

## By Laws of the North Park Neighborhood Task Force

### Article I: Name

Section 1: The name of the organization North Park Neighborhood Task Force. Hereafter referred to as the “Task Force”.

### Article II: Purpose

Section 1: The Task Force is a place where community members can voice their concerns and work to improve the neighborhood and build a sense of community. The Task Force can provide input into matters such as identifying needs for the Community Development Block Grants. The Task Force will work with the city to create a neighborhood plan and gradually implement the plan.

Section 2: The Task Force shall not support or oppose any candidate for public office. The Task Force will not engage in any lobbying activities that are substantial or in violation of Section 501(c)(3), but will engage in lobbying, to the extent permitted by law, when an issue affects the neighborhood and the Voting Members approve such action.

### Article III: Membership

#### Section 1: General Members

Any citizen of Billings who has a specific interest in the North Park Neighborhood may be a General Member. General Members will have a voice without a vote.

#### Section 2: Voting members

Only Voting Members present shall be entitled to vote. A Voting Member must meet the following requirements:

[A] reside within the Task Force area AND have attended at least three Member meetings within the previous twelve months

OR

[B] own property or represent a business/service organization within the Task Force area, AND have attended at least three Member meetings within the previous twelve months.

The majority of officers shall make final determination in any voting disputes.

### Article IV: Officers

#### Section 1: Number of Officers

The officers of the Task Force shall be a Chairperson, Vice-Chairperson, Secretary and Treasurer. All officers must meet Voting member requirements. The officers shall also act as the board of directors where it is necessary (e.g. IRS filing etc).

## Section 2. Election and Term of Office

A Nominating Committee of three Voting Members shall be elected at the December meeting. The Nominating committee shall present the slate of candidates at the January meeting and regular elections will be held at the February meeting. The Term of Officers shall be one year.

## Section 3: Removal of Officers

The Voting Members may remove any officer, at any time, with a two-thirds majority vote of the Voting members.

## Section 4: Officer Vacancies

Should an officer's position become vacant, the Chairperson shall appoint a replacement until the next election. Should the position of Chairperson become vacant, the Vice-Chair will act as Chairperson until the next election. The Chairperson may call a special election for the purpose of filling officer vacancies and will give prior notice of at least one month.

## Section 5: Chairperson

The Chairperson shall preside at all meetings. The Chairperson shall act as the representative of the decisions of the organization at public meetings etc. The Chairperson may appoint someone else to represent the decisions of the organization as needed. The Chairperson shall appoint members of committees.

## Section 6: Vice Chairperson

In the absence of the Chairperson, the Vice Chairperson shall perform the Chairperson duties.

## Section 7: Secretary

The Secretary shall keep minutes of the proceedings of the Task Force and submitted the in a timely manner to ensure publication, maintain a roster of members and certify voting status of members, and ensure that all necessary filings are made with the IRS, Secretary of State and City of Billings.

## Section 8: Treasurer

The Treasurer shall be responsible for all funds of the Task Force and perform all duties incident to the office. The Treasurer will give regular financial reports to the voting members. All financial transactions must be approved by the Voting members. Checks written in an amount exceeding \$100 shall have two officer signatures.

## Section 9: Officer

# Article V: Meetings

## Section 1: Regular Monthly Meetings

Meetings shall be held on the first Thursday of every month at 7 PM, unless canceled by a majority of the Voting Members at the previous months meeting. A minimum of 10 meetings will be held during the calendar year.

#### Section 2: Special Meetings

The Chairperson may call a special meeting with a one weeks notice. Notice must be sent by standard mail and email should be used for everyone possible. Officers may also meet to make necessary decisions at shorter notice. Such meetings will be reported out at the following member meeting.

#### Section 3: Conduct of Member Meetings

The Chairperson, or in the Chairperson's absence, the next Officer in line, or a past chairperson, shall call the meeting to order and act as the Chairperson of the Meeting. The conduct of meetings shall generally follow Robert's Rules of Order.

Members shall vote in person. The vote of a majority of the Voting Members present at which a quorum is present shall be the act of the Task Force.

#### Section 4: Member Quorum

A minimum of nine Voting Members shall constitute a quorum.

### Article VI: By-Law Changes

Section 1: These by-laws may be altered, amended or repealed and new by-laws may be adopted at any monthly Member meeting where a quorum is present, by a three-fourths majority. Any proposal for modification of the by-laws must be presented in writing by a Voting Member. The proposal must then be placed on the agenda and voted on at the following month's meeting. Changes shall be filed with the Community Development office of the City of Billings. A current copy of the by-laws shall be present at all task force meetings.

#### Section 2: Adoption of By-Laws

The foregoing By-Laws of the North Park Neighborhood Task Force were voted on by the Voting members and now constitute the official By-Laws.

DATED this 1st day of May, 2008

Chairperson \_\_\_\_\_  
JD Kober

Secretary \_\_\_\_\_  
Patty Driscoll