

# **WHITE OAKS NEIGHBORHOOD ASSOCIATION**

## **BYLAWS AND POLICIES**

### **About the White Oaks Neighborhood Association (“WONA” or “Association”)**

The White Oaks Neighborhood Association (“WONA”) represents approximately 185 Households within the greater White Oaks Neighborhood Boundary as identified by the City of Edina, Minnesota. WONA was organized by residents of the Neighborhood at its first open meeting on May 15, 2019. Notice of the meeting was mailed by official post card by the City of Edina one week prior to the meeting to all properties within the Neighborhood Boundary. The purpose of WONA and its governing structure are stated below in the Association’s Bylaws and Policies.

### **WONA BYLAWS**

The original draft of these Bylaws was adopted with residents’ input and recommended changes at WONA’s first open meeting held on May 15, 2019; and subsequently clarified with respect to these changes at a followup meeting of members of the organizing group held on May 21, 2019.

#### **Article 1 – Name**

The name of the Association shall be the White Oaks Neighborhood Association (“WONA” or “Association”).

#### **Article 2 – Purpose**

The WONA is a non-partisan organization created to foster community, connection and communication within the greater White Oaks Neighborhood Boundary as defined by the City of Edina. It endeavors to create opportunities for Members to strengthen relationships and provide effective communication channels within the Neighborhood and beyond including but not limited to surrounding neighborhoods, the 50th & France commercial district, and the City of Edina.

Furthermore, as a Neighborhood Association officially recognized by the City of Edina, WONA can expect to receive important benefits from the City including official communication from the City on significant neighborhood projects being discussed or proposed; public hearing notices; meetings requested by developers for neighborhood review; and other matters of neighborhood interest.

#### **Article 3 – Geographic Boundaries**

The White Oaks neighborhood, as determined by the City of Edina, is geographically bounded by the property lines indicated below. Numbers refer to property addresses. Please refer to the Neighborhood Map, Appendix A:

Starting at the Southwest corner of 4936, moving northward on the western property line to 4083. Southside of Sunnyside Road from 4083 to 4601. Moving eastward on the north property line including 4601, 4600, 4544, 4541 then southward including 4545. West of France from 4600 to 4854. Eastern border of 3923 moving westward on the south property line of 3923 to 4009. Moving southward on the east property line of 4909 to 4200.

#### **Article 4 – Membership**

Membership in WONA is voluntary, free, and open to all residents, property owners, and business owners within the WONA Boundary who are at least 18 years of age (“Members”). Participation in WONA events and activities is open to all Members; minor children of or living with Members; and friends of WONA 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 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 sub-committees it deems necessary to properly support the goals and functions of the Association.

Guiding practices of the Steering Committee include:

1. 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 quorum vote of Members present and voting. (Please refer to Article 7 - Voting)
2. 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.
3. A Steering Committee member who is no longer a Member must resign from the Steering Committee.
4. A Steering Committee member may resign from the committee by giving written notice to the committee.
5. 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**

The Annual Meeting of the Association shall be held in the fall of each year. 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 and Subcommittees shall designate a member to keep minutes for its respective meetings and shall make these 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 quorum vote of those Members (including Steering Committee and Members of the Association) who are present and voting. At least seven (7) Members are required for quorum. Voting by proxy is not allowed except 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. Voting online or by email may be considered in exceptional circumstances when an in-person meeting cannot be organized for time-sensitive matters.

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 majority quorum vote of Steering Committee members and any interested Members of the Association who are present and voting.

### **Article 9 – Nondiscrimination**

WONA will not discriminate with regard to membership or participation and/or treatment of Members or non-members based on any factor including race, color, creed, religion, age, gender, sexual orientation, general expression, marital status, disability, status with regard to public assistance, familial status or national origin in connection with employment, housing and real property, public accommodations, public services, credit and education.

### **WONA POLICIES**

The following Policies were developed and approved by WONA's Steering Committee and may be amended, as necessary, by WONA's Steering Committee.

#### **Use of the Name**

Neither the White Oaks Neighborhood Association name nor its acronym WONA may be used in connection with solicitation for donations, whether financial or in-kind, or be used in connection with another group, organization, or event without the prior approval of the Steering Committee.

#### **Funding**

WONA will not charge membership dues. Membership fees for events/activities that do not include voting on WONA business shall be voluntary and not preclude any Member from participating in WONA. The Steering Committee shall establish and maintain a deposit account in order to accept, hold, and dispense monetary donations and or event/activity fees. These funds, with the prior approval of the Steering Committee, may be used to further the purpose of WONA. The Steering Committee shall appoint a Treasurer and a co-signor to administer these funds.

#### **Directory**

The Steering Committee shall maintain a Directory of WONA Members. Friends of WONA interested in furthering the purpose of the Association are welcome to be included in the Directory upon request.

The Directory will include the names and street addresses of Members and Friends of the Neighborhood who have given permission to be included in the Directory. The Directory may also include phone numbers and/or email addresses of Members and Friends who have officially requested that their contact information be included.

The Directory shall be used exclusively for official WONA business. No Member, Friend, or participant of WONA 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 WONA without a Member's express permission.

## **Notices**

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

## **WONA COMMUNICATION CHANNELS**

### **Email**

The Steering Committee shall appoint an email administrator to:

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

The email administrator may issue emails to the WONA Member and participant email list covering topics including:

1. WONA meeting announcements
2. WONA-sponsored or co-sponsored events
3. Notice of an event, action, or civic news and information regarding an issue related to the interests of the Neighborhood
4. Public safety information sent to WONA by the City of Edina or another governmental agency
5. 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. To protect the privacy of Members and participants, emails will be sent to “undisclosed recipients” from the official WONA email account.
2. Content should be timely; and time-sensitive content should be emailed well enough in advance of a meeting or event in order to assure reasonable notice.
3. Content should not state an opinion or imply an endorsement that has not been expressly agreed to by the Steering Committee.
4. Sending multiple emails over a short time period shall be avoided. Content shall be assembled for clear, concise and efficient communication.
5. Requests to opt-out of email messages will be recorded and promptly honored.

The following general guidelines shall apply to the email system:

1. The WONA email address shall be \_\_\_\_\_

2. A change of the WONA 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 access to the current master email list.
4. The communication administrator and at least one designated member of the Steering Committee shall have the password to the email system.
5. The email list will be not be published, shared, or distributed, except in accordance with these Policies.
6. Emails to Steering Committee and/or Subcommittee members will show the email addresses of all committee and/or Subcommittee members to facilitate response and shared communication.

#### **Flyer Protocol**

With the prior approval of the Steering Committee, WONA Flyers may be produced and distributed to publicize WONA meetings, events or other activities supported by WONA.

- Flyers shall be hand-delivered by WONA volunteers to every Member household, church and business.
- Flyers are not mailed and 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 safely at a Member household, that household may be skipped.

#### **Digital Platforms**

As WONA becomes established and builds its Membership infrastructure, it will consider and employ available resources for other digital communications channels including but not limited to social media, website, and other means to support the Association's communications objectives.

### **PARLIAMENTARY AUTHORITY**

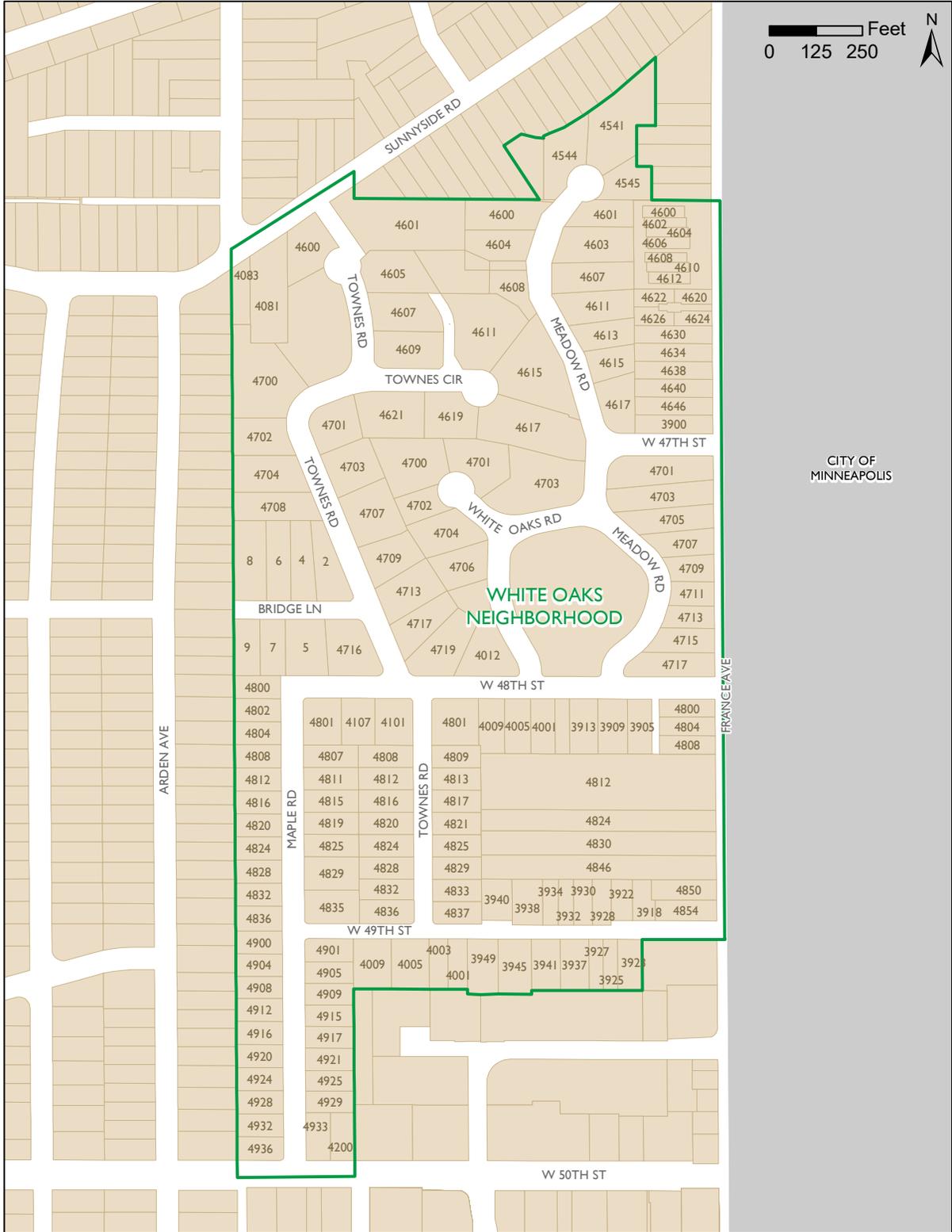
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws and Policies, and any special rules of order that WONA may adopt.

### **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: WHITE OAKS NEIGHBORHOOD MAP**

Note: What appears to be a road extending south from White Oaks Road to West 48th Street is an easement.