

THE PINE HILLS NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE I

Purpose

It shall be the purpose of this Association to preserve and improve conditions that promote the Pine Hills Neighborhood as a viable place to reside, work and enjoy life by undertaking the following:

- A. Identify issues of interest and concern to the neighborhood;
- B. Encourage the free exchange of information and debate among residents by providing a forum for these issues;
- C. Form interest groups to arrive at decisions and recommended actions on these issues;
- D. Advocate with City, University, College, and other policymakers to advance the interests of the residents, businesses and not-for-profit institutions in the neighborhood;
- E. Foster growth and diversity to move the neighborhood forward in this century;
- F. Empower neighbors by providing meaningful leadership opportunities.
- G. Participate with other neighborhood associations in the activities of the Council of Albany Neighborhood Association ("CANA") and the Neighborhood Resource Center ("NRC").

Article II

Membership

There shall be three classes of membership: individuals, businesses and not-for-profit institutions in the area bounded on the East by North and South Lake Avenues, the West by Manning and South Manning Boulevards, the North by Washington Avenue and the South by Woodlawn, Bancker and Cortland Streets, except for the area represented by the New Albany

Neighborhood Association (NANA). Membership meetings will be held, at the discretion of the Board of Directors, at least quarterly.

Article III

Dues

Dues for membership in the Association shall be paid annually and shall be fixed by the Board of Directors of the Association. The Treasurer shall be responsible for the collection of all annual dues and certifying the list of members in good standing.

Article IV

Board of Directors

- A. The Board of Directors shall be members in good standing and shall consist of the following:
 - 1. the duly elected officers of the Association;
 - 2. representatives from each area described in Article VIII (Areas), who volunteer and are designated by the Board of Directors;
 - 3. the Association's Board-appointed representatives (3) to CANA;
 - 4. Chairs of the Association's Standing Committees; and
 - 5. the Past Presidents who are active members of the Association.
- B. Board members shall be elected to serve two year terms in October of each year.

Article V

Officers

- A. *Election of Officers:* Election of officers shall occur every two years at the October meeting by the Board of Directors.
- B. *Term of Office:* The President, Vice President, Secretary and Treasurer shall be elected to serve for a term of two years or until their successors are elected. In the event of the

inability of one of the officers to serve, the vacancy shall be filled for the unexpired term by the Board of Directors.

All officers shall be, and continue to be, paid up members in good standing who reside within the area described in Article II.

In no event shall any President serve more than two consecutive two-year terms. All terms shall commence on November 1 immediately following election in October by the Board of Directors.

C. *Duties of Officers:*

1. *President.* The President shall be the chief executive officer of the Association, chair of the Board of Directors, and shall preside at all meetings of the Board of Directors. S/he shall be responsible for the overall management of the affairs of the Association and shall see to it that all resolutions of the Board of Directors are carried into effect. With the approval of the Board of Directors, the President shall appoint the chair of all committees as hereinafter provided, and in addition to being a member and the presiding officer of the Executive Committee and the Board of Directors, shall be an ex-officio member of all committees.
2. *Vice President.* The Vice President shall assist in the performance of the President's duties and shall preside in the President's absence at meetings of the Association and at meetings of the Board of Directors and shall represent the President when requested at meetings or other functions.
3. *Secretary.* The Secretary shall keep a record of all Board meetings and maintain all other Association records..
4. *Treasurer.* The Treasurer shall be responsible for all funds, pay all bills, as directed by the President, and keep an accurate account of all money received and disbursed. Annually, at the October meeting, the Treasurer will present the financial statement (income v. expenses) for the current year.

Article VI

Powers and Duties of the Board of Directors

- A. The Board of Directors shall manage the affairs of the Association.
- B. The Board of Directors shall meet monthly, as practicable. Notice of any meeting of the Board of Directors shall be sent to the members of the Board by first class mail, e-mail or fax not less than ten (10) days prior to such meeting.

- C. Special meetings of the Board of Directors may be called by the President or a written request to the Secretary by at least one-third of the Directors. Notice of such special meeting shall be given by the Secretary at least 48 hours prior to the time set for the meeting.
- D. A majority of the Board of Directors shall constitute a quorum. A member must be present to vote on any question.

Article VII

Committees

- A. The President, with approval of the Board of Directors, shall appoint the chair of each of the standing committees.

The chairs of these committees shall be members of the Board of Directors but the other members of the committees need not be Directors. The chair of each committee (except the Executive Committee) will appoint the members of their committee.

The committees will coordinate with committees in other neighborhood associations, to the extent possible, under the auspices of CANA.

- B. The President, with the approval of the Board of Directors, shall have the power to appoint the chairs of such ad hoc committees and contact persons as shall from time to time be deemed advisable. (This would include contact persons for SUNY and CSR, as well as a CANA representative).
- C. *Executive Committee.* The Executive Committee shall consist of the officers of the Association, Past Presidents and up to two other members selected by the Board. It shall have the authority to exercise for and on behalf of the Board of the Association all powers of the Board of Directors to the extent permitted by law between the meetings of the Board of Directors.
- D. *Finance Committee.* The Finance Committee shall consist of the Treasurer of the Association as chair and shall also oversee the finances of this Association.
- E. *Membership Committee.* The Membership Committee shall encourage individuals, businesses and not-for-profit institutions within the geographic boundaries of the Association to join the Association. The Membership Committee shall be responsible for necessary and appropriate membership records and activities. In cooperation with the Treasurer, the Committee shall maintain an "official" membership list.

- F. *Nominating Committee.* The Nominating Committee shall present a slate of officers for election every other year and other candidates in the event of vacancies in any such office. The Committee shall consist of the Past Presidents of the Association and two (2) other members selected by the Board of Directors.

- G. *Communication Committee.* The Communications Committee shall prepare, and provide for the effective distribution of material, including the newsletter, and other means to inform neighborhood residents of appropriate events, activities or other matters which affect or are of interest to neighborhood residents. The Committee shall work to promote the neighborhood and to encourage participation of neighborhood residents in the activities of the association. The Newsletter editor, the web master and the Yahoo group coordinator shall be members.

- H. *Zoning and Code Enforcement Committee.* The Zoning and Code Enforcement Committee shall be responsible, in cooperation with the Communications Committee, for notifying neighborhood residents of matters which may come before the Board of Zoning Appeals, the Planning Board or similar government bodies, and where appropriate to coordinate a neighborhood response. The Committee shall work to develop means to inform neighborhood residents about the provisions of city ordinances and policies relating to neighborhood quality of life matters.

- I. *Public Safety Committee.* The Public Safety Committee shall coordinate, in cooperation with the Communications Committee, informing neighborhood residents with regard to incidents of crime, programs and law relating to public and neighborhood safety. The Committee shall coordinate communication and partnership with the Albany Police Department and other local law enforcement bodies.

Article VIII

Areas

The Board of Directors shall appoint two individuals as members of the Board to provide for fair and equitable representation from each area designated by these Bylaws within the Pine Hills neighborhood. These areas are based upon common concerns, identity and needs and the Board of Directors may annually in October consider any adjustments as may be necessary. Areas shall be defined and interpreted in general terms so as to encourage board participation by neighborhood residents. Individuals appointed as representatives shall live in a designated area or adjacent thereto but have significant ongoing interest or identification with that area. The Board of Directors may, in special circumstances, designate individuals from other areas of the neighborhood. All representatives shall live in or own a business located in the Pine Hills neighborhood and shall be members in good standing of the Association.

The Board may also designate persons in "sub" areas to maintain contact and communications with "unique" small areas which would not otherwise warrant their own district, e.g., Main Avenue across from St. Andrews and South Lake Avenue across from the park.

Neighborhood Areas/Districts:

1. South Manning Boulevard north to Western Avenue
Western Avenue east to South Allen Street
South Allen Street south to Cortland Street
Cortland Street west to South Manning Boulevard
2. Point of Western Avenue and Madison Avenue east to West Lawrence Street
West Lawrence Street north to Washington Avenue
Washington Avenue east to Partridge Street
Partridge Street south to Morris Street
Morris Street west to South Allen Street
South Allen Street north to the Point
3. Partridge Street at Washington Avenue east to North Lake Avenue
North Lake Avenue to Western Avenue
South Lake Avenue south to Madison Avenue
Madison Avenue east to Partridge Street
Partridge Street north to Washington Avenue
4. Madison Avenue at Partridge Street east to South Lake Avenue
South Lake Avenue south to Park Avenue
Park Avenue west to Partridge Street
Partridge Street north to Madison Avenue
5. Partridge Street at Woodlawn Avenue
Woodlawn Avenue east to South Lake Avenue
South Lake Avenue north to Park Avenue
Park Avenue west to Partridge Street
Partridge Street south to Woodlawn Avenue
6. Woodlawn Avenue at Partridge Street
Partridge Street north to Morris Street
Morris Street west to North Allen Street
North Allen Street to Cortland Street/Woodlawn Avenue

Article IX

Amendments

Proposed amendments to these Bylaws must be submitted in writing to the Secretary of the Association not less than ninety (90) days prior to the October meeting of the Board of Directors. At the October meeting, the proposed amendment(s) to the Bylaws shall be submitted for a vote of those in attendance. An affirmative vote of three-fourths (3/4) of the members in attendance and voting at that meeting shall be required for adoption.

Adopted, _____, 2006