

# SVCA Bylaws

## Article I: Name

The name of this organization shall be Sunset Village Community Association, Incorporated, hereafter referred to as SVCA.

## Article II: Purpose

- A. To serve recreational, social, environmental, and other needs of the community as identified by the residents of Sunset Village.
- B. To represent the interests of SVCA before governmental and public agencies.
- C. To improve the neighborhood through democratic citizen participation and involvement.
- D. To inform the residents of matters affecting the community.

## Article III: Membership

- A. Any natural person, 18 years of age or older, residing in the geographic area of SVCA shall be considered a resident.
- B. Any resident or person owning property in the geographic area of SVCA shall be eligible for membership.
- C. The right to vote and hold elective office shall be limited to residents.
- D. Membership fees, if any, shall be established annually by the SVCA officers.
- E. The geographic area of SVCA is on the near west side of Madison, WI. The boundaries can be found on the map on the SVCA website and are defined follows: from the West side of Larkin to the North side of Mineral Point Road to Hillcrest Drive to Merlham Drive including Christopher Court to Midvale Boulevard to Regent Street to Meadow Lane to the South side of University Avenue to Eugenia Avenue to the North side of Bluff Street to Blackhawk to Bagley Parkway to Hillcrest Drive including Vaughn Court to Westmorland Boulevard continuing to Larkin Street.
- F. Areas geographically contiguous to SVCA may be included if:
  - 1. A petition for annexation is presented to the officers of SVCA at least one month prior to the Annual Meeting.
  - 2. At least 80% of the households in the proposed area have signed the petition.
  - 3. The proposed addition is announced as a voting issue in the newsletter prior to the Annual Meeting.

4. A majority of SVCA residents present at the general meeting vote favorably to annex the proposed area.

## **Article IV: Organization**

### ***A. Officers are President or Co-Presidents, Treasurer, and Secretary.***

1. Officers will be elected for a two-year term.
2. Nominations may be made at the last meeting of the year or, by any resident, in writing to the secretary at least one month prior to the Annual Meeting.
3. Candidates will be introduced in the first newsletter of the year.
4. Votes may be cast via email or phone call to the association Secretary, and must be received at least one day prior to the Annual Meeting.
5. There are no term limits, though the association encourages turnover at least every four to six years (two to three 2-year terms).
6. In the event of a vacancy, a replacement to fill out the term will be appointed by the remaining officers.

### ***B. Committees and Chairpersons***

1. There are no Standing Committees; rather, ad hoc or semi-permanent committees can be established at any time at the discretion of the officers and willingness of Sunset Village residents to participate. Committees in the past have included Development (to review potential property development issues), Membership, Communication (Newsletter and Web Communication), Activities, Traffic and Safety, and Parks.
2. Committee Chairs have the responsibility to determine and set budgets for projects or programs subject to the approval of the majority of the officers.

### ***C. Duties of Officers***

1. Co-Presidents shall:
  - a. Organize and preside at all general meetings of SVCA.
  - b. Represent SVCA (or assign responsibility for such representation) as speaker and in writing on matters of policy.
  - c. Appoint Committee Chairpersons.
  - d. Ensure, through oversight or direct participation, the organization's social media representation (including but not limited to posts on Facebook and/or NextDoor, updates on the SVCA websites).

e. Ensure, through oversight or direct participation, that all association business is handled in a timely manner (including organization of social events, budgetary updates, maintenance of membership lists, etc.)

e. Perform other duties customary to the office.

2. The Secretary shall:

a. Record the minutes for all meetings and ensure they are posted on the SVCA website. (Members may submit corrections or additions at any time.)

b. Keep a historical archive.

c. Perform other duties customary to the office.

3. The Treasurer shall:

a. Maintain a record of all SVCA funds and grants and make a financial report at each general meeting.

b. Collect and record annual dues received.

c. Be responsible for deposit and disbursement of all SVCA funds.

d. Reconcile all financial records at least twice per year.

e. Maintain a bank account at an approved financial institution in the name of SVCA; either the Treasurer or Co-Presidents will sign checks.

f. Perform other duties customary to the office.

## **Article V: Meetings & Communication**

A. Communication with Sunset Village residents will be conducted primarily through emails to the listserv, updates on SVCA social media pages (such as Facebook), publication and distribution of a quarterly newsletter, and in-person meetings.

B. Meetings shall be set by the officers and committee chairs and will be announced in the newsletter and on the website.

C. A general meeting of SVCA will meet not less than quarterly at a place and time designated by the President or Co-Presidents, and will be announced in the newsletter and on the website.

D. Special meetings may be called by the President or Co-presidents and by any 10 members of the Association and will be announced on the website, in the Sequoya Branch Library, and, if practical, by newsletter.

E. All residents and members are invited to attend all general and special meetings.

F. The first meeting of the year will be the Annual Meeting.

G. Officers and Committees shall hold such meetings as are deemed necessary.

## **Article VI: Amendments**

The Bylaws may be amended with a three-fourths vote of the residents present at the Annual Meeting, provided such amendment has been published in the newsletter and posted to the website at least two weeks prior to such meeting.