

Arden Park Neighborhood Association

Bylaws and Policies

About the Arden Park Neighborhood Association

The Arden Park neighborhood includes approximately 368 households, three churches, and at least one business within the City of Edina, Minnesota. The Arden Park Neighborhood Association was organized by residents of the Neighborhood at an open meeting on November 17, 2014. Notice of the meeting was mailed, by official post card, two weeks prior to the meeting to all properties within the Neighborhood. The purpose of the Arden Park Neighborhood Association and its governing structure are defined below in the association's Bylaws and Policies.

Arden Park Neighborhood Association Bylaws

The following Bylaws were adopted at an organized meeting held on November 17, 2014, and then edited at meetings of the Steering Committee held on January 8, 2015, February 13, 2015, and June 4, 2015.

ARTICLE 1 - NAME

The name of the association shall be the Arden Park Neighborhood Association ("APNA" or "Association".)

ARTICLE 2 - PURPOSE

The Association is a non-partisan organization created to foster a sense of community within the Neighborhood, to organize events and provide opportunities for Members to create or strengthen connections and relationships, and to provide an effective means of communication within the Neighborhood.

ARTICLE 3 – GEOGRAPHIC BOUNDARIES

The Arden Park neighborhood is geographically bound on the north by W. 50th Street, on the northeast by Halifax Avenue S. and W. 51st Street, on the east by France Avenue S., on the south by W. 54th Street, and on the west by Wooddale Avenue (the "Neighborhood".) The Neighborhood includes all or portions of various additions to Edina including Auditor's Subdivision No. 172, Brucewood, Country Club District Wooddale Section, Glenview Addition, South Harriet Park, South Harriet Park 2nd Addition, South Harriet Park Steiner Addition, and Stevens 1st Addition to Minneapolis (see map in Appendix A.)

ARTICLE 4 - MEMBERSHIP

Membership in the Association is voluntary, free, and open to all residents, property owners, and business owners within the Neighborhood who are at least 18 years old ("Members".)

Participation in Association events and activities is open to all Members; minor children of, or living with, Members; and friends of the Neighborhood interested in furthering the purpose of the Association.

ARTICLE 5 – STEERING COMMITTEE

The Association shall elect five (5) Members to be active participants of the Association (the “Steering Committee”.) The Steering Committee shall plan and conduct all Association meetings, take action between meetings on issues identified at the Annual Meeting, and act on time-sensitive matters with the agreement of a majority of its members. Steering Committee members shall serve, unpaid, for two (2) calendar years from their election at an Annual Meeting. Whenever possible, the Steering Committee shall attempt to stagger the terms of its members to ensure continuity within the committee.

The Steering Committee has the ability to establish and appoint any such additional committees it deems necessary to properly support the functions of the Association.

A Steering Committee member may be relieved of their duties by a majority vote of the Steering Committee or at a special meeting or Annual Meeting by a two-thirds vote of Members present and voting.

A Steering Committee member who misses three (3) consecutive Steering Committee meetings, without prior notice, will be deemed to have resigned from the Steering Committee.

A Steering Committee member who is no longer a Member must resign from the Steering Committee.

A Steering Committee member may resign from the committee by giving written notice to the committee.

In the event of a vacancy on the Steering Committee, the Steering Committee shall appoint another Member to the committee for the remainder of the vacated term.

ARTICLE 6 - MEETINGS

A meeting of the Association shall be held in September of each year (the “Annual Meeting.”) The date, time, and location of the meeting shall be determined by the Steering Committee and notice of the Annual Meeting shall be provided to Members, in accordance with Association Policies, at least two weeks prior to the meeting. The business of the Annual Meeting will be determined by the Steering Committee to include election of new Steering Committee members, discussion of Neighborhood concerns and issues, and planning of Neighborhood events.

General or special meetings may be called by the Steering Committee. Notice of these meetings shall be provided to Members, in accordance with Association Policies, at least two weeks prior to the meeting.

Steering Committee and/or other subcommittee meetings shall be held on dates, times, and places as determined by the respective committees.

The Steering Committee shall designate one of its members to keep minutes of its meetings, and all meetings of the Association, and shall make such minutes available to Members at the Annual Meeting or upon request.

ARTICLE 7- VOTING

All actions of the Association and the Steering Committee shall be decided by a majority vote of those Members present and voting. Voting by proxy is not allowed. However, in the case of a predefined issue, a Member's vote may be submitted on a written and signed statement that is brought to an Annual Meeting, special meeting, or general meeting by another Member. At least three (3) Members are required for a quorum.

Any property owned by a legal entity (i.e. other than in an individual(s) name) shall be limited to one vote for said property.

ARTICLE 8 – AMENDMENT OF BYLAWS

These Bylaws may be amended at an Annual Meeting of the Association by a two-thirds vote of those Members present and voting.

ARTICLE 9 – NONDISCRIMINATION

The Arden Park Neighborhood Association will not discriminate with regard to membership or participation and/or treatment of Members or non-members based on any factor including, but not limited to age, color, creed, disability, family status, gender, gender identity, marital status, national origin, parental status, political beliefs, political party, race, religion, sexual orientation, or socio-economic status.

Arden Park Neighborhood Association Policies

The following policies (“Policies”) were developed and approved by the APNA Steering Committee and may be amended, as necessary, by the APNA Steering Committee.

USE OF THE NAME

Neither the Arden Park Neighborhood Association name nor the APNA name may be used in connection with solicitation for donation, whether financial or in-kind, or be used in connection with another group, organization, or event without the prior approval of the Steering Committee.

FUNDS

The APNA will not charge membership dues.

The Steering Committee shall establish and maintain a deposit account in order to accept, hold, and dispense monetary donations. These funds, with the prior approval of the Steering Committee, may be used for furthering the purpose of the APNA. The Steering Committee shall appoint a Treasurer and a co-signor to administer these funds.

DIRECTORY

The Steering Committee shall maintain a list of APNA Members (“Directory”). Friends of the Neighborhood interested in furthering the purpose of the Association may request to be included in the Directory.

The Directory will include the names and street addresses of Members and friends of the Neighborhood who have requested to be included in the Directory. The Directory will also include phone numbers and/or email addresses for Members and friends who have given the Association permission to include these items.

The Directory shall be used exclusively for official APNA business and no Member, friend, or participant of the APNA shall give, trade, or sell the Directory, or any information contained therein, to any individual, group, organization, or entity.

CONFIDENTIALITY

Every effort shall be made to insure that contact information is NOT shared outside of the APNA without a Members’ express permission.

NOTICES

The Steering Committee shall provide notices of APNA meetings and events via email, flyers, posting on the APNA website (if one exists), and/or yard signs placed throughout the Neighborhood.

EMAIL

The Steering Committee shall appoint an email administrator to:

1. Maintain the APNA Member and participant email list,
2. Maintain the APNA email account,
3. Check the APNA email account at least once per week,
4. Respond to email inquiries and/or forward to appropriate person for response,
5. Write, compile, or otherwise prepare content for broadcast emails,
6. Distribute broadcast emails in accordance with all relevant APNA Policies and guidelines,
7. Seek Steering Committee approval for any email content about which the email administrator is uncertain, and
8. Record and honor requests to opt out of receiving broadcast emails.

The email administrator may send a broadcast email to the APNA Member and participant email list provided the email is regarding:

1. A meeting of the APNA,
2. An event sponsored or cosponsored by the APNA,
3. An event held in the Neighborhood that is open to all APNA Members and participants,
4. Notice of an event, action, or information regarding an issue related to the interests of the Neighborhood and civic in nature,
5. Public safety information sent to the APNA by the City of Edina or another governmental agency, or
6. News or information related to Steering Committee or subcommittee activities, including invitations to participate in surveys and/or provide feedback on specific issues related to the Neighborhood.

The following guidelines shall apply to all broadcast emails:

1. Broadcast emails will be sent to the APNA email account with BCC to Members and participants to protect privacy of all recipients,
2. Content should be timely; time-sensitive content should be emailed well enough in advance of the meeting or event in order to give recipients reasonable notice,
3. Content should not state an opinion or imply an endorsement that has not been expressly agreed to by the Steering Committee, and
4. Sending multiple emails over a short time period will be avoided; content will be collected, as much as possible, and sent in a single email.
5. Requests to opt-out of broadcast email messages will be recorded and honored.

The following general guidelines shall apply to the email system:

1. The APNA email address shall be ArdenParkNA@gmail.com,
2. A change of the APNA email address or email system requires prior approval of the Steering Committee,
3. The email administrator and at least one designated member of the Steering Committee shall have a current copy of the master email list,
4. The email administrator and at least one designated member of the Steering Committee shall have the password to the email system, and

5. The email list will be not be published, shared, or distributed, except in accordance with these Policies.

Emails to Steering Committee and/or subcommittee members will include the email addresses of all committee and/or subcommittee members to facilitate communication.

APNA FLYER DELIVERY

Flyers may be distributed, with the prior approval of the Steering Committee, to publicize APNA meetings, events, or other activities supported by the APNA.

Flyers shall be hand-delivered by APNA volunteers to every household, church, and business in the Neighborhood.

Flyers are not intended to be mailed. Flyers will not be addressed to recipients or otherwise be in mail-able condition.

Volunteers may not place flyers in mailboxes.

If a volunteer determines there is no place to leave a flyer at a household, that household may be skipped.

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and Policies and any special rules of order the APNA may adopt.

CONFLICT OF INTEREST

Members of the Steering Committee are responsible for administering the affairs of the Association prudently and honestly while using their best judgment, skill, and care for the sole benefit of the Association. Steering Committee members shall not use their role with the Association for personal gain or benefit. Any suspected or reported abuses shall be reviewed and, if necessary, acted upon by the Steering Committee.

FIDUCIARY RESPONSIBILITIES

Members of the Steering Committee should be personally committed to the purpose of the organization and willing to volunteer sufficient time and resources to help further the purpose of the organization and to fulfill their fiduciary responsibilities.

APPENDIX A

The Arden Park Neighborhood

