

JEFFERSON AREA NEIGHBORHOOD ASSOCIATION  
REVISED BY-LAWS

15 NOVEMBER 2008

**ARTICLE I: NAME**

The name of the association is the Jefferson Area Neighborhood Association (JANA).

**ARTICLE: II. PURPOSE**

The purposes of the association are (a) to determine the issues that are important to the neighborhood, (b) to educate residents on issues in order to be proactive in dealing with problems and opportunities, (c) to work with the city commission, departments, and other organizations to achieve the objectives of the association, (d) to facilitate communication within the neighborhood and with other neighborhood associations and organizations, (e) to assist neighbors to work together for the good of one another and the neighborhood, and (f) to encourage historic preservation, building upgrades, landscape design and aesthetic enhancements.

**ARTICLE III: MISSION STATEMENT**

The mission of JANA is to preserve, protect and enhance our strong and diverse neighborhood located in the heart of the City of Fargo.

**ARTICLE IV: MEMBERSHIP**

Section 1. Membership in the association is open to people who live, own property, or conduct business within the neighborhood boundaries.

Section 2. JANA meetings are also open to those who live in the surrounding area and or have an interest in the organization.

Section 3. The official neighborhood boundaries are, on the north, Main Avenue; on the east, University Drive; on the south, 13<sup>th</sup> Avenue South; and on the west, 25<sup>th</sup> Street South. This area includes residences, Jefferson, Carl Ben Eielson and Agassiz Schools, several churches, numerous businesses, residential social agencies and Jefferson Park.

**ARTICLE V: FISCAL YEAR**

The fiscal year will extend from January 1 through December 31.

## **ARTICLE VI: OFFICERS AND BOARD OF DIRECTORS**

Section 1. The business affairs of the organization shall be managed by the board of directors consisting of up to seven members.

Section 2. The officers and directors are elected at the annual meeting from a slate prepared by the nominating committee. The elected officers will serve until the next election.

Section 3. Should there be a vacancy of President, the Vice-President will serve as interim President until such time that an official election will take place. For the immediate future, a committee consisting of the Vice-President, secretary and one board member will be convened. The committee will conduct a search for candidates to replace the outgoing President and will convene a special meeting to elect the new president.

Section 4. In the case of a vacancy in office other than that of the President, the vacancy will be filled by election at a subsequent regular board meeting of the association.

Section 5. Officers or directors may be removed by a majority board vote for cause, including violation of the by-laws or dereliction of duty providing that the member to be removed has been notified in writing of the proposed removal at least thirty days in advance.

Section 6. Grounds for Discharge:

- A. A failure to attend 3 consecutive board meetings without notification or explanation to the board
- B. Gross inefficiency that the individual has failed to correct with 30 days of written notice of proposed removal

## **ARTICLE VII: DUTIES OF THE OFFICERS**

Section 1. The duties of the President are to preside over all meetings of the board of directors and of the neighborhood association and to call special meetings.

Section 2. The duty of the Vice-President is to preside over meetings in the absence of the President and to succeed in the office of Presidency in the event of a vacancy in that position.

Section 3. The duties of the secretary are to keep accurate records of all meetings, to make them available, to keep a list of all members, and to assist in preparing any correspondence that may be needed by the association.

Section 4. The duties of the treasurer are to disburse funds as directed following regular or properly called meetings, to keep proper financial records, and to make regular reports of the association's financial status.

## **ARTICLE VIII: MEETINGS**

Section 1. The regular meeting of the board of directors will be held monthly on the third Tuesday of each month, excluding December, at 6:00 pm at Bethany Homes Conference Room; 201 University Drive South Fargo, North Dakota. All meetings of the organization are open to the public.

Section 2. The annual meeting will be held toward the end of the fiscal year convened for the purpose of electing officers for the upcoming year. The meeting will also be a regular meeting for the purpose of other business.

Section 3. Special meetings may be called by the President and the board of directors or by petition to the board by five (5) or more association members, provided that a written notice of the meeting has been made public in the local newspaper or by email to association members prior to the meeting date.

## **ARTICLE IX: COMMITTEES**

Section 1. Future standing committees may be titled: City Liaison, Information Coordination, Membership, Nominating, Public Relations, Special Events, and other temporary or permanent committees that may be formed to address the needs of the association.

Section 2. Committee Chairs will be selected and continue to serve by consensus of each committee's membership.

## **ARTICLE X: PROCEDURE**

Unless the board of directors adopts another procedure, all meetings of the association will be guided by Robert's Rules of Order.

## **ARTICLE XI: AMENDMENTS**

The association's by-laws may be amended or revised following review and approval at the annual meeting or a special meeting called for such purpose.