



Packard Area Planning Alliance Bylaws

Vision Statement

The Packard Area Planning Alliance seeks to enhance the quality of life in the area by engaging a diverse and inclusive group of stakeholders, developing collaborative partnerships, empowering area neighborhoods through capacity-building, providing an accessible forum for the exchange of ideas and resources, advocating for the interests of area residents and neighborhoods, promoting community investment and pride, celebrating and preserving the area's history and culture, and strategically aligning resources and assets to effectively set and achieve shared goals.

Article I Boundaries & Membership

The boundaries of the Packard Area Planning Alliance encompass the area east of the St. Mary's River, south of the elevated rail line adjacent to the Broad River, Poplar, and Hoagland Masterson Neighborhoods, west of Calhoun Street, and north of Paulding Road.

All active and city-recognized neighborhood associations within the boundaries are granted automatic membership in the Packard Area Planning Alliance.

Article II Dues

Each member association shall be considered a member in good standing after payment of annual dues payable during or before the February meeting. The dues shall be set by the Board of Directors in November of each year. The treasurer shall have the responsibility of notifying and collecting dues.

Article III Meetings

Board of Director (BOD) Meetings shall be held at a place and time designated by the officers and reported to the membership a month in advance of said meeting. BOD meetings shall be conducted in adherence to Robert's Rules of Order and shall be open to all members of the member associations. Special meetings may be called by the BOD after a majority vote of the BOD and not sooner than one week after notification of the member associations. BOD meetings shall be open to all association members and the general public.

Article IV Quorum

A quorum for the purpose of transacting PAPA business shall be recognized when a majority of neighborhoods in good standing are present and at least two officers are present.

Article V Voting

Each neighborhood in good standing shall be allowed one vote, vested in that person designated by the member association's president. Good standing shall be recognized when a neighborhood association has paid annual dues in full.

Article VI Board of Directors

The Board of Directors shall comprise the presidents of each member association in good standing, or their designee.

Article VII Executive Committee

The Executive Committee shall comprise the four officers, President, Vice-President, Secretary and Treasurer, as elected by the Board of Directors.

The Executive Committee shall have the right to meet independently to discuss matters relevant to the association, to represent the organization to community organizations and to prepare for monthly meetings.

Article VIII Election of Officers

To serve as an officer the person must live in the PAPA area and be a member of a neighborhood association in good standing. Nominations for offices shall be made from the floor during the October bi-monthly meeting with a vote on the candidates taking place during the last regular meeting of the year. Newly elected officers shall assume responsibilities at the subsequent regular meeting.

Article IX Officers and Their Duties

President - The president shall preside over the regular monthly meetings, shall prepare the monthly agenda, shall prepare with the BOD the annual agenda, shall appoint the chairs and members of each committee, shall serve as an ex-officio member of each committee, and shall represent the organization to other community organizations.

Vice President - The vice president shall conduct the meetings of the organization of the association in the absence of the president, shall be an ex-officio member of each committee. The vice president shall also serve as the PAPA parliamentarian.

Secretary - The secretary shall record the minutes of each meeting of the organization, including attendance, shall collect the minutes of the meetings of sub-committees, and properly maintain each in the files of the organization which shall be at all times accessible to the members of the organization. The secretary shall keep a record of all voting members and a record of results of all votes. The secretary shall report the minutes of previous meetings of the association at subsequent meetings and shall have a year's records on hand at each meeting of the association. The secretary shall also keep a record of all correspondence to and from the organization and bring the PAPA 2005 Plan to each meeting. The secretary shall disseminate committee minutes at least a week in advance of the subsequent monthly meeting and send a reminder of the coming meeting to each member organization.

Treasurer - The treasurer shall maintain the financial records of the association, shall notify member organizations of dues due, shall keep a record of members in good standing, shall conduct all banking activities of the organization, shall collect and disburse all receivables and obligations of the organization, shall produce both monthly and annual financial reports co-signed by all members of the BOD, and shall maintain the organization in good standing with the State of Indiana and any other governmental entities requesting financial records.

Article X Resignations, Removal or Officer Vacancies

Officers shall serve two-year terms. Officers may resign at any time in writing. Replacement of resigning or deposed officers shall be made by nominations from the floor at the soonest subsequent meeting with a vote not later than the next meeting. The BOD may appoint an interim officer until such time as the vote is taken. The same holds true for the death or incapacity of an officer. Officers may be deposed by a two-thirds vote of the BOD at a regular meeting. A quorum will be needed to conduct said election. Should time be of the essence, the Executive Committee may call a special meeting for the purpose of filling a vacancy. Said newly elected officer shall take their seat and responsibilities immediately upon the conclusion of the vote.

Article XI Committees

The BOD may create, disband, and modify committees as deemed necessary or appropriate to conduct the business of the organization. Such decisions shall require a simple majority. Chairs of committees may be any member of any association in good standing. Committees may include members of the general public. The purpose and expectations of any committee shall be established by the Executive Committee and reported to the BOD. Committee chairs shall make written report of the meetings of their committee within a week of a meeting to the secretary of the organization.

Article XII Disbursement of Funds

All disbursements of funds shall require the signature of the treasurer and a second member of the Executive Committee and shall be reported to the membership at the next meeting after the disbursement. Any disbursement over \$50 shall require a vote of the BOD in either a regular or special meeting. Expenditures listed in the budget of the organization exceeding \$50 shall not require BOD approval.

Article XIII Fiscal Year

The fiscal year shall begin January 1st and end December 31st. All transactions shall be subject to an audit by the BOD at the end of the fiscal year. A proposed budget shall be presented and reviewed in the October meeting and voted upon at the last meeting of the year. The annual financial report shall be presented to the membership at the January regular meeting.

Article XIV Robert's Rules of Order

At all meetings of the organization Robert's Rules of Order shall prevail.

Article XV Amendments

Amendments to the Bylaws may be proposed by any Board Member in good standing at regular meeting of the BOD. Proposed amendments shall then be placed on the agenda for an official vote at the following regular meeting of the BOD. A simple majority vote of the BOD is required to approve amendments. The secretary shall record any successful amendments in the PAPA Bylaws and distribute updated Bylaws to each member association president prior to the following regular meeting.

Article XVI Adoption & Amendments

Be it declared through a majority vote of Packard Area Planning Alliance members that this is the revised and official PAPA Bylaws and that no other such document is recognized as being valid.

Adopted February 7, 2019

Amended August 6, 2020