

**CONSTITUTION  
OF  
THE OAKLAND DRIVE/WINCHELL NEIGHBORHOOD ASSOCIATION**



**Article I**

**Sec.1 Name**

This organization shall be known as The Oakland Drive/Winchell Neighborhood Association (ODWNA). In all of its relationships, this Association prohibits any discrimination on the basis of race, creed, gender, marital status, national origin, height, weight, religion, physical disability, gender identify, or sexual orientation as protected by law.

**Article II**

**Sec. 1 Statement of Purpose**

The purposes of this Association are to:

- A) Preserve and enhance the neighborhood living concept in the area contiguous to Oakland Drive and Winchell Avenue,
- B) Protect the natural beauty of the Association area, including: (1) Arcadia Creek, (2) Asylum Lake Preserve, to which the ODWNA appoints its representative to the Asylum Lake Policy and Management Council, (3) Kleinstuck Woods, (4) Parkdale Plat Parklands, and (5) Woods Lake.
- C) Encourage the beautification, physical well-being and neighborhood spirit of the Oakland Drive/Winchell Avenue residential area,
- D) Constructively assist the appropriate governmental organizations in the City and County of Kalamazoo,
- E) Provide a forum for open and frank discussion of differing points of view on neighborhood development,
- F) Provide for communication on matters of neighborhood interest to area residents.

**Article III**

**Sec.1 Membership Classes**

- A) **REGULAR Membership** shall be open to any resident of the Oakland Drive/Winchell Avenue Neighborhood.
- B) **VOTING Membership** shall only be open to any Regular Member who is current in their dues.
- C) **ASSOCIATE Membership** shall be open to any other persons contributing to the support of the purposes of the Association.
- D) **BUSINESS Membership** shall be open to any business entity located within the boundaries of the Oakland Drive/Winchell Neighborhood.

**Sec.2 Geographic Area**

The Oakland Drive/Winchell Avenue Neighborhood shall be defined as the area described with the following boundaries:

- A) The north boundary is the center line of Stadium Drive and Howard Street.
- B) The south boundary is the center line of Parkview Avenue.
- C) The west boundary is the center line of Drake Road.
- D) The east boundary is irregular but includes the properties adjoining the east side of Stearns Avenue, the majority of Kleinstuck Preserve, a portion of Chevy Chase Boulevard located north of the approximate west quarter of Pike's Pond, the approximate west quarter of Pike's Pond, and the area located west of a line drawn between the west quarter of Pike's Pond and the intersection of Whites Road and Parkview Avenue.

**Article IV**

**Sec.1 Dues and Fiscal Year**

- A) All Membership Class Dues will be reviewed and determined annually for the fiscal year by the Board of Directors. Any dues changes will take effect for Members when their current membership expires.
- B) The fiscal year of the Association shall be from October 1 through September 30.

## **Article V**

### **Sec.1 Elected Officers and Executive Committee**

A) The elected Officers of the Association shall consist of a President, Vice President, Secretary and Treasurer. Co-Presidents may function as President and Vice President.

B) The Executive Committee shall consist of the elected Officers and the Past President of the Association.

C) The Executive Committee shall conduct the matters of business of the Association and carry out routine functions of the Association and implement policies as directed by the Board of Directors.

### **Sec. 2 President**

It shall be the duties of the President or Co-Presidents to preside at all meetings and to perform all duties usually pertaining to the office of President. The duties shall include attendance at the All-Neighborhood Association and the pre-City Commission Meeting to report on behalf of ODWNA.

### **Sec. 3 Vice-President**

In the absence of the President or during the President's disability, the Vice-President shall perform all duties of the President.

### **Sec. 4 Secretary**

The Secretary shall keep the minutes of all proceedings. This person shall perform such other things as the office may require.

### **Sec. 5 Treasurer**

The Treasurer shall receive and safely keep all funds of the Association and pay out the same for duly authorized expenses of the Association. This person shall furnish a roster of Voting and Business Members to the Board. This person shall make at least an annual report of the assets, receipts and expenses of the Association.

### **Sec. 6 Election of Officers**

The Officers of the Association shall be elected in the manner prescribed in Article VIII of this Constitution.

### **Sec. 7 Term of Office**

The term of office for all Officers of the Association shall be two (2) years.

### **Sec. 8 Vacancies in Office**

If a vacancy should occur in any of the offices of the Association, the President shall appoint a person to fill the vacant office for the remainder of that term, subject to the advice and consent of the Board of Directors.

## **Article VI**

### **Sec. 1 Board of Directors**

A) A Board of Directors shall be established in the Association, to consist of:

- 1) Five (5) representatives of the Membership
- 2) Four (4) elected Officers
- 3) Past President

B) The Board of Directors shall be responsible for setting policy for the Association, and aiding the Executive Committee.

### **Sec. 4 Quorum**

A quorum for a Board meeting shall consist of at least five (5) members of the Board of Directors.

### **Sec. 5 Term of Office**

The members of the Board of Directors shall be elected for a three (3) year term.

### **Sec. 6 Vacancy on Board**

The President shall appoint members to fill all vacancies on the Board of Directors.

### **Sec. 7 Political Endorsements**

The Officers and/or Board of Directors, speaking for the Association, shall not endorse or denigrate any political candidates in municipal, state or national elections.

## **Article VII**

### **Sec. 1 Standing Committees**

A) Association Standing Committees shall be established as:

- 1) Nominating
- 2) Communications
- 3) Membership
- 4) Programs
- 5) Election

B) The President shall appoint, subject to the advice and consent of the Board of Directors, a Chairperson to head each of the Standing Committees. All Chairpersons shall be Voting Members of the Association.

### **Sec. 2 Temporary & Ad Hoc Committees**

Temporary and ad hoc committees may be created from time to time for such purposes as determined by the Board of Directors.

### **Sec. 3 Committee Size and Membership**

A) These shall be determined by the Chairperson of the committee, in consultation with the President.

B) Each Board Member shall be required to be a Chairperson, or serve on at least one (1) Standing or Ad Hoc Committee for their entire term of office.

## **Article VIII**

### **Sec. 1 Nominating Committee**

A) The Board shall appoint a Nominating Committee of not less than three (3) Regular Members no later than February.

B) The Nominating Committee shall meet as necessary to select candidates for election to all open Officer positions and to select candidates for all open positions on the Board of Directors.

- 1) The Nominating Committee shall work with the Communications Committee to inform the Association membership of Officer and Board of Director openings.

### **Sec. 2 Notification of Board and Officers**

The Nominating Committee shall report the nominees for Officers and/or Board Members to the Board of Directors no later than the April Board meeting.

### **Sec. 3 Notification of Members**

The Election Committee shall provide a list of nominees to the Communication Committee for distribution to all eligible Voting Members not less than two (2) weeks prior to the Annual Meeting.

### **Sec. 4 Election**

A) The election of Officers and Board Members shall be conducted by the Election Committee. The Election Committee shall provide an official ballot to the Communication Committee for distribution to Voting Members not less than two (2) weeks prior to the Annual Meeting. All ballots must be sealed and returned to the Association by the specified date to be considered valid.

B) Each household address where there is an eligible Voting Member shall be entitled to two (2) votes. No address shall be entitled to more than two (2) votes.

C) The Officers and Board Members elected shall assume office on the day following the Annual Meeting.

## **Article IX**

### **Sec. 1 Regular Meetings**

The Association shall have a minimum of two (2) Regular Meetings a year.

### **Sec. 2 Annual Meeting**

One of the Regular Meetings shall be designated as the Annual Meeting.

### **Sec. 3 Special Meetings**

Special Meetings may be called by the President or by the Board of Directors.

## **Article X**

### **Sec. 1 Parliamentary Authority**

Roberts Rules of Order Newly Revised (RONR) shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with this Constitution.

## **Article XI**

### **Sec. 1 Amendments**

A) Proposed amendments shall be approved by a two-thirds (2/3) vote of the Board of Directors. Voting Members shall be notified of approved proposed amendments.

1) Proposed amendments must be presented by written notification to the Voting Membership at least two (2) weeks prior to the vote.

B) Proposed amendments must be ratified by a two-thirds (2/3) vote of returned ballots of Voting Members to become valid. The Board of Directors shall be responsible for conducting the vote.

C) Ratified amendments will become effective immediately.