

July 10, 2014

Pamela Park Neighborhood Association (PPNA) Bylaws

As established by the City of Edina, the boundaries of the Pamela Park Neighborhood Association are basically west of France Avenue, south of Woodland Road, east of Wooddale Avenue, and north of Valley View Road and Crosstown 62. The neighborhood has approximately 491 households and 1400 residents. The PPNA is a non-partisan organization.

Pamela Park Neighborhood Association Bylaws

1.0 NAME

The name of the Association is the Pamela Park Neighborhood Association. It shall also be known as the PPNA.

2.0 PURPOSE

The purpose of the PPNA is to promote a better neighborhood environment, to encourage involvement of residents in decisions proposed by the Edina City Council and other government entities, and to designate a representative(s) to represent the members of PPNA and their cares and concerns with the City of Edina.

3.0 MEMBERSHIP

Meetings of the PPNA are open to all residents, businesses, and owners of parcels within the Pamela Park Neighborhood; however, voting rights at these meetings and on PPNA matters are given to all residents, businesses, and property owners in the PPNA who are at least 18 years of age. Any legal entity that owns a parcel has one membership vote for that parcel.

4.0 STEERING COMMITTEE

Members of the PPNA shall form a Steering Committee of no fewer than five active members of the PPNA. The Steering Committee shall plan and conduct all PPNA 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. The term of office shall be one year and a member of the Steering Committee may serve additional terms. When possible, the Steering Committee shall attempt to stagger terms to ensure continuity with the committee.

4.1 The Steering Committee may designate subcommittees as necessary to deal with neighborhood issues.

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

5.0 ANNUAL MEETING

An annual meeting of the PPNA shall be held at a time in October or November to be determined by the Steering Committee. Notice of the date and time shall be emailed, delivered, and/or mailed to each resident in the Pamela Park neighborhood no fewer than two weeks before the meeting. The business of the Annual Meeting shall be the formation of a Steering Committee, discussion of neighborhood issues, and planning of other neighborhood events.

5.1 The Annual Meeting shall be held at the Edina City Hall, unless otherwise determined by the Steering Committee. Any change in the location of the Annual Meeting shall be communicated to all residents pursuant to Section 5.0.

5.2 General or special meetings of the PPNA may be called by the Steering Committee, with notice given in writing, by email, or by telephone to all PPNA members. The Steering Committee will attempt to give at least 1 week notice when possible.

6.0 VOTING

All actions taken by the PPNA shall be by majority vote of those members present at a meeting. Voting by proxy is not allowed. There are no minimum quorums.

7.0 REMOVAL FROM STEERING COMMITTEE

A Steering Committee member may be removed from office if 4/5 of the Steering Committee votes to remove such member. Upon removal, a new member shall be recruited by the Steering Committee and will serve the remainder of the vacant Steering Committee member's term.

8.0 USE OF THE PPNA NAME

The PPNA name may not be used in connection with a solicitation for a donation, whether financial or in-kind, or be used in connection with another group/organization/event without prior approval of the PPNA Steering Committee.

9.0 FLYER CREATION AND DELIVERY

PPNA flyers may be created and distributed with approval of the Steering Committee to publicize PPNA meetings, events, or other activities supported by the PPNA. PPNA volunteers will deliver flyers to every household in the Pamela Park neighborhood.

10.0 CONFLICT OF INTEREST

Steering Committee members are responsible for administering the affairs of the PPNA prudently and honestly, and for exercising their best care, skill, and judgment for the sole benefit of the PPNA. Steering Committee members shall not use their position with the PPNA for personal benefit. The interests of the organization must be the first priority in all decisions and actions. Any PPNA member, whether a Steering Committee member or general member, who has received a donation or other benefit from any individual, business, or other entity to be impacted from an impending decision of the PPNA, shall recuse himself or herself and shall not vote regarding such a matter.

11.0 FIDUCIARY RESPONSIBILITIES

Members of the PPNA Steering Committee should be personally committed to the mission of the organization, willing to volunteer sufficient time and resources (e.g., paper, printing) to help achieve the organization's mission, and fulfill their fiduciary responsibilities of Duty of Care and Duty of Loyalty, as elaborated in Minnesota Law.

12.0 AMENDMENT OF BYLAWS

These Bylaws may be amended by a 2/3 vote by members present at a meeting.

13.0 NON-DISCRIMINATION

The PPNA will not discriminate based on race, color, creed, religion, age, gender, sexual orientation, gender expression, marital status, disability, status with regard to public assistance, familial status, or national origin in connection to employment, housing and real property, public accommodations, public services, credit, and education. Any violation herein can be cause for immediate dismissal from the PPNA.

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