

CONSTITUTION
PROSPECT HILL NEIGHBORHOOD ASSOCIATION
(DRAFT 8/2/11, AS AMENDED BY PHNA MEMBERSHIP ON 8/1/11)

Article I – Name

The name of the organization will be the Prospect Hill Neighborhood Association.

Article II – Purpose

The purpose of the Association is to work together in a courteous, transparent, and inclusive manner on problems and issues of common concern.

Article III – Membership

- A. Membership in the Association consists of those residing or owning property in the area bounded as follows (see [map](#)):
- South side of West Kirkwood
 - West side of Morton Street
 - North side of West Second Street
 - East side of Patterson Drive
- B. Any member of the Association has the right to vote at regular and special meetings.
- C. Ownership of multiple properties within the Association does not constitute multiple voting privileges – that is, one member equals one vote.

Article IV – Officers

- A. The officers of the Association will be president, vice-president, secretary, and treasurer and will reside within the Prospect Hill neighborhood.
- B. The officers of the Association will constitute the Executive Committee.
- C. Duties of the officers are as follows:
- the president will preside at meetings and be the principal contact person and spokesperson for the Association on neighborhood issues as agreed upon by a vote of the membership;
 - the vice-president will preside at meetings in the president’s absence and organize the block captains;
 - the treasurer will collect dues and make appropriate disbursements as agreed upon by a vote of the membership and record and report same at monthly meetings;
 - the secretary will make minutes of monthly meetings and prepare correspondence at the direction of the president.
- D. Officers are expected to attend no fewer than half the monthly Association meetings during their terms in office. Officers are expected to be versed in Robert’s Rules of Order.

Article V – Election of Officers

- A. The officers will be elected at the September meeting of the Association and will take office immediately. The officers serve two-year terms and may not serve more than two consecutive

terms in any one office. The president and the secretary will be elected in even-numbered years, the vice-president and treasurer in odd-numbered years.

- B. At the September meeting, the Executive Committee will present a slate of officers for the biennium. Nominations may be made from the floor provided that those intending to nominate notify the Executive Committee prior to the meeting.
- C. To be elected, a nominee must receive a plurality of the votes of those members present.
- D. In the event of a vacancy, the Executive Committee will appoint a nominating committee to report its recommendation at the next meeting of the membership. Floor nominations will follow the procedure stated in clause B of this article. Any officer elected to fill a vacancy (incomplete term) will complete the existing term as defined in Clause A. Following the completion of said term, regular elections for that office will be held following the procedures shown in Clauses A and B.

Article VI – Meetings

The Executive Committee will arrange for regular monthly meetings. These meetings will be conducted using Robert’s Rules of Order.

Article VII – Dues

The Association shall be funded by voluntary dues. A suggested yearly amount is \$5.00 for an individual and \$10.00 for a family. Contributions of larger amounts are welcomed.

Article VIII – Amendments

This constitution may be amended by written recommendation of an Association member to the Executive Committee; the proposed written amendment will be presented to the membership at a regular monthly meeting for discussion and review. The amendment (as modified in the membership meeting) will be sent to the Association email list and posted on the Association website as soon as possible and will remain posted for no less than 30 days. Any comments and/or suggested revisions to the amendment must be made in writing within 45 days of the posting date, after which a final vote will be taken at the next monthly meeting. An amendment must receive a two-thirds majority of votes from members present at the meeting in order to pass.

Article IX – Committees

Committees may be formed from time to time to conduct activities for the Association at the direction of the membership: a conservation district committee, which works with the Bloomington Historic Preservation Commission on proposed projects in the PHNA Conservation District; a nominating committee to prepare slates for election; a communications committee to prepare association communications, newsletters, websites, etc; other committees as needed or directed by the Executive Committee. Committee membership is at the recommendation of the Executive Committee, approved by the Association membership. Committee membership is open to any Association member.