

**CALHOUN AREA RESIDENTS ACTION GROUP (CARAG):  
THE CONSTITUTION**

**THE PREAMBLE**

The purpose of the organization shall be to encourage and support community involvement of both residents and businesses in the CARAG neighborhood. It shall be the object of this organization to:

1. Evaluate the community, search out and draw attention to the advantages we now enjoy, recognize the problems and through research, study and discussion, arrive at and implement a course of action for the improvement of the community.
2. Endeavor to stabilize and/or improve the residential, educational and economic status of the community.
3. Function as a non-partisan, non-sectarian community action group, keeping our citizens alert and informed on proposals and activities of the various civic, commercial, political and governmental bodies which affect us.
4. Coordinate and publicize existing endeavors and projects within the community and facilitate needed programs and projects in the interest of community betterment.
5. Represent the CARAG neighborhood before City boards, commissions, etc. and otherwise as needed.

**ARTICLE I**

**NAME**

The name of this organization shall be the Calhoun Area Residents Action Group, hereinafter also referred to as "CARAG."

**ARTICLE II**

**TERRITORY**

The Calhoun Area Residents Action Group shall have as its primary area of concern that neighborhood bounded by Lake Street on the North to 36<sup>th</sup> Street on the South and Hennepin on the West to Lyndale on the East.

**ARTICLE III**

**MEMBERSHIP**

The membership shall be open to all persons who:

- a. physically reside, or
- b. own a business, or
- c. own property

in the neighborhood as territorially defined in Article II.

ARTICLE IV

DUES

Annual dues may be established by the Board.

ARTICLE V

BOARD

1. The Board shall consist of nine members, with each elected to a one-year term.
2. Each year the Board shall elect among themselves a President, Vice President, Secretary and Treasurer.
3. The Board shall recognize and coordinate the formation of committees.
  - A. Standing committees shall be established as they are deemed necessary by the Board. A description of standing committees and their responsibilities will be available to all CARAG members.
  - B. Interested members of CARAG shall have the opportunity to form special committees.
  - C. The CARAG Board shall establish a joint Newspaper Managing Board with the East Calhoun Community Organization, hereinafter also referred to as "ECCO," for the purposes of publishing a neighborhood newspaper. CARAG shall own and be fiscally responsible for the newspaper. The Newspaper Managing Board shall consist of three CARAG members, at least one of whom shall be a CARAG Board member as well as three ECCO members, at least one of whom shall be an ECCO Board member. The Newspaper Managing Board shall create operating procedures that must be approved by CARAG.
4. The Board shall designate a contact person to received mailings from the Office of Public Information and other information concerning neighborhood issues.
5. The duties of the Board shall be to transact business of the monthly meetings, to carry out actions between any special Board meetings and any general membership meetings, and determine changes to the Constitution and By-Laws in accordance with Article VII.
6. Each Board Member who served on the Board will be in charge of at least one task or project during the calendar year of his or her term, that is in addition to the regular responsibility already represented within this charter. As of 1992, special projects in need of leadership have included specific License Issues, Planning Commissions, Environmental Task Forces, Clean Sweeps, Wine Tastings, Fundraisers, Uptown Liaison, Super Sale, etc.

ARTICLE VI

DUTIES OF THE BOARD OFFICERS

- A. The President of the Board shall be in charge of all meetings and shall be the primary contact person for the dissemination of information on CARAG and its activities. The Vice President will act in the absence of the President at the Board or monthly membership meetings.
- B. The Secretary shall take minutes of all meetings and shall maintain a file of records of all meetings, assignments, studies, reports, resolutions, motions, elections, and correspondence. These documents shall be made available upon request to any member for his/her perusal, and shall include attendance lists, petitions, minutes of meetings.

- C. The Treasurer shall be responsible for receiving all monies paid to the organization from whatever source. He/she shall maintain a set of books to record receipts and disbursements and shall issue receipts for all monies collected. If applicable, he/she shall maintain a list of all paid-up members of the organization, and this list shall always be available for examination upon request of the membership. If dues are ever levied, he/she shall post list on the night of election. He/she shall maintain a record of disbursements. All disbursements must be authorized by the Board. He/she shall make a financial report at each monthly meeting and an annual report at the annual election meeting. He/she shall recommend to, and receive approval from, the Board for the solicitation of funds. The books shall be available to the Board as is deemed necessary.

## ARTICLE VII

### AMENDMENTS

The Constitution and By-Laws may be amended in the following manner:

A proposed amendment shall be submitted in writing to the Secretary and shall be read at the next two consecutive meetings of the membership. Voting on the amendment shall take place at the second meeting and shall require a two-thirds (2/3) majority vote of the members present and voting to pass.

BYLAWS

1. Dates, time and location of monthly meetings shall be determined by the Board.
2. All meetings shall be open to the public.
3. The Board may schedule special general membership meetings as the need may arise; the President of the Board may schedule Board meetings as necessary. Notification of special meetings shall include the purpose of the meeting.
4. Nominations for election of Board members shall be made at the regular membership meeting in July. A list of the nominees shall be included in the neighborhood newspaper issue preceding the election, which will be held at the September meeting. Additional nominations for Board members may also be made at the September meeting.
5. Voting by members shall be regulated as follows:
  - a. each member age 18 and over shall have one vote
  - b. no member may vote more than once, regardless of how many membership categories he or she qualifies for
  - c. a corporation, partnership, cooperative, or other legal entity that is a member shall have one vote and shall designate an individual to exercise that vote; individuals voting on behalf of such members shall be subject to provision 5a above
  - d. members must be present to vote; proxy voting shall not be allowed
  - e. all eligible voters must sign the official meeting sign-in sheet and state how eligibility is met
  - f. proof of membership must be supplied on request; residents must show a driver's license or state ID with a neighborhood address, or proof of identity and a signed lease or two utility bills in their name at that address; non-resident members must show a lease or proof of property ownership
6. Between September and October membership meetings, the new President will call a special meeting of the Board. He/she will chair the election of Board Officers.
7. In the event that an elected member of the Board shall be absent from two or more consecutive meetings without a valid reason, the Board shall have the power to remove said member from the position and appoint a replacement to fill out the remainder of the term of office.
8. In the event that an elected member of the Board indicates his/her inability to serve out his/her elected term, the Board shall have the power to appoint a replacement to fill out the remainder of his/her term of office.
9. No position statement shall be made in the name of the organization unless authorized by the Board.
10. Except as herein provided, this organization shall be governed by Roberts Rules of Order, Revised.

**Amendment to the Constitution of Calhoun Area Residents Action Group (CARAG)**

Voted into acceptance May 17, 2005.

1. Article V, section 3, subsection C shall be added as follows:

The CARAG Board shall establish a joint Newspaper Managing Board with the East Calhoun Community Organization, hereinafter also referred to as "ECCO," for the purposes of publishing a neighborhood newspaper. CARAG shall own and be fiscally responsible for the newspaper. The Newspaper Managing Board shall consist of three CARAG members, at least one of whom shall be a CARAG Board member as well as three ECCO members, at least one of whom shall be an ECCO Board member. The Newspaper Managing Board shall create operating procedures that must be approved by CARAG.

This amendment was approved and is official record of the CARAG Constitution.

\_\_\_\_\_  
Diana Boegemann  
Board President

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Date

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Jill Bode  
Board Secretary

\_\_\_\_\_  
Date