

# Hudson/Park Neighborhood Association

## *Constitution and Bylaws*

### **Article I, Name**

The name of the Corporation is the Hudson/Park Neighborhood Association (hereinafter referred to as the "Association".)

### **Article II, Boundary**

The Hudson/Park Neighborhood is bounded as follows:  
Properties on both sides of Hudson Avenue from South Swan Street west to Willett, south on Willett to Madison Avenue, east on Madison to Delaware Avenue, including Dana Park, south on Delaware to Park Avenue, east on Park to South Swan, north on Swan to Hudson, and including Swan, Dove and Lark Streets between Jay and Hudson in the City and County of Albany, New York.

### **Article III, Purposes**

The association is a nonprofit organization formed for the following purposes:

1. To foster a spirit of community and cooperation among residents of the neighborhood.
2. To maintain the essentially residential character of our neighborhood and foster therein an environment conducive to desirable urban living.
3. To encourage the restoration, rehabilitation and satisfactory maintenance and use of all property in the neighborhood.

4. To encourage adequate housing in the neighborhood for all manner and condition of people.
5. To promote satisfactory and responsible relationships between tenants and landlords.
6. To encourage the fullest variety within the neighborhood of such characteristics as racial composition; economic condition; philosophical, spiritual and political outlook; sexual orientation, etc.
7. To encourage ownership of property by neighborhood residents.
8. To cooperate with all agencies, public and private, in the attainment of these objectives.
9. To encourage zoning and land use policy which help realize these goals.

### **Article IV, Membership**

#### ***Article IV, Section 1: Resident***

**Member.** Any individual, 18 years or older, living in the neighborhood described in Article II shall be eligible for resident membership and shall be such upon the payment of dues.

#### ***Article IV, Section 2: Associate***

**Member.** Any individual, 18 years or older, who is not eligible for resident membership shall be eligible for associate membership and shall be such upon the payment of dues.

**Article IV, Section 3: Rights.**

Associate Members have all rights and privileges of resident members excluding the right to vote and hold office.

**Article IV, Section 4. Dues.** Dues shall be fixed by the Steering Committee. Payment of dues will confirm membership until the following January, as evidenced by a membership card signed by the President and Treasurer.

**Article V, Management**

**Article V, Section 1.** General management of the Association shall be vested in a Steering Committee composed of Officers, the Chairs of Standing Committees and other resident members elected by the general body for a total of 15.

**Article V, Section 2.** Steering Committee decisions are reversible by a majority vote of the resident members present at an Association meeting.

**Article V, Section 3.** All Steering Committee meetings are open to all members and others upon invitation.

**Article VI, Officers**

**Article VI, Section 1. Titles.** The officers of the Association shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Upon determination of the

Neighborhood Association membership, not all offices need be filled.

**Article VI, Section 2. Duties.**

**a. President.**

- The President shall coordinate all committees and speak publicly for the Association.
- The President shall chair the Steering Committee meetings and assemble the agenda.
- In consultation with the Steering Committee, the President organizes the agenda for public meetings, although any Steering Committee members may be designated by that Committee to conduct said public meetings.
- The President shall be required to approve all leaflets or newspapers before mailing or distribution and all letters sent in the name of the Association.
- The President shall not be empowered to call public or Steering Committee meetings without the concurrence of at least three other Steering Committee members.
- The President shall make any official statements of the Association to the Common Council, Capitol Hill Review Commission or any other body to which such statements may be directed unless that duty is delegated by the Steering Committee to another member of the Association.
- The President may sign and execute with the Secretary or the Treasurer in the name of the Association deeds,

contracts or other instruments authorized by the Steering Committee except in cases where the signing and executing shall be expressly delegated by the Steering Committee or the Bylaws to some other officer or agent of the Association.

- Upon vote of two-thirds of those members present, the President may suspend for that meeting any portion of these bylaws.

**b. Vice President**

- The Vice President shall in case of the absence of the President possess all his or her powers.

**c. Recording Secretary**

- The Recording Secretary shall keep a proper record of all meetings of the Association and of the Steering Committee. The minutes shall be available upon request to all members.
- The Secretary shall keep all records of attendance at meetings, see that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed and in general perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Steering Committee or the President.
- The Recording Secretary shall be keeper of the seal of the Corporation.

**d. Corresponding Secretary**

- The Corresponding Secretary shall be responsible for the preparation and

distribution of notices of meetings stating the purpose of said meetings and shall assist the president with general correspondence of the Association.

- The Corresponding Secretary shall be responsible for maintaining the mailing list.

**e. Treasurer**

- The Treasurer shall manage the funds and securities of the Association and the deposits of such funds in the name of the Association in such banks or other depositories as shall be designated by the Steering Committee, render periodic financial reports at the meetings of the Steering Committee and general membership and such other times as shall be requested by the Steering Committee and in general perform all the duties as from time to time may be assigned by the Steering Committee or the President.
- All withdrawal of funds must be countersigned by the President or the Corresponding Secretary.

**Article VI, Section 3. Election and**

**Tenure.** The Steering Committee, or Nominating Committee appointed by the Steering Committee, shall nominate officers and distribute the slate to all members at least four weeks prior to the annual election meeting. Additional nominations, written and signed by at least six resident members, may be submitted to the President or Chair of the Nominating Committee at least two weeks prior to the meeting. Election shall

be by ballot except upon unanimous consent of the members present. All officers shall take office immediately.

**Article VI, Section 4. Vacancies.** If a position on the Steering Committee shall be vacant during the year, the vacancy may be filled by a majority vote of the remaining members of the Steering Committee. The elected member shall take office immediately and is subject to confirmation by the resident members at the next general meeting. Persons so elected shall serve until the next annual meeting.

**Article VI, Section 5. Recall.** All officers are subject to recall by a two-third vote at any general membership meeting. Nominations for recall must be submitted in writing to the Steering Committee who shall present the Nomination at the next general meeting. Persons so elected shall serve until the next annual meeting.

## **Article VII, Committees**

### **Article VII, Section 1. Standing Committees.**

The Steering Committee may appoint Standing Committees which may include, but not be limited to:

- Membership
- Environment
- Communications
- Zoning and Code Enforcement
- Tenant-Landlord Concerns
- Housing and Real Estate

**Article VII, Section 2. Ad hoc committees.** The Steering Committee may establish ad hoc committees and elect a chair.

**Article VII, Section 3.** Committee chairs shall be empowered to call and preside at all Committee meetings and shall be responsible for reporting to the Steering Committee.

## **Article VIII, Meetings**

**Article VIII, Section 1.** There shall be a minimum of four general meetings per year. The time, place and agenda for which shall be set by agreement of the majority of the Steering Committee. Five days prior, a written notice of time, place and agenda shall be distributed to each member except in special circumstances as determined by the President or Steering Committee.

**Article VIII, Section 2.** Meetings of the Steering Committee shall be called by the President or on agreement of a majority of Steering Committee members.

**Article VIII, Section 3. Quorum.** The presence of half of the elected members shall constitute a quorum at a Steering Committee meeting. The presence of ten percent of the resident members shall constitute a quorum at a general meeting.

## **Article IX, Amendments**

Amendment of these Bylaws may be made by an affirmative vote of two-third of the resident members present at any general meeting. Proposed amendments must be submitted in writing to the Steering Committee who shall present the amendments at the next general meeting, with or without recommending action.

## **Article X, Effective Date**

This Constitution shall become effective when signed by a majority of the present resident Neighborhood Association membership.

Laura Rosman, Donna Monaghan, J. S. Flavin, Robert Palm, Rosemary Carson, Mickey Green, Gordon Mowbray, Mark Segenberger, Louise Kuziomko, Gregory Bell, Jon Kuziomko, David P. Benziger, Kathleen J. Kearney, Nancy Burton, Lucille McCabe, Kristen Aliotti, Dana Roberts, Wayne Wettenstein, John J. Biggar, William Leue, Robert Monaghan, Jr., Rob Roberts

***Bylaws Amended in 1986:***

**Article V Management**

***Article V, Section 1.*** General management of the Association shall be vested in a Steering Committee composed of Officers, the immediate past President, Chairs of Standing Committees, and other resident members elected by the general body for a total of not less than 10 and no more than 16.

**Article VI Officers**

***Article VI, Section 2. Duties.***

**d. Corresponding Secretary --  
deleted.**

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