

**BY-LAWS OF THE
DUNN'S MARSH NEIGHBORHOOD ASSOCIATION, INC.**

Table of Contents

ARTICLE 1 - NAME AND SERVICE AREA 2

ARTICLE III - POLICIES 2

ARTICLE V - OFFICERS..... 4

ARTICLE VII - STANDING COMMITTEES..... 6

ARTICLE VIII - MEETINGS 6

ARTICLE IX – VACANCIES 7

ARTICLE X - DUES..... 7

ARTICLE XII – DISSOLUTION 7

 Dunn's Marsh Neighborhood Association Official Service Area Map..... 8

 History of amendments 9

BY-LAWS OF THE DUNN'S MARSH NEIGHBORHOOD ASSOCIATION, INC.

Includes amendments adopted 10-28-92, 9-28-95, 10-24-06, 10-23-07, 10-28-08, 10-27-09, 10-17-12
and 10-15-15

ARTICLE 1 - NAME AND SERVICE AREA

Section A - Name

The organization shall be known as the Dunn's Marsh Neighborhood Association, Inc. (hereafter referred to as the Association).

Section B - Service area

The service area of the Association shall be divided into five (5) geographic “areas which are described below and shown on the accompanying map.

1. The area known as Crawford Heights including residential and commercial properties within the City of Madison west of Whenona Drive and bounded on the north by the West Beltline Highway, on the northwest by Verona Road, on the west by Red Arrow Trail, and on the south by the City of Fitchburg and by Madison’s Marlborough Park. This area includes Avalon Village apartments.
2. The area within the limits of the City of Madison known as Marlborough Heights bounded by the West Beltline Highway, Seminole Highway, Clover Court, Whenona Drive, and including Marlborough Park.
3. The area known as Allied consisting of the remaining portion within the limits of the City of Madison north of the Cannonball Path in the vicinity of Allied Drive.
4. The area known as Belmar Hills consisting of the portion of the City Fitchburg north of the Cannonball Path.
5. The public lands owned by the City of Madison, City of Fitchburg, and Dane Country located south of the Cannonball Path and north of the Pine Ridge Neighborhood, to be known as the Marsh area.

ARTICLE II - PURPOSE

The purposes of this Association are:

1. To unite neighbors to solve mutual problems.
2. To promote fellowship among neighbors.

ARTICLE III - POLICIES

1. The Association shall not endorse political candidates.
2. The Association shall provide for the broadest possible participation by residents from every part of the neighborhood.
3. No resident shall be excluded from membership or participation in neighborhood association activities for reason of race, color, creed, religion, marital status, age, sex, disability, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. However, sex offenders with convictions involving children may be excluded from activities where children would be likely to be or are actually present.
4. No individual or committee shall take public action nor shall any member represent himself as speaking in the name of the Association unless so authorized by the Neighborhood Council.

ARTICLE IV - MEMBERSHIP

Section A - There shall be two classes of members:

1. Voting members.
2. Nonvoting members.

Section B - Conditions for voting members shall be:

1. Receipt of the Treasurer of a signed application for membership.
2. Residency within the geographic area bounded by the West Beltline Highway on the North, Seminole Highway on the East, the Cannonball Bikeway on the South, the west edge of the Allied Drive and Carling Drive properties on the West, and Verona Road on the Northwest.
3. Receipt by the Treasurer of any dues that may be assessed.
4. Attainment of the age of sixteen.
5. Agreement with the purposes and policies of the Association (as defined in Articles II and III).

Section C - Voting members may:

1. Vote in elections and at membership meetings.
2. Hold office and become committee chairpersons.

Section D - Non-voting members include persons who agree with the purposes and policies of the Association but who do not meet all the conditions for voting membership. Non-voting members must also meet one or more of the following criteria:

1. Be a proprietor of a business in the area defined in Article IV, Section B.2.
2. Live in the Dunn's Marsh watershed.
3. Have lived in the watershed in the past.
4. Have demonstrated support for the protection of Dunn's Marsh.
5. Be a Life Member.
 - a. Life Members are a special category of non-voting members. Life membership is given to those whose unique contribution to the Association or to the Dunn's Marsh Neighborhood warrants very special recognition.
 - b. Life membership shall be awarded by resolution of the Neighborhood Council, sustained by vote of a majority of members at the next Annual Meeting.

Section E – The DMNA membership shall be organized into four (4) geographic “areas” which are described in Article I.B,1-4, and are shown on the accompanying map for the purpose of selecting members of the DMNA Council.

ARTICLE V - OFFICERS

Section A - The Officers of the Association shall be the President, Vice President, Secretary, and Treasurer.

Section B - Duties of Officers:

1. The President
 - a. Shall chair membership and Neighborhood Council meetings.
 - b. Shall be responsible for the general supervision of the Association and committees.
 - c. May appoint special committees.
 - d. Shall perform other duties generally associated with the office.
2. The Vice President
 - a. Shall assume the duties of the President in the absence of the President.
 - b. Shall perform other duties as requested by the President.
3. The Secretary
 - a. Shall prepare and submit for approval minutes of membership and Neighborhood Council meetings.
 - b. Shall have charge of other records and papers.
 - c. Shall give notice to Neighborhood Council members of meetings.
 - d. Shall perform other duties generally associated with the office.
4. The Treasurer
 - a. Shall deposit funds, keep financial records, and submit them to the Neighborhood Council for approval.
 - b. Shall prepare approved expenditures for payment.
 - c. Shall perform other duties generally associated with the office.

Section C - Terms of Office

1. The term of office shall be one year.

Section D - Selection of Officers

1. The officers shall be elected by majority vote of the members of the DMNA Council at the first Council meeting held after the Annual Meeting. The immediate Past-President shall call and chair the first meeting of the new Council.

ARTICLE VI - NEIGHBORHOOD COUNCIL

Section A - The Neighborhood Council shall consist of up to 12 members elected at the annual meeting of the Association.

Section B - The Neighborhood Council shall:

1. Carry out policies mandated by the voting members of the Association at the Annual Meeting or other membership meetings.
2. Set general policy and act at intervals between membership meetings.
3. Administer funds and approve expenditures.
4. Prepare the agenda for membership meetings.
5. Receive and act on committee reports.
6. Establish and review standing committees.

Section C – Selection of Council Members

Each of the four (4) geographic areas of the DMNA described in Article I.B.1-4 will select its representatives at a DMNA Annual Meeting as follows:

1. The voting members present at the meeting from each of the 4 areas shall caucus to elect up to three persons to represent that area on the Council.
2. Additional nominations will be taken from the floor to fill any vacant Council positions providing that at least one position is reserved for each geographic area that has no representative and no area exceeds 9 representatives on the Council with a maximum of 12 members.
3. A vote will be held by the full voting membership in attendance at the annual meeting to elect representatives to fill any Council vacancies.

Section D – Term of Office

1. The term of office shall be one year or until the next annual meeting.

Section E – Expectations of Council Members

1. Attend meetings of the Neighborhood Council and provide a reason if unable to attend a particular meeting.
2. Help with DMNA work such as distributing newsletters, joining a committee or neighborhood interest group, contacting officials, and/or attending hearings.
3. Be willing to have name, phone and/or e-mail address published in neighborhood communications and websites.
4. Adhere to the bylaws of the DMNA. Upon a finding by the Council that a Council member has flagrantly violated the bylaws, the Council may vote to dismiss the member from the Council and from membership in the DMNA for the remainder of the term.

ARTICLE VII - STANDING COMMITTEES

Section A - Committees shall be made up of those neighborhood residents and any other persons who may volunteer to serve.

Section B - Committee Chairperson

1. Selection shall occur at the first committee meeting after the Annual Meeting. This meeting shall be called by a convener who may volunteer to do so at the Annual Meeting or may be selected by the Neighborhood Council at its first meeting after the annual meeting.
2. The chairperson shall be a voting member chosen by the members of the committee.
3. The chairperson shall not chair more than one committee at a time.

Section C - Term of Chairperson

1. The term of the chairperson shall be one year.

Section D - Alternate Committee Chairperson

1. If the chairperson and the committee desire, they may select an alternate chairperson who shall be a voting member of the Association.
2. Serving as an alternate chairperson shall not constitute a term of office.

ARTICLE VIII - MEETINGS

Section A - Membership Meetings

1. There shall be at least one annual meeting of the membership to be held in the month of September or October.
2. Additional meetings may be called by the President, the Neighborhood Council, or by petition of 10 voting members of the Association.
3. Members shall be notified in writing or by e-mail, phone, or in person at least three days prior to the meeting.
4. A quorum shall consist of twenty (20) voting members.

Section B - Council Meetings

1. The Neighborhood Council shall meet at least six times yearly. Meeting shall not be more than two months apart.
2. Special meetings may be called by the President, or by any two members of the Neighborhood Council.
3. A member of the Association may attend and be heard at any Neighborhood Council meeting; however, only Council members may vote at Neighborhood Council meetings.
4. A majority of the Neighborhood Council shall constitute a quorum.

Section C - Rules of Order

All membership meetings and Neighborhood Council meetings shall be conducted by Robert's Rules of Order.

ARTICLE IX – VACANCIES

1. Vacancies may occur by resignation, or by change of residence under Article IV, Section B.2, by excess absences from Council meetings or dismissal due to violation of the bylaws, or because some positions on the Council were not filled during the elections at the annual meeting. Three consecutive absences from Neighborhood Council meetings without valid excuse shall be deemed a resignation.
2. Officers shall be replaced from within the ranks of the Neighborhood Council if at all possible. If a Presidency should be vacant, the Vice President shall assume the office and a new Vice President shall be designated. The Council will vote on replacements.
3. Any Council vacancies remaining after the Annual Meeting or occurring between annual meetings shall be filled through a vote of the Neighborhood Council regarding each applicant. Care should be taken to maintain representation of the 4 neighborhood areas. The Council will vote on replacements after residents have been notified of vacancies and opportunities.
4. Officer replacements or newly-selected Council members shall serve until the next Annual Meeting

ARTICLE X - DUES

Dues may be assessed only by a majority vote at an annual meeting and remain in force until changed at a subsequent annual meeting.

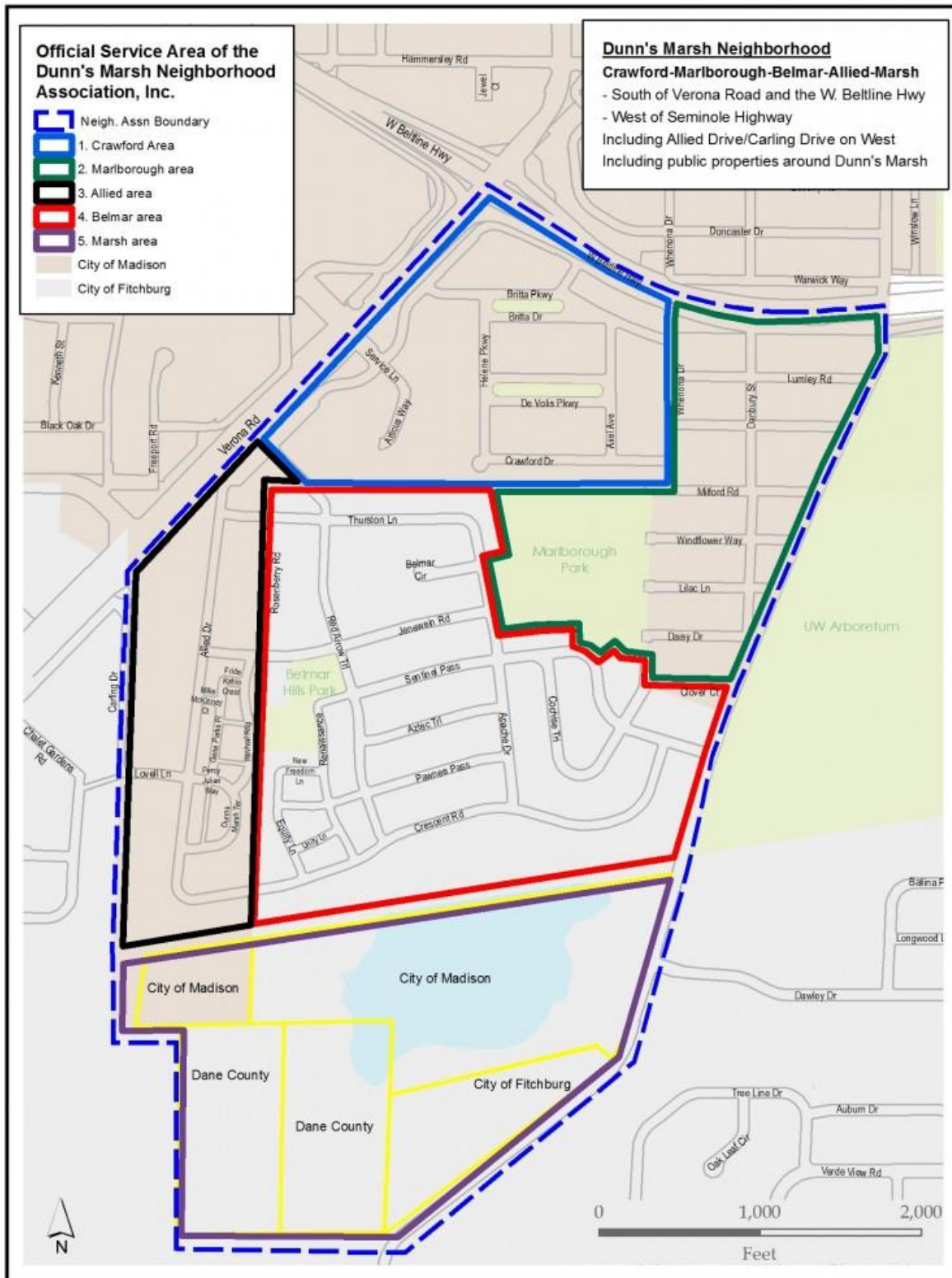
ARTICLE XI - AMENDMENTS

1. These By-Laws may be amended by the voting members at any membership meeting providing that the notice of the meeting included the proposed amendment and is given at least seven days prior to the meeting.
2. An affirmative vote by two-thirds of the voting members present shall be required to amend these By-Laws.

ARTICLE XII – DISSOLUTION

1. The Dunn’s Marsh Neighborhood Association, Inc. may be dissolved by a 2/3 vote at a general membership meeting or by a 2/3 vote of the Neighborhood Council if a quorum is not obtained at a membership meeting with this item on the agenda.
2. Upon dissolution of the Dunn’s Marsh Neighborhood Association, Inc., the Association’s assets, after payment of outstanding debts, will be contributed to a non-profit charitable, educational, or recreational organization in the Madison/Fitchburg area whose purposes are consistent with those of the DMNA, Inc.

Dunn's Marsh Neighborhood Association Official Service Area Map



History of amendments

[Note: These bylaws were reconstructed based mainly on printed materials from the 10-28-92 annual meeting, notes taken by Mary Mullen at that meeting, and the bylaws as printed after the meeting. At the 9-28-95 annual meeting, members voted to delete reference to a 2-term limit on officers in one position (Article V, Section C, 2) – from notes taken by Mary Mullen during that meeting.

At the 10-23-07 meeting, members voted to improve the description of the neighborhood boundaries (Article IV.B.2) and remove the requirement for co-signing of checks (Article V.B.1.c, 2.c, and 4.b)].

At the 10-28-08 meeting, members voted to use letters rather numbers after IV.E, substituted the Cannonball Bikeway for the Chicago and Northwestern Railway (no longer in existence) in item IV.E.4, eliminated Item V.D.2 that described the make-up of the Council since it did not fit under Officers, changed the description of the Council from officers and chairpersons of committees to “up to 12 members elected at the annual meeting of the Association” (VI.A) to match another revision adopted years ago, revamped items VI.C.1-4 to eliminate a repetitive statement, clarify how voting members at the meeting caucus into 4 groups to elect their representatives, clarify how voting members as a whole select additional Council members when a geographical area doesn’t elect 3 representatives, and clarify that a seat must be left open for a representative from a geographical area that selects no representatives but that no area may have more than 9 representatives. In addition, members adopted changes in item VII to allow any interested person to serve on a committee, to describe how and when committee chairs are chosen, to eliminate the rule that required a committee chair to step down after 2 terms, and to explain that a co-chair or alternate chairperson may vote on the Council if the chair is absent.

At the 10-27-09 meeting, members voted to make the following changes:

Article III – POLICIES: in 2, add “from every part of the neighborhood,” and in 3, to update the wording of the nondiscrimination clause to match what’s currently used in Madison documents and provide for excluding sex offenders with convictions involving children from participating in activities where children are or might be expected to be present. ARTICLE IV – MEMBERSHIP, Section E, add reference to the map of the neighborhood that will now be included as part of the by laws; in IV.E.1 & 2 - improve the wording to describe Crawford Heights and the Marlborough Heights areas. In ARTICLE VI – NEIGHBORHOOD COUNCIL, Section C - clarify that the members attending the annual meeting elect representatives to fill Council vacancies remaining after the caucuses. Members also added Section D to describe the Council term of office as being one year or until the next annual meeting and added Section E to list 4 expectations of Council members. Under ARTICLE IX – VACANCIES, changes were made to all four items: 1 – added some ways vacancies may occur on the Council including dismissal due to violation of the bylaws, 2 – clarified that officers should be replaced from within the ranks of the Council if possible and that the Council makes this decision by vote, 3 – added a completely new provision to explain filling Council vacancies between annual meetings through a Council vote on applicants with the proviso to maintain representation of the 4 neighborhood areas, and 4 – added that any Council replacements should serve until the next annual meeting. Finally, members added Article XII on dissolution.

At the 10-17-12 meeting, members voted to make the following changes. In ARTICLE I - NAME: add “AND SERVICE AREA” to the title. Add new “Section A - Name” and new “Section B - Service area. The service area of the Association shall be divided into five (5) geographic areas which are described below and shown on the accompanying map.” Move the description of the areas from ARTICLE IV - MEMBERSHIP to Section B of ARTICLE I. Amend the description of the Marlborough Heights area (2) to make it clear that all of Marlborough Park is in the Marlborough area. Amend the description of the Allied area (3) to say it is all north of the Cannonball Path. Previously, a 10-acre section south of Allied was part of the Allied area. In the description of the Belmar area (4), change Cannonball Bikeway to Cannonball “Path. “ This is how the

municipalities refer to it. Add number 5 to describe the expanded boundaries of the neighborhood as follows: “5. The public lands owned by the City of Madison, City of Fitchburg, and Dane County located south of the Cannonball Path and north of the Pine Ridge Neighborhood, to be known as the Marsh area.” Under **ARTICLE IV - MEMBERSHIP**, change the Section E description to refer to the correct portion of the bylaws that now describe the geographical areas: Section E – The DMNA membership shall be organized into four (4) geographic “areas” which are described in Article I.B.1-4, and are shown on the accompanying map for the purpose of selecting members of the DMNA Council. There are no longer four numbered sections under Section E because they have been moved to **ARTICLE I**. Under **ARTICLE VI - NEIGHBORHOOD COUNCIL**, change the reference to the location of the geographical descriptions from **ARTICLE IV.E.** to **ARTICLE I.B.** Finally, **ARTICLE VII - STANDING COMMITTEES**, correct the provision for alternate chairpersons to be able to vote on the Council. Long ago, committee members automatically served on the Council. When the bylaws were changed to having Council representatives elected “without portfolio,” the provision for having alternate chairs having the right to vote on the Council should have been changed but was not. The correction simply involves removing VII.D.2 and renumbering item 3 to item 2.

At the **10/15/15** meeting, members voted to make the following changes. Regarding notification for membership meetings, **ARTICLE VIII - MEETINGS** - Section A - Membership Meetings, 3, was changed to allow several ways of notifying members instead of simply “in writing.” The change now also allows for notification “by e-mail, phone, or in person.” **ARTICLE X - DUES** was clarified to note that dues remain in force until change at a subsequent annual meeting.