

Lowell Damon Woods  
Neighborhood Association Inc.

### **POLICIES AND PROCEDURES**

These policies and procedures, adopted by the Board of Directors August 11, 2001, and modified May 14, 2005, are general guidelines for the board's conduct of its business. These guidelines may be changed by the will of the board at any board meeting.

### **Location**

The Damon Woods neighborhood is bounded on the north by North Avenue, on the east by Wauwatosa Avenue, on the south by, up to but not including, Hillcrest Avenue, and on the west by the west side of 83rd Street.

### **MEMBERSHIP, DUES**

1. Members are in good standing and will be included in an annual membership directory published and distributed to all members if they pay annual dues and register their name and address with the Secretary of Damon Woods between January 1 and June 30.
2. Memberships accepted between April 15 and December 31 will be provided by the treasurer to the newsletter editor for publication in next soonest edition of the Damon Woods Neighborhood Newsletter.
3. Annual dues of \$10 will be requested from each household in a letter delivered to all addresses within the neighborhood and to all non-resident Associate Members registered during the preceding year.
4. Annual dues for senior citizen households and singles will be \$7.

### **BOARD OF DIRECTORS**

1. Directors are expected to attend all General Membership meetings and all regular meetings of the Board of Directors.
2. Directors are expected to assume leadership roles in board committee work and in Association activities.
3. Directors are encouraged to serve no more than two consecutive terms in an executive office.

### **VICE PRESIDENT**

1. The Vice President generally serves as President Elect.
2. The Vice President shall serve as parliamentarian and chief enforcer of the provisions of the Bylaws and of these Policies and Procedures.

### **SECRETARY**

1. The Secretary shall prepare minutes of all meetings of the Board of Directors and of the Annual General Membership Meeting indicating time, date and place of such meetings, whether regular or special, notice given and the names of the Directors present and the proceedings thereof. The Secretary will distribute these minutes to the Directors prior to the next meeting.
2. The Secretary shall deliver a copy of the Damon Woods Bylaws and Policies and Procedures to each new Director within 30 days after the Annual General Membership Meeting.
3. Minutes and reports of all meetings and other Damon Woods' records shall be passed on to the succeeding Secretary and shall be available for inspection to the Board of Directors at all times.
4. The Secretary shall have the responsibility of Association correspondence at the direction of the President and shall maintain communication with the Milwaukee County Historical Society regarding Association functions on the grounds of the Lowell Damon House Museum.

### **TREASURER**

1. The Treasurer shall deposit all such money in the name of Damon Woods in such banks or other depositories as shall be selected in accordance with these Bylaws.
2. The Treasurer shall at each regular meeting of the Board of Directors inform the Board of the financial status of Damon Woods and the number of active members.
3. The Treasurer shall be responsible for annual incorporation reports and payment of fees to the State of Wisconsin.
4. The Treasurer shall prepare and present a year-end financial statement.
5. The Treasurer shall propose a budget for consideration by the Board of Directors at its first regular meeting of the new calendar year.
6. The Treasurer shall keep appropriate current records showing the Voting Members and Associate Members of this Association and their addresses.

7. The Treasurer is responsible for soliciting spending proposals from other committees and shall work with the Treasurer in proposing a budget for consideration by the Board of Directors at the first regular meeting of the new calendar year. All executive officers of the Board will serve on this committee.

### **PAST PRESIDENT**

1. The immediate Past President will be asked to serve on the Board of Directors for at least one year after completion of a term as president.
2. At the first regular Board meeting of the new calendar year, the Past President shall propose a 12-month calendar of regular Damon Woods events and activities.

### **BOARD OF DIRECTORS MEETINGS**

1. The Board meets at least six times annually, no less than every other month.
2. Regular meetings are held at 9 a.m. on the second Saturday of January, March, May, July, September and November at a place determined by the Board of Directors.
3. Meeting times and dates may be changed or canceled at the discretion of the Board of Directors.
4. The President or the Secretary shall provide an agenda for any regular or special meeting to all Board members at least one week in advance of the meeting.
5. Notice of all regular meetings shall be published in the Damon Woods Neighborhood Newsletter and shall be open to any Voting Member or Associate Member of Damon Woods.
6. A majority of the Board of Directors present and voting at any meeting of the Board of Directors shall constitute a quorum.
7. The general order of business at Board of Directors meetings is: Call to Order, Determination of Quorum, Approval of Previous Minutes, Reports of Officers, Reports of Committees, Old Business, New Business, Adjournment.
8. Rules for conducting all board meetings shall be agreed upon by consensus, as determined by the Vice President.
9. Non critical issues that arise between board meetings can be corresponded on and voted by e-mail

### **BOARD COMMITTEES**

1. Committee chairmen should provide the editor of the Damon Woods Neighborhood Newsletter with articles about activities and events planned for the Association.
  2. The term of committee membership shall be one year.
  3. Ad hoc committees may be formed as needed by a majority vote of the Board of Directors.
- The Bylaws and Policies Committee includes the officers of the Board of Directors and shall meet at least once each term to review the Bylaws and the Policies and Procedures and recommend any revisions.

### **Communications Committee**

1. The Communications Committee is in charge of publication of the bi-monthly Damon Woods Neighborhood Newsletter that shall be distributed to:
  - All residences and businesses within the neighborhood
  - All Associate Members
  - Delegates at meetings of the Wauwatosa Neighborhood Association Council
  - The Wauwatosa Public Library
  - The office of the Mayor, the City Administrator of Wauwatosa
  - Members of the Common Council,
  - The executive director of the Milwaukee County Historical Society
  - All newsletter advertisers.
2. The committee will maintain any Damon Woods Internet Website, and manage any Damon Woods e-mail group.
3. Committee members should include the newsletter editor, the distribution coordinator, the advertising coordinator, the Webmaster and other members as required. At least one committee member shall be a Director.
4. The Damon Woods Neighborhood Newsletter shall include notice to area residents of the Annual General Membership Meeting and Election and of all regular Board of Directors meetings.
5. The distribution coordinator shall be responsible for timely distribution of the Neighborhood Newsletter and annual membership renewal notices to all residences and businesses within the neighborhood and to Associate Members who live outside of the neighborhood.
6. The distribution coordinator also shall be responsible for distributing the annual membership directory to active members.

7. The President shall appoint one or more Directors to oversee the production of the newsletter, sale of advertising in the newsletter and distribution of the newsletter.
8. The committee shall assist the Secretary and committee chairmen in notifying members of meetings and events of Damon Woods.

### **CRIME WATCH / SAFETY COMMITTEE**

The Crime Watch / Safety Committee is responsible for promoting and encouraging organization of block watch groups within the neighborhood and shall serve as liaison between the Association and the Wauwatosa Police Department. At least one committee member shall be a Director.

### **GARDENING AND BEAUTIFICATION COMMITTEE**

1. The Gardening and Beautification Committee is responsible for promoting and encouraging the beautification of the neighborhood, particularly the grounds of the Lowell Damon House Museum.
2. The committee shall coordinate an annual spring cleanup of the museum grounds.

### **MEMBERSHIP COMMITTEE**

1. The Membership Committee is responsible for recruiting memberships from among eligible individuals in the neighborhood and welcoming newcomers to the neighborhood.
2. During the month of January, the committee shall invite new memberships and membership renewals through a letter, accompanied by a membership application, distributed to all neighborhood households and businesses.
3. Each May, the committee shall prepare and distribute second membership renewal notices to residents whose memberships have lapsed.
4. The committee shall maintain a database of active and inactive memberships and shall prepare a directory of all active members as of April 15 of each year. The directory shall be printed and distributed to the active members during the month of May.
5. The membership committee shall use its database to sort membership applications according to volunteer interests and report those interests to other appropriate committees.
6. The committee also shall forward all member e-mail addresses to the Communications Committee.
7. At least one committee member shall be a Director.

### **NAC DELEGATES**

1. The Neighborhood Association Council Delegate shall attend all meetings of the Wauwatosa Neighborhood Association Council and shall be responsible for all communication between Damon Woods and the Wauwatosa Neighborhood Association Council.
2. A first and second alternative delegate shall be appointed by the President to serve in the Delegate's absence.

### **NOMINATING COMMITTEE**

1. The Nominating Committee is responsible for developing a list of candidates for the Board of Directors. All committee members shall be Directors. The Past President shall chair the Nominating Committee.
2. At least sixty days before the Annual General Membership Meeting, the committee should contribute an article to the Damon Woods Neighborhood Newsletter giving information about nominees to the Board of Directors and notice of any resignations from the board or announcements by board members of intent not to seek re-election. (Voting Members may propose other candidates with their consent from the floor at the annual meeting.)

### **SENIOR CITIZENS LIAISON**

The Senior Citizens Liaison is appointed by the President and shall be responsible for all communication between Damon Woods and the Hart Park Senior Center.

### **FISCAL ACTIVITIES**

The Treasurer may authorize unbudgeted expenditures of \$100 or less. Reimbursement requires a receipt, unless so specified by the Board of Directors. Expenditures greater than \$100 but less than \$1,000 must be authorized by the majority vote of the Board of Directors. The board may approve expenditures greater than \$1,000 only after public notice of such intent is published in the Damon Woods Neighborhood Newsletter.