



Working Together for a Better Community

Boundaries: Schoolcraft, Greenfield, Fullerton, Southfield Service Drive

Bylaws

Amended June 3, 2023

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Article I: Name

The name of this neighborhood organization is the Schoolcraft Improvement Association (SIA). The area of activities is the community bounded by Schoolcraft Road, Greenfield Road, Fullerton Street, and Southfield Service Drive in Detroit Michigan.

Article II: Purpose

The purpose of SIA is to promote community control of efforts to preserve and enhance the physical environment and historical characteristics of the community, including homes, commercial buildings, vacant land, and parks.

Article III: Members

- A. Anyone who lives, works, attends an institution, or owns property in the SIA designated community stated in Article I can become a member after paying annual dues.
- B. Remit annual dues of \$15 per family at one address and \$30 per business/institution, all payable before January 1.
- C. The amount of the annual dues will be determined each year by the SIA Board of Directors (Board) and approved (voted) by the members at the October SIA meeting.

Article IV: Officers

Section 1-Board of Directors

- A. The SIA Officers on the Board are the President, Vice-President, Secretary, Treasurer, and Financial Secretary.
- B. The Board is responsible for:
 - 1. establishing policy, procedures, and programs;
 - 2. responsible for overseeing the daily business of SIA; and
 - 3. preparing the Agenda for the monthly membership meetings.
- C. Board Officers serve for two fiscal years.

Section 2-Board of Directors Officer Duties

A. President

The President:

- 1. presides at all Board and SIA meetings and activities;
- 2. has the power to appoint all committees, excluding the Nominating Committee and Audit Committee, which are nominated and voted by the members;
- 3. serves as the spokesperson for SIA;
- 4. sends SIA communications by email, U.S. mail, telephone, website, social media, and other platforms;
- 5. is the second signature on all checks written and withdrawals;
- 6. appoints members to Standing and Special Committees;
- 7. is the Ex-Officio Member on all committees except the Nominating Committee and Audit Committee; and
- 8. performs duties as necessary.

B. Vice-President

The Vice-President:

1. performs the duties of the President in the absence;
2. oversees SIA programs, committees, special committees, and subcommittees;
3. upon vacancy, succeeds to the Presidency;
4. is the Ex-Officio Member on all committees except the Nominating Committee and Audit Committee;
5. is a signatory on the bank account; and
6. performs duties as necessary.

C. Treasurer

The Treasurer:

1. has charge for depositing all the SIA funds within 5 days;
2. is the first signature on SIA checks;
3. pays bills and write checks in accordance proper documentation;
4. submits monthly reports of the bank statements at Board and membership meetings;
5. write checks of less than \$100, higher amounts are approved by the Board and members;
6. oversee all financial procedures; and
7. performs duties as necessary.

D. Secretary

The Secretary:

1. takes the Minutes at all Board and SIA member-meetings;
2. makes written copies and distribute at the next meeting or emailed to the members in advance of the meeting;
3. responsible for maintaining records in a form that is accessible and understandable by the membership; and
4. performs duties as necessary.

E. Financial Secretary

The Financial Secretary:

1. collects all funds and submits, with receipts, to the Treasurer for deposit, within five-days of receipt;
2. obtain a Receipt Book and give receipt to each member as documentation for paying dues or other funds; and
3. performs duties as necessary.

Section 3-Officer Terms and Qualifications

A. Board officers are elected for a term of two years, with terms beginning January 1 of the odd-year and ending December 31 in the even-year.

B. To be a candidate for an office, a member must:

1. reside in the SIA geographic area,
2. be 18 years of age, and
3. paid dues in full by the election date.

- C. At the September meeting, in the even-year, members elect a Nominating Committee of three to develop a slate of names for each office.
- D. At the October meeting, in the even-year, the Nominating Committee presents a slate with one name for each office.
- E. At the November meeting in the even-year, before the election, additional names can be taken from the floor.
- F. In all matters of voting, each member-household has one vote.
- G. A member-household must have paid dues in full to run for an office or vote at meetings.
- H. If there is a tie-vote for an office, a runoff election will occur immediately at the same meeting.
- I. If there is only one name for an office, a unanimous consent ballot can be processed for election.

Section 4-Board Resignations and Removals

- A. A current officer on the Board can present a resignation letter to the President, and it is accepted.
- B. A current officer on the Board can be removed after three consecutive unexcused absences from Board and/or membership meetings.
- C. A current officer on the Board can be removed by a 2/3-vote of the members for behavior inconsistent with the intent, spirit of the organization, or for neighborhood violations.
- D. If a vacancy occurs on the Board, the President can appoint a replacement to complete the vacancy's term of office with approval by a majority-vote of SIA.
- E. If the President resigns, the Vice-President ascends to that office for the remainder of the term of office.
- F. If there is a tie for an office, a runoff election will occur immediately at the meeting.
- G. If there is only one name for an office, a unanimous consent ballot can be processed for the election.

Section 5-Accounting

- A. The President, Vice-President, and Treasurer are the authorized signatures on the checking (debit) account. Two signatures are required on all checks.
- B. Checks reimbursed for \$100-\$299 need Board approval.
- C. Checks reimbursed for \$300 or more need membership-approval
- D. Applications for grants and loans need Board and membership-approval; and documented in the Minutes of those meetings.

Article V: Meetings

- A. SIA meetings are conducted on the third Thursday of each month at a location designated by the Board; or by an electronic platform accessible to all members.
- B. The quorum is 15 households for SIA and Special Meetings.

- C. The Board meets monthly prior to the SIA member-meetings, at a time, platform, and location designated by the Board.
- D. Special Board meetings may be called by two Board members with the President and Secretary present (or their substitutes) at the special meeting.
- E. Special SIA meetings may be called by three SIA households by contacting the President. The President and Secretary, or their substitutes, must be present at special meetings.
- F. There is no proxy or absentee voting at any meetings.
- G. In all matters of voting, each member-household has one vote.
- H. A member-household must have paid dues in full to run for office or vote at meetings.
- I. The Board cannot change any Motion approved by the members. However, if the Board believes that the best interest of the community will be served by delaying action, the Board may vote to Table the Motion or Reconsider the Motion, and report at the next membership meeting.

Article VI: Executive Board

- A. The Board is comprised of all the elected officers.
- B. The Board must not act contrary to the wishes of the members at or after the SIA meetings.

Article VII: Committees

- A. Budget Committee: Develop an annual budget to include maintenance and new activities for presentation and approval at the February meeting.
- B. Bylaws Committee: Amend these Bylaws, as needed.
- C. Fundraising Committee: Determine the type of activities to raise funds and the causes for SIA.
- D. Garden Committee: Annually determine what should be planted, when, who, and how. Develop a maintenance schedule for planting, grass-cutting, watering, weeding, and harvesting.
- E. Audit Committee: Annually receive the financial books from the Financial Secretary and Treasurer by February 1 to examine and verify the financial records within 30 days and report results to the Board and members.

Article VIII: Parliamentary Authority

All meetings will be conducted in accordance with the current edition of *Robert Rules of Order Newly Revised*.

Article IX: Amendments of Bylaws

- A. A copy of the Bylaws will be given to each member aged 18 and older.
- B. The official copy of the Bylaws will be retained by the Secretary.
- C. Proposed amendments to the Bylaws must be submitted in writing, with a rationale, to the President for review and processing.
- D. The Secretary will distribute proposed amendments for member comment, at least 20 days before the meeting to conduct the vote

- E. The meeting to discuss and/or vote on the proposed amendments will be emailed to members.
- F. These Bylaws can be amended by a 2/3-vote of the members at a properly called meeting with a quorum.
- G. The amendments to the Bylaws will have immediate implementation.

Article X: Dissolution

Upon the dissolution of SIA and after payment of all liabilities, the Board will dispose of the remaining assets that are qualified as a tax exempt under Section 501(c)(3) of the Internal Revenue Code to another 501(c)(3) organization agreed by the members.