

STRAWBERRY HILL NEIGHBORHOOD ASSOCIATION, INC.
BYLAWS

ARTICLE I
NAME AND LOCATION

1. The name of this organization shall be the Strawberry Hill Neighborhood Association, Inc., hereinafter referred to as "the Association." This organization was incorporated in 1999.
2. The mailing address of the Association shall be P.O. Box 171117, Kansas City, KS 66117.
3. The regular location for board and general meetings shall be 319 Orchard St., Kansas City, KS 66101. This location is subject to change as needed, and good faith efforts will be made by the Association to announce such location changes in advance to relevant parties and to provide the address of substitute meeting locations thereto.

ARTICLE II
OBJECT AND PURPOSE

1. The purpose of this organization is to work with the Unified Government of Kansas City Kansas and Wyandotte County and other organizations for the improvement, restoration, preservation, and development of the Strawberry Hill community.
2. This organization shall operate on a not-for-profit basis in its activities and shall not, by resolution or otherwise, be committed to the support or endorsement of any political parties or candidate for office. No person shall be denied membership or advocacy on the basis of race, sex, creed, color, religion, national origin, sexual orientation, gender identity or expression, disability, income, or advanced age. Families with children shall be advocated for, however members must be of at least eighteen (18) years of age.
3. The Strawberry Hill Neighborhood Association will service the area within the following boundaries: Minnesota Avenue on the North, Interstate 70 on the East, Central Avenue on the South, and Seventh Street on the West.

ARTICLE III
MISSION STATEMENT

1. The mission of Strawberry Hill Neighborhood Association, Inc. is to work in cooperation and have a collaborative partnership with all residents, property owners, and local businesses toward the preservation, restoration and revitalization of the Strawberry Hill community. The Association will strive to improve and develop Strawberry Hill into a community that provides a safe, clean climate for existing residents that will also attract new business and neighbors.

ARTICLE IV
MEMBERSHIP

1. Any resident of Strawberry Hill shall be eligible to become a member, and thus be eligible to vote in annual elections and on measures set before the general membership of the Association provided the resident is at least of eighteen (18) years of age and maintains the membership in active and good standing.
2. Business owners and non-resident property owners shall be eligible to become members of the Association and shall be eligible to vote provide they maintain their respective memberships in active (see SEC 5) and good standing (see SEC 4).
 - a. The owners of a given business may apply for one (1) voting membership per business owner with the ability to demonstrate legal ownership in a business that is located and operating within the Strawberry Hill boundaries, limited to a maximum of three (3) voting memberships per area business.
 - b. The non-resident owners of a property owned as a rental property, vacation home, commercial property, or investment renovation property may apply for one (1) voting membership per property owner with the ability to demonstrate legal ownership in the property within the Strawberry Hill boundaries, limited to a maximum of two (2) voting memberships per rental property.
 - c. Any individual, whatever their qualification for general membership, shall be limited to one vote for purposes of elections, ratifying votes of the general membership, or other business requiring democratic input from the general membership, regardless of the number of properties owned or business interests in Strawberry Hill.
3. The board shall have the authority to remove a member from the general membership if they deem the individual is no longer eligible for membership due to moving outside of the Association's neighborhood boundaries, inactive membership status of the individual, violations of the Association's policy or ethics, or otherwise failing to meet criteria for the membership.
4. An individual's membership may be suspended during an investigation of wrongdoing, or of ethical or policy violations. For membership purposes, an individual so suspended or likewise removed is no longer considered in good standing so long as the suspension or removal persists.
 - a. The individual may, if so desired, appeal the decision of the board to the board of directors at a regularly scheduled board meeting by writing the board two weeks before said meeting with intent to do so. A quorum shall be required with a majority vote sufficient for a decision of appeal. If the individual then disagrees with the board's decision of the appeal, he or she may choose to appeal the decision to the general membership at a regularly scheduled general meeting. The individual must agree in writing that any information pertaining to that individual, the individual's actions, or eligibility that was considered by the board in their decision to remove the individual can and should be made public knowledge before an appeal to the general membership is made. A quorum shall be required to hear the appeal and a

supermajority vote of the general membership shall be required to overturn the board's appeal decision.

- i. A super majority shall be defined as 75% of the votes, otherwise known as three quarters ($\frac{3}{4}$) of the votes of the members of the quorum.
 - b. Members must attend meetings regularly to remain in active status, and must be in active status in order to vote in annual elections and on measures set before the general membership of the Association.
 - c. Once per year, prior to the annual election meeting of the year, the board and officers will review the attendance record of general members, in a meeting of the members of the board and officers. The board and officers will place any member that has not attended at least two regularly scheduled general meetings, volunteer work days, or combinations thereof, on inactive status. A member that is placed on inactive status may not vote in the election that year due to not attending any meetings of the general membership or volunteer events, and having thus become an inactive member.
 - d. For reinstatement to occur, an inactive member must attend a regularly scheduled meeting of the general members and sign the member log of the meeting and will become an active member again. He or she will be eligible to vote in elections and referenda again at the next meeting the member attends. Special meetings and volunteer activities do not qualify for reinstatement.
 - e. An inactive member is not considered removed from membership, though the board may choose to remove a member if their membership has remained inactive for more than one year or if he or she has otherwise become eligible for removal pursuant to guidelines in ARTICLE IV section 3.
5. No dues or fees shall be required for general membership or membership to the board or officer roles in the Association.
6. For purposes of general membership votes, a simple majority vote is defined as a vote of 51% or more, or more than half of votes. A vote of exactly 50% or one half ($\frac{1}{2}$) of votes will constitute a tied vote. A super majority shall be defined as 75% or more of votes, or three quarter ($\frac{3}{4}$) or more of a vote.
7. A quorum for the purposes of voting on business in a general meeting of the membership of the Association will be defined as eight (8) members of the general membership in attendance, excluding members of the board and its officers.

ARTICLE V
BOARD AND OFFICERS

1. The general membership of the Association shall elect eight members of the Board of Directors, which will appoint four governing officers from itself. A member of the Board of Directors without an officer position shall be referred to as a board member. An officer shall be defined as either the President, Vice President, Treasurer, or Secretary.
 - a. All members to the Board of Directors shall be elected to a term of four years.
 - b. Appointed offices shall endure for the term of four years, or until the officer's term as board member expires.
 - c. In the event of a vacancy in the office of President, Vice President, Treasurer, or Secretary, the board will appoint a board member to fill the role of the vacancy until the next regularly scheduled election. Following the election, the board will elect an officer to the vacated term for the remainder of its duration to serve until the original expiration date of the term shall come due.
2. The appointed offices of the Association shall be as follows and shall be defined according to responsibilities and roles as follows:
 - a. The office of the PRESIDENT shall be appointed every four years by and from the board of directors and shall be responsible for chairing meetings of both the board and the general membership.
 - i. The President shall be charged with executing the vision of the Association and projects on the Association's behalf as well as delegating responsibilities to other members and volunteers and equipping such with the resources to succeed.
 1. The President must reside within the boundaries of Strawberry Hill as outlined in ARTICLE II section 3.
 2. The President will ensure that initiatives in the community preserve, restore, revitalize, and develop Strawberry Hill for the benefit of its current residents, businesses, and property owners, in that order of priority.
 3. The President shall be responsible with meeting with government officials and members of the Unified Government's departments and establishing a positive working relationship for the betterment of the Strawberry Hill community. The President will ensure that items of interest to the Association are publicized and that the general membership is afforded the opportunity to voice concerns and opinions. This includes but is not limited to hearings for zoning variances, special use permits, and other correspondence with the Unified Government's Department of Urban Planning and Land Use.
 4. In the event that a vote of the board of directors results in a tied vote, the President may elect to cast one additional vote to break the tie, or to send the item back into discussion before calling for another motion for said agenda item.

- a. The President's vote does not immediately break a tie, as he or she must intentionally announce that they are casting an additional vote in favor of or against a motion, or may elect to send the item back to the board.
 5. An individual may not be elected by the Board to serve as President if he or she has not resided in Strawberry Hill for a period of less than twelve (12) months.
- ii. The office of the VICE PRESIDENT shall be charged with supporting the President in his or her office, especially in times of absence, suspension, leave, or removal from office or duties. In the President's absence, the Vice President shall execute his or her duties, including but not limited to:
 1. The Vice President shall chair meetings in the absence of the President, or else is responsible for appointing a capable and impartial member of the board of directors to chair board and general meetings until such time as the President may resume duties or another President is appointed.
 2. The Vice President shares the responsibility to execute projects of the Association and will support ongoing efforts of the Association and assist in their execution, especially in leadership capacities in the event of the President's absence, suspension, leave, or removal from office or duties.
 3. In the event of the President's absence, suspension, leave, or removal from office or duties, the Vice President will publicise any communication from the city soliciting involvement or input from the community, including but not limited to hearings for zoning variances, special use permits, and other correspondence with the Unified Government's Department of Urban Planning and Land Use.
 4. If while chairing a meeting in the absence of the President, a vote of the board of directors results in a tied vote, the Vice President may elect to cast one additional vote to break the tie, or to send the item back into discussion before calling for another motion for said agenda item.
 - a. The Vice President's vote does not immediately break a tie, as he or she must intentionally announce that they are casting an additional vote in favor of or against a motion, or may elect to send the item back to the board.
 - b. If the Vice President is chairing a meeting during the temporary absence of the President, they may also elect to table the discussion until such time as the President is able to chair a meeting to discuss said item.
 5. The Vice President shall receive delegation to chair committees, oversee projects, or administer grants on behalf of the Board during his or her tenure in said office.

- iii. The office of the TREASURER shall be charged with the accurate and honest accounting of all funds held by the Association. These duties include but are not limited to:
 - 1. The Treasurer shall be authorized to write and sign checks from Association owned accounts.
 - a. A second signature from either the Vice President or Secretary, as appointed by simple majority vote of the Board to cosign for the Association, must accompany the Treasurer's signature on checks.
 - 2. The Treasurer shall keep a written ledger of all accounts and their transactions.
 - 3. The Treasurer shall provide at the beginning of each board and general meeting a report of the state of the accounts, their transactions since the most recent meeting, and their current balances and shall explain any discrepancies or outstanding payments.
 - 4. The Treasurer shall be a signatory and his or her signature shall be required for opening an account for the Association unless the office is vacant at the time of the account's opening.
 - a. A second signature from an officer appointed by simple majority vote of the board to cosign for the Association shall accompany the Treasurer's signature in opening any bank account under the Association's name.
 - b. In the event that the office of the Treasurer is vacant at the time of an account's opening, two officers appointed by supermajority vote of the board may sign for and open an account under the Association's name.
 - c. No account shall exist under the Association's name or custody of which the Treasurer is not responsible for accounting and to which the Treasurer does not access and account for any and all statements and records.
 - 5. The Treasurer shall receive originals or copies of receipts before dispersing reimbursements and shall maintain these with records and statements.
 - a. Handwritten receipts must include the date of the transaction, a description of goods or services paid for, the name of the individual or vendor receiving payment, and the signature of the payee.
- iv. The office of the SECRETARY shall be charged with the recording, keeping, and reading back of minutes of both board meetings and general meetings.
 - 1. The Secretary may provide his or her own equipment for the taking of minutes, or else must be provided with Association equipment that will consist of, at least, a portable computer with word processing software that provides adequate spell checking and the ability to save files in .DOC, .DOCX, or .PDF

format for the purposes of recording, editing, and reading back minutes for the Association.

2. The Secretary may edit the minutes for intelligibility, usage, and mechanics, but is obliged to maintain the records as accurately as possible to reflect the actual transaction of business. For the purposes of memorializing a chronology of board actions, the Secretary shall:
 - a. Document if a quorum is present at the beginning of each meeting of the board or general membership, specifying attendance of board members by name in minute records.
 - b. Document and provide a clear description of board actions taken.
 - c. Draft minutes during board and general meetings and, within three (3) business days (counting only Monday through Friday), distribute the draft of minutes to the board of directors.
 - i. Distribution via e-mail attachment to board members with e-mail addresses shall be considered sufficient distribution.
 - ii. Board members requiring a hard copy of minutes of a meeting of the board or general membership, or unapproved minute drafts thereof, may request them from the officers and an officer shall provide a copy at or by the next regularly scheduled meeting of the same.
 - iii. Minutes of general meetings may be furnished to members of the Association, to employees of the Unified Government of Kansas City, Kansas and Wyandotte County upon written request, or to providers of grants as required for applications or reports as requested by officers or members of the Board.
 1. Any person requesting a copy of the minutes of Association meetings, whether minutes of general meetings or of board meetings to be released to the individual at board consent, shall be required to provide a written request including the month and year of the meeting in question.
 - iv. Minutes of board meetings shall be considered confidential except to the current board membership unless explicitly stated otherwise. The Secretary will obtain permission by the

board in the form of an approved motion before releasing minutes from a board meeting.

- d. Maintain an adequate and reasonable document management system to preserve records, either digitally or in hard copy format, for retrievable access should minutes be requested by the board or general membership.
 - e. Read back minutes from the previous meeting of the board or general membership at board meetings for approval by the board of directors.
 - f. Maintain an accurate record of current general membership as necessary to define a quorum at general meetings and maintain the Association's sign-in sheet or other account of membership present with general meeting minutes and share this record with the board of directors and its officers.
 - i. The Secretary is required to maintain these records (membership rolls and minutes of general and board meetings) only for duration of his or her term. A good faith effort will be made to maintain records he or she receives from the previous Secretary and to pass along the same to the following Secretary upon conclusion of his or her term.
3. The board of directors shall meet monthly, February through November, weather permitting.
- a. In the event of inclement weather, the board shall meet March through November.
 - b. Board meetings may be cancelled or rescheduled due to inclement weather, foreseen or unforeseen absences that shall cause attendance to be insufficient for a quorum, the absence of key individuals to a meeting's agenda, or other mitigating circumstance.
 - c. In the event of cancellation or rescheduling of a board meeting, notice shall be provided to board members in as timely a manner as possible.
 - i. Notice via phone or email shall be deemed sufficient notice for cancellation or rescheduling of a meeting of the board of directors.
 - d. Board members shall attend no fewer than six regularly scheduled board meetings per year.
 - i. A third failure by a board member or officer to attend a regularly scheduled board meeting (absence) in a calendar year shall be sufficient to entertain a motion to recall or suspend a board member or officer from membership to the board of directors.
 - ii. A fourth failure by a board member or officer to attend a regularly scheduled board meeting (absence) in a calendar year shall require a recall vote to be taken by the board prior to conducting any business during the board meeting. A super majority of a present quorum of

members to the board of directors shall be required for removal or suspension from office of the board member or officer in question.

- iii. A fifth failure by a board member or officer to attend a regularly scheduled board meeting (absence) in a calendar year shall require a recall vote to be taken by the board prior to conducting any business during the board meeting. A simple majority of a present quorum of members to the board of directors shall be sufficient for removal or suspension from office of the board member or officer in question.
- iv. Six or more failures by a board member or officer to attend a regularly scheduled board meeting (absence) in a calendar year shall require a recall vote to be taken by the board prior to conducting any business during every board meeting conducted during the calendar year. A super majority shall be required to retain the board member or officer to the board. A failure of the board of directors to obtain a super majority vote prior to conducting a meeting of the board of directors shall result in the removal of the board member or officer from the board of directors and will result in a vacancy of the individual's position in the board of directors.
- v. In the event that the board of directors suspends an officer or board member due to a number of absences accumulated by the individual during a calendar year, subsequent absences will not continue to result in actions taken against the individual's membership to or office in the board of directors. However, their presence to or absence from any meeting of the board of directors will no longer be considered in determining a quorum for business purposes.
- vi. In the event that an officer or board member is suspended, he or she may be reinstated to full capacity if, after then attending a minimum of three consecutive board meetings, at the third or subsequent board meeting the suspended officer or board member attends, the board approves a motion to reinstate the individual by supermajority vote. The officer or board member's voting privileges and other official capacities will be reinstated in full effective immediately following the vote unless other conditions are specified by motion and likewise approved by the supermajority vote of the board.

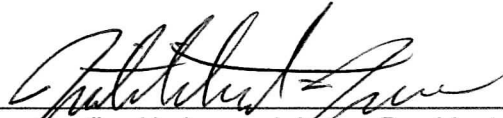
ARTICLE VI
ALLOCATION OF FUNDS

1. Any disbursement of Association funds must first be approved by a vote of the board of directors.
 - a. The board of directors may, by vote, elect to solicit a ratifying vote of the general membership prior to disbursing Association funds.
 - b. Funds disbursed from the Association's Money Market Account must be approved by a majority vote of the general membership at a regularly scheduled general meeting or special session of the general membership of the Association.
 - c. The board may set aside, by an approved motion of the board of directors, a petty cash fund from any account other than the Association's Money Market Account, not to exceed \$200 per calendar year. Funds may be disbursed from this account with the discretionary approval of both the President and Treasurer for purposes of reimbursement to individuals, of materials and supplies for regular social gatherings hosted by the Association for the public or general membership, ongoing projects of the Association (such as the Memorial Park or Strawberry Hill Community Garden) and their ongoing maintenance, or other valid and appropriate concerns of the Association that arise between regularly scheduled board meetings.
 - i. Any disbursements from the petty cash fund must be reported and accounted for by the Treasurer at the next regularly scheduled board and general meeting following the disbursement of said funds.
 - ii. Use of funds as petty cash that exceed \$200 per calendar year will constitute an abuse of funds on the part of both the President (or Vice President acting in the absence of the President) and the Treasurer.
 - iii. Written approval from both the President and the Treasurer shall be required for disbursement. This may appear in the form of an e-mail, or written letter explicitly approving disbursement of the funds from an explicitly named Association account for the agreed upon purpose, or in the form of the signature of both the President and the Treasurer on the check or withdrawal slip disbursing funds from the approved account.

ARTICLE VII
AMENDMENTS

1. The board of directors must first consult the Livable Neighborhoods department of the Unified Government of Kansas City, Kansas and Wyandotte County to ensure that any proposed amendments to Association bylaws do not violate the Memorandum of Understanding with Livable Neighborhoods or otherwise injure the Association's relationship with the Unified Government.
2. The board may pass a motion by a supermajority vote of the board of directors to amend the bylaws of the Association. This vote will result in a motion being made at a regularly scheduled general meeting of the Association. A simple majority vote of the general membership will constitute a ratifying vote and passing of the proposed amendment to the Association bylaws.
3. No amendment shall be entertained that seeks to discriminate against any individual or group of individuals on the basis of race, sex, creed, color, religion, sexual orientation, gender identity or expression, disability, income, or advanced age.


The undersigned adopt these bylaws on the Eighth day of November, Two Thousand and Eighteen.



Justine Underwood-Jones, President



Francie Sachen, Treasurer



Mary Beth Schwartz, Secretary



Cheryl Sostarich, Board of Directors



Erin Guthrie, Board of Directors



Curtis Roderick, Board of Directors