### **IV.E.2. Neighborhood Watch Committee**

The Neighborhood Watch Committee shall organize a Neighborhood Watch Program and coordinate it with the City of Madison's official program.

1. The Neighborhood Watch Committee will work with the local Police and other authorities to ensure that our program is appropriately managed and adequately coordinated.
2. Regular reports will be given to the Board of Directors highlighting recent occurrences and suggesting responses to challenges faced within the neighborhood.
3. The committee will provide safety and crime-prevention steps for inclusion in the PHNA newsletter and will promote awareness of Neighborhood Watch issues.

##### **IV.E.3. Events Committee**

The Events Committee shall plan and implement all special events for the General Membership. Events may include, but are not limited to, an annual garage sale, 4<sup>th</sup> of July parade, Halloween bonfire, trash clean-ups and socials in the parks.

#### **IV.E.4. Communications Committee**

The Communications Committee shall ensure that neighborhood residents are informed about issues and events. It oversees the positions of Webmaster and Newsletter Editor. The Committee:

1. Will provide updates as necessary to the PHNA Webmaster.
2. Shall publish a written newsletter as funds permit.
3. Shall share information via the PHNA's e-mail list.

#### **Section V. Elections and Appointments**

Officers, Area Representatives, Block Captains and Committee Members shall be dues-paying members that reside within the boundaries of PHNA.

Election of officers will be held in September each year.

#### **V.A. Officers**

Officers shall be elected by majority vote of the membership in attendance at the annual meeting. The President and Treasurer shall be elected in odd years; the Vice President and Secretary shall be elected in even years. The term of office shall be two years, with a beginning date of October 1. Members may be reelected without limit on the number of terms served. Should a vacancy occur, the Executive Board will choose a replacement to fill the vacancy for the remainder of the term.

#### **V.B. Area Representatives and Committee Chairs**

Area Representatives and Committee Chairs shall be appointed by the Executive Committee and may serve without regard to time limits. Failure to carry out the duties of the position will constitute cause for the Executive Committee to withdraw the appointment and refill the position.

#### **V.C. Block Captains**

Block Captains shall be appointed by the Area Representatives and may serve without regard to time limits. Failure to carry out the duties of the position will constitute cause for the Area Representative to withdraw the appointment and refill the position.

#### **Article VI. Membership**

Membership is open to anyone living or holding an interest inside the PHNA boundaries, including residents of condos, apartments or single-family homes, owners of businesses, members of places of worship, administrators of public schools, and other public entities. Voting is limited to dues-paying members that live within the boundaries of the Neighborhood.

#### **Article VII. Dues**

Dues shall be set by the Board of Directors. Membership shall be free to those who cannot afford the dues.

#### **Article VIII. Meetings**

**VIII.A.** The Executive Committee shall meet as needed.

**VIII.B.** The Board of Directors shall meet no less than quarterly.

**VIII.C.** At least one general membership meeting shall be held annually in September at which the election of officers shall occur.

**VIII.D.** All meetings shall be open to all interested members. Notification of meetings will be sent via email and posted on the website at least two weeks prior to the meeting date.

**Article IX. Decision Making**

**IX.A.** Decisions of the Executive Committee shall be made by majority vote of the quorum present. Quorum is at least two Officers.

**IX.B.** Decisions of the Board of Directors shall be made by majority vote of the quorum present. Quorum is at least two Officers and two Area Representatives.

**IX.C.** Decisions of the General membership shall be made by majority vote of the members in attendance.

**IX.D.** Voting may not be done by proxy.

**Article X. Amendments**

Amendments to these bylaws may be made by the Board of Directors and require a two-thirds majority vote of the quorum stated in Article IX.B.

END