

BY-LAWS OF THE
CAPITOL AREA NEIGHBORS

ARTICLE 1

Name, Boundaries and Purposes.

- Section 1. This organization shall be known as the Capitol Area Neighbors, hereinafter referred to as "CAN."
- Section 2. The term "neighborhood" as used hereinafter shall mean that area in the City of Harrisburg, Pennsylvania, within the following boundaries:
- W. 1st* Bounded on the east by the centerline of North Third Street; on the south by the ~~centerline~~ *South Side* of ~~Locust~~ Street; on the west by the Susquehanna River; and on the north by the centerline of Forster Street.
- Section 3. The purposes of CAN shall be as follows:
- a) To increase and improve communication regarding neighborhood interests and needs;
 - b) To promote public improvements and other projects which will make the neighborhood a better place to live;
 - c) To facilitate a spirit of mutual respect, community purpose, and goodwill and cooperation among residents of the neighborhood; and
 - d) To maintain relations with City Government and to deal with private and public agencies to achieve the foregoing purposes.

ARTICLE 2

Membership and Dues

- Section 1. Membership in CAN shall be open to any individual resident of the neighborhood 18 years of age or older. Membership in CAN shall also be open to non-resident individuals who own property or businesses within the neighborhood.
- Section 2. Members of CAN shall continue to be bona fide residents or owners of property or businesses in the neighborhood as a condition for the good standing of their membership.
- Section 3. Each member shall have one vote at any regular or special meeting of the membership at which he is present and voting, and proof of eligibility to vote may be required by the President at the time of the taking of any such vote.
- Section 4. Membership dues shall be as determined by the general membership, but shall be at least one (\$1.00) dollar per year per voting member.
- Section 5. Membership status shall be achieved by attendance at CAN meetings and payment of dues. Membership records shall be maintained through the keeping of meeting attendance lists and dues payment lists.

ARTICLE 3

Meetings of the General Membership

- Section 1. Regular meetings of the general membership of CAN shall be held at least once each year during the month of March, at a date, time and place determined by the Steering Committee.
- Section 2. Additional meetings of the general membership, on a regular or special basis, may be called by the Steering Committee or by the President.

- Section 3. A quorum for conducting business at any general membership meeting shall be ten (10) members in good standing.
- Section 4. Robert's Rule of Order shall govern all general membership meetings, except where they may be inconsistent with these By-laws; provided, however, that a majority vote of the general membership present at any meeting may waive the Rules of Order for any portion of the meeting.

ARTICLE 4

Government

- Section 1. The general management of the affairs of CAN shall be vested in the general membership, except as hereinafter specifically delegated to the Steering Committee or to individual officers.
- Section 2. The Steering Committee shall consist of six (6) members elected by the general membership, all officers, and the immediate past president of the organization. The Steering Committee shall assist the officers in planning, directing and performing activities of the organization, and carrying out the instructions of the membership.
- Section 3. The officers of CAN shall consist of a President, a Vice-President, a Treasurer and a Secretary. With the exception of the President, who shall hold no other office, any combination of offices may be held by one person.
- Section 4. The duties, powers, and responsibilities of the Steering Committee shall be the following:
- a) To set the agenda for all meetings of the general membership;

- b) To provide for the general flow of information to and among residents of the neighborhood by such means as may be determined by the Steering Committee as a whole;
- c) To appoint district leaders from the different parts of the neighborhood to assist in maintaining communications and contact between CAN and the residents;
- d) To designate one or more members of the Steering Committee as CAN representatives to governmental bodies such as the City Council and other City agencies;
- e) To make recommendations to the general membership in any matter, consistent with the purposes of CAN;
- f) To act on behalf of the general membership in any matter, as from time to time authorized by the general membership;
- g) To expend such funds as are authorized from time to time by the general membership, provided however, that the Steering Committee without incurring debt may expend not more than one hundred dollars (\$100) on any matter previously approved in principle by the general membership;
- h) To state the full limits of any individual or committee acting in the name of CAN, and to grant or deny authority to any individuals to represent or to use the name of CAN in any capacity expressing or implying a representative status for such individual;
- i) To act in lieu of a vote of the general membership in any matter consistent with the purposes of CAN, when in the opinion of a majority of all members of the Steering Committee a situation exists of sufficient urgency as to reasonably preclude waiting until a general membership meeting may be convened; provided, however, that any such

matter involving the expenditure of funds in any matter not previously approved by the general membership shall be authorized by a majority vote of all members of the Steering Committee.

- Section 5. The President shall convene meetings of the Steering Committee and shall provide adequate notice thereof, as determined by the Steering Committee, to all members of the Steering Committee. In lieu of action by the President, meetings of the Steering Committee may be called by the Vice-President or by mutual consent of any three (3) members of the Steering Committee, subject to the same notice requirement.
- Section 6. A quorum of the Steering Committee shall consist of four (4) members.
- Section 7. The President shall preside at all general membership meetings and at all meetings of the Steering Committee. The President shall be a spokesperson for CAN in any matter, as from time to time authorized by the general membership or the Steering Committee.
- Section 8. The Vice-President shall perform all the duties of the President in the latter's absence.
- Section 9. The Treasurer shall have charge of all receipts and monies and shall deposit same in the name of CAN in a bank in the City of Harrisburg to be approved by the Steering Committee. The Treasurer shall keep regular accounts of all receipts and disbursements, and shall give a report upon request, and in no event less than once each year, at general membership meetings.
- Section 10. The Secretary shall keep minutes and records of attendance of all general membership and Steering Committee meetings and shall perform such other duties as may be required by the provisions hereof or by the Steering Committee.

ARTICLE 5

Nominations, Elections and Vacancies in Office

Section 1. All members of the Steering Committee and all officers shall be elected at the March membership meeting and shall serve a term of office of two (2) years commencing on the April 1st following their election and ending on March 31, two years later. Each March, one-half of the six at-large members of the Steering Committee shall be elected for two-year terms.

To implement this provision for the first time after adoption of these by-laws, the initial election of officers shall be held as soon as practicable after adoption of these by-laws. The initial terms of office of the President, Vice-President, Secretary, Treasurer and three members of the Steering Committee shall expire on the second March 31st to occur after their election. The term of office of the remaining three members of the Steering Committee shall expire on the first March 31st to occur after their election.

Section 2. A Nominating Committee of at least three members shall be elected in the same manner as officers for two year terms. The Nominating Committee shall choose its chairperson from among its membership. Each year the Nominating Committee shall select at least one (1) candidate for each office, Steering Committee position, and Nominating Committee position for which an election is to be held that year. The Nominating Committee shall present its nominations to the Steering Committee not later than March 1.

Section 3. At least one (1) week prior to the annual March general membership meeting, the Steering Committee shall notify the membership of the report of the Nominating Committee.

Section 4. Nominations shall be made at the March membership meeting, at which the election also is to be held. Nominations shall include

those named in the report of the Nominating Committee and any that may be made and seconded from the floor. No one may be nominated from the floor who, if present, does not state his willingness to serve or, if not present, has not previously agreed to serve in writing.

- Section 5. In all elections the candidate for each position receiving a majority of all votes cast shall be elected; provided, however, that if no candidate receives a clear majority vote then a second election shall be held at that same meeting, in which the only eligible candidates shall be the two (2) candidates from the preceding election who received the largest number of votes. The candidates then receiving the majority vote shall be elected.
- Section 6. In the event of a vacancy in the office of President, the unexpired term of office shall be filled by the Vice President.
- Section 7. In the event of a vacancy in any office other than President, the vacancy shall be filled by the Steering Committee.

ARTICLE 6

Committees

- Section 1. The general membership may by majority vote create committees in furtherance of the purposes of CAN. The President, with the approval of the Steering Committee, shall appoint the membership of each committee and designate its chairman.
- Section 2. The Steering Committee may also create committees and chairpersons thereof, or the Steering Committee may delegate such authority to the President. Such committees shall report to the Steering Committee.

ARTICLE 7

Notice

Section 1. It shall be the duty of the Steering Committee to prepare, or cause to be prepared, notice of all general membership meetings; the notice shall include at a minimum the date, place, time and preliminary agenda of the meeting.

ARTICLE 8

Amendments

Section 1. These By-laws may be amended only by a majority vote of all members in good standing who are in attendance at a general membership meeting; provided, however, that notice of the purport of the proposed amendment has been stated in the notice of the meeting.