

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

As approved by vote of the CARAG membership on: September 18, 2007

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 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 36th Street on the South and Hennepin on the West to Lyndale on the East.

ARTICLE III

MEMBERSHIP

A. The membership shall be open to:

1. all persons who reside,
 2. all persons who own property, or
 3. all legal entities which operate a partnership, cooperative, business, church, school, or non-profit organization
- within the neighborhood as territorially defined in Article II.

B. Voting membership shall be defined as:

1. Each member age 18 and over shall have one vote.
2. No member may vote more than once, regardless of how many membership categories for which they may qualify.
3. Member organizations described in III A 3 shall each have one vote, and shall designate one individual, subject to provision III B 1, to exercise that vote.

4. Members must be present to vote; proxy voting shall not be allowed.
5. All eligible voters must sign the official meeting sign-in sheet and state how eligibility is met.
6. 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. Voting representatives of member organizations must show proof of organizational authority.
7. In cases of uncertainty of voting eligibility, a vote of those already eligible voters present at that meeting will determine the contested voting status.

ARTICLE IV

DUES

Annual dues may be established by the Board.

ARTICLE V

BOARD

- A. The Board shall consist of nine CARAG members, with each elected to a one-year term.
- B. Each year the Board shall elect among themselves a President, Vice President, Secretary, and Treasurer.
- C. The Board shall designate a contact person to receive mail for CARAG.
- D. The duties of the Board shall be to transact business of the monthly meetings, 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 VIII.
- E. Each board member is expected to lead or participate in tasks, projects, or committees, in addition to the responsibilities represented in this charter.
- F. The Board shall ensure that employees of CARAG are employed in compliance with the CARAG Personnel Policy Guidelines.

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 be responsible for 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 their perusal, and shall include attendance lists, petitions, and minutes of meetings.
- C. The Treasurer shall receive all monies paid to the organization from whatever source, maintain a set of books to record receipts and disbursements, and issue receipts for all monies collected. If applicable, maintain a list of all paid-up members of the organization, provide this list for examination upon request of the membership, and post this list on the night of election. The Treasurer shall maintain a record of disbursements. All disbursements must be authorized by the Board. The Treasurer shall make a financial report at each monthly meeting and an annual report at the annual election meeting. The Treasurer 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. The Treasurer, with the assistance of the Board and relevant committees, shall propose an annual operating budget for approval at the September neighborhood meeting.

The Treasurer is responsible for ensuring that all fiscal transactions are in compliance with the CARAG Accounting Procedures, which shall be approved by the CARAG membership annually at the October neighborhood meeting.

ARTICLE VII

COMMITTEES

- A. The CARAG membership shall approve the formation and dissolution of committees.
- B. The CARAG Committee Policy shall contain a description of standing committees, their responsibilities, and their operating procedures. The CARAG membership shall review and approve the CARAG Committee Policy annually at the November neighborhood meeting.
- C. Interested members of CARAG shall have the opportunity to form special committees.
- D. 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.

ARTICLE VIII

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. The date, the time, and the location of monthly meetings shall be determined by the membership. Notice of meetings shall be made available via the CARAG website, CARAG Forum e-mail, and published in the neighborhood newspaper. These meetings shall be open to the public.
2. 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.
3. 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.
4. Election of board members shall be by secret, written ballot. Each voting member may vote for up to nine candidates, and may cast only one vote for any one candidate.
5. Between September and October membership meetings, the sitting President will call a special meeting of the Board and chair the election of Board Officers at that meeting.
6. In the event that a member of the Board shall be absent from two or more consecutive meetings without a valid reason, the membership shall have the power to remove said board member from the position.
7. In the event of a vacancy on the board for any reason, the neighborhood shall elect a replacement to fill out the remainder of that member's term. Nominations shall open at the monthly neighborhood meeting at which the vacancy is announced and remain open until the following monthly neighborhood meeting, at which the election will be held.
8. No position statement shall be made in the name of the organization unless authorized by the Board.
9. Except as herein provided, this organization shall be governed by Robert's Rules of Order, Revised.