

BYLAWS
UNIVERSITY GROVE HOMEOWNERS ASSOCIATION
Adopted, 2011

Article I. Name

The name of this organization shall be "The University Grove Homeowners Association."

Article II. Purpose

The University Grove Homeowners Association is organized for the following purposes:

1. To provide a means for coordinating the activities and major issues of homeowners in University Grove that are of common interest within the Grove community.
2. To provide a means by which the homeowners in University Grove may formulate and communicate a coordinated position with regard to the actions of the University of Minnesota and the city of Falcon Heights and any other organizations or authority whose actions affect University Grove.
3. To provide a means by which the homeowners in University Grove may formulate and communicate a coordinated position on proposals for action by the University of Minnesota or the city of Falcon Heights affecting the University Grove or its residents, including the initiation of such proposals within the Grove community.
4. To provide a means for the reception and dissemination of information concerning the University Grove or its residents, including proposed actions by the University of Minnesota, the city of Falcon Heights, or any other organization or authority whose actions affect University Grove.

Article III. Membership

Membership in the University Grove Homeowners Association is open to all owners of homes within the University Grove, consisting of those residential lots in the area lying west of Cleveland Avenue, north of Hoyt Avenue, east of Fulham Street, and south of the old inter-campus trolley line, subject to the following qualifications:

1. While all adult members of any household in University Grove are entitled to attend and participate in the discussion of any meetings of the Association and may hold office in the Association, voting memberships shall be limited to one membership per house, and on all issues on which votes are taken and in all elections of officers, only one vote per household shall be counted.
2. Membership rights may be transferred only to persons purchasing homes in the Grove and may not be transferred to temporary residents.

Article IV. Dues

Annual dues for membership in the University Grove Homeowners Association shall be discussed at an Association meeting and voted upon as needed by special ballot. The fiscal year begins on October 1 and ends on September 30. The name of the fiscal year is the year in which it ends. Dues received during a fiscal year will normally be applied to that fiscal year.

Article V. Officers, Steering Committee, and Block Representatives: Duties and Elections.

1. The officers of the University Grove Homeowners Association shall be a President, a Vice President, a Secretary and a Treasurer. All officers shall serve for one year terms between annual elections to be held in October of each year.
2. There shall be a Steering Committee of the University Grove Homeowners Association consisting of the President, the Vice President, the Secretary, the Treasurer, the immediate Past President and a Block Representative selected from each block in University Grove as designated below.
3. At the discretion of the Steering Committee, the position of the University Grove Communication Officer (UGCO) may be formed and the person filling that position may be appointed to serve as an ex officio member of the Board. The Steering Committee may decide whether the UGCO is paid a stipend contingent upon available funds. The UGCO and the President shall sign an annual contract outlining the stipend (if applicable) and expectations of the UGCO duties for the year.
4. The duties of the President shall be
 - a. To preside over all meetings of the University Grove Homeowners Association and all meetings of the Steering Committee.
 - b. To perform such other duties and functions as are designated by these Bylaws as they may be periodically amended.
 - c. To perform such duties and functions as may be periodically defined by the action of the University Grove Homeowners Association.
 - d. To perform such functions as are normally incident to the office of chief executive of an unincorporated association.

- e. To report at the Annual Meeting on projects completed during the past year and on those projects still pending or planned.
 - f. To transfer any documents pertaining to the duties of the President to the incoming President no later than October 31.
5. The duties of Vice President shall be
 - a. To perform the duties of the President during his or her temporary absence or temporary disability.
 - b. To assist the President in the performance of his or her duties and functions.
 - c. To initiate and assign responsibility for neighborhood activities (e.g., picnics, block parties and special events) with assistance from the UGCO, volunteers and Steering Committee
 - d. To transfer checklists, organizational flyers and other social event planning documents to the incoming Vice President no later than October 31.
6. The duties of the Secretary shall be
 - a. To keep accurate records of the proceedings of all meetings of the University Grove Homeowners Association and of its Steering Committee.
 - b. To provide each home in the Grove with a copy of the minutes of these meetings within 30 days following each such meeting.
 - c. To notify all members of the Association of the regular and special meetings of the Association.
 - d. To collect and tally all votes when a neighborhood vote is made
 - e. To maintain University Grove bylaws, files and archives, and transfer these documents to the incoming Secretary no later than October 31.
7. The duties of the Treasurer shall be
 - a. To collect dues and act as custodian of the funds of the University Grove Homeowners Association.
 - b. To keep accurate records of the acquisitions, dispositions and balances of the funds of the Association.
 - c. To give an annual written report of the financial affairs of the University Grove Homeowners Association at the annual business meeting.
 - d. To ensure that all accounts and ledgers are in good order and along with the banking rights be transferred to the incoming Treasurer no later than October 31.
8. The duties and functions of the Steering Committee shall be
 - a. To collect information related to major issues of common concern to the University Grove community.
 - b. To disseminate information to the residents of University Grove through their respective Block Representatives.
 - c. To discuss with members in each block their views on issues of common concern and what positions might be taken with respect to these issues, and communicate these views to the officers.
 - d. To review proposals for actions by the University Grove Homeowners Association on major issues of common concern to the University Grove community.
 - e. To assist the officers in carrying out their duties (e.g., collecting dues, assisting in annual meeting preparations)
9. The duties of the UGCO shall be determined by annual contract with the president, but generally include:
 - a. To manage phone calls and e-mail regarding the University Grove Homeowners Association, including crisis communications
 - b. To collect and disseminate information to the membership on matters that affect the Grove via e-mail and a quarterly newsletter
 - c. To manage the University Grove website, student web tech interns and neighborhood directory
 - d. To assist the board members with official information dissemination and requests involving external groups (e.g., City of Falcon Heights, University officials, neighboring organizations)
 - e. To assist the Vice President with neighborhood events and the Board members with annual meeting planning including preparation of agenda, handouts and arrangements
10. Officers [the President, Vice President, Secretary and Treasurer] shall be elected at the Annual Meeting of the University Grove Homeowners Association. Residents may be polled before this meeting to identify interested candidates. Nomination of candidates for office shall be made by the Steering Committee or a nominating committee thereof, but nominations from the floor shall be called for at the meeting. All persons nominated must have indicated their willingness to serve if elected. All elections shall be by majority vote of those voting members present at the meeting, without the use of proxy votes.
11. In the event of a vacancy in the office of the President during his or her term, the Vice-President shall succeed to the office of President. In the event of a vacancy on the office of Vice President, Secretary or

Treasurer, the vacancy may be temporarily filled by majority vote of the Steering Committee subject to approval of this action by a majority vote of the members attending the next meeting of the University Grove Homeowners Association. A vacancy in office shall be deemed to have occurred

- a. upon resignation of the incumbent;
 - b. upon the incumbent having ceased to maintain his or her residence within the Grove, whether on leave of absence or permanently; or
 - c. upon the death of the incumbent.
12. Block representatives for each block shall be selected by the incoming President following consultation with the incoming Vice President and the immediate Past President. (The position of block representative will normally rotate among the members of the block.) If a majority of the members of a block sign a petition requesting a change in block representative, the President will convene a block meeting to chose a block representative.
13. The blocks are
- a. Block #1: bounded on the south by Hoyt Avenue, on the west by the pedestrian walkway running between Folwell and Hoyt Avenues, on the north and east by Folwell Avenue.
 - b. Block #2: bounded on the south by Hoyt Avenue, on the west by Coffman Street, on the North by Folwell Avenue, and on the east by the pedestrian walkway running between Folwell and Hoyt Avenues.
 - c. Block #3: bounded on the south by Hoyt Avenue, on the west by Burton Street, on the north by Folwell Avenue, and on the east by Coffman Street.
 - d. Block #4: bounded on the south by Hoyt Avenue, on the west by Northrop Street, on the north by Folwell Avenue, and on the east by Burton Street.
 - e. Block #5: bounded on the south by Hoyt Avenue, on the west by Vincent Street, on the north by Folwell Avenue, and on the east by Northrop Street.
 - f. Block #6: bounded on the south by Hoyt Avenue, on the west by Fulham Street, on the north by Folwell Avenue, and on the east by Vincent Street.
 - g. Block #7: bounded on the south by Folwell Avenue, on the west by an extension of Fulham Street, on the north by the old inter-campus trolley line, and on the east by an extension of Northrop Street.
 - h. Block #8: bounded on the south by Folwell Avenue, on the west by an extension of Northrop Street, on the north by the old inter-campus trolley line, and on the east by Coffman Street.
 - i. Block #9: bounded on the south by Folwell Avenue, on the west by Coffman Street, on the north by the old inter-campus trolley line, and on the east by the eastern boundary of University Grove.
14. In the event of a vacancy in the office of Block Representative, the President or his or her designated agent shall appoint a replacement. A vacancy shall be deemed to have occurred
- a. upon the resignation of the Block representative;
 - b. upon the incumbent having ceased to maintain his or her residence within the block, whether on leave of absence or by moving to another portion of the Grove or by permanently moving from the Grove; or
 - c. upon the death of the incumbent.

Article VI. Meetings

1. The University Grove Homeowners Association shall meet at least once each year in a regular annual business-election meeting which shall ideally be held during the third week in October (usually on a Tuesday) at a time and place to be designated by the Steering Committee, and notice of which shall be given to each home in the Grove at least two weeks in advance of the meeting. Such notice shall contain a statement of the agenda for the meeting, which shall include the election of new officers, explicit enumeration of any items to be discussed during the meeting that will require a vote, and the written report of the Treasurer.
2. The University Grove Homeowners Association may be called into special meeting
 - a. by a vote of a majority of the Steering Committee, or
 - b. by a petition of 10 voting members (i.e., persons living in 10 different homes in the Grove). The time and place and agenda of such special meetings shall be designated in the call, and notice of the call shall be distributed to all homes in the Grove containing all voting issues not less than two weeks prior to the time of the special meeting.
3. For any action to be taken at any regular or special meeting, a vote must take place, as outlined below.
4. At any meeting, only such business as was designated in the agenda appearing in the written notice may be the subject of action at the meeting. All "new business" can only be in the form of proposals for action and discussion, with a vote for action to be taken at a subsequent meeting or by mail or e-mail ballot.

5. The Steering Committee shall meet
 - a. On call of the President, or

On call of any four members of the Steering Committee. Notice of such call shall be communicated to all members of the Steering Committee at least one week in advance of such meeting. The Steering Committee shall establish its own quorum. Article VII. Voting

1. The University Grove Homeowners Association may vote on issues of importance to the Association. Stipulations for calling a vote include:
 - a. A majority of the Steering Committee can determine what issues need to be voted on
 - b. Alternatively, 10 different Grove members may also request that an issue be voted on, as described above in Article VI.2.b
2. Voting procedures:
 - a. During the course of a meeting, a motion may be made and voted upon to amend any motions announced in the meeting agenda.
 - b. Voting at all meetings shall be limited to election of Board members and to amendments on voting items announced in the meeting agenda. A decision on these votes is determined by a majority of the eligible households attending the meeting.
 - c. On all other voting items brought to a meeting, households may submit electronic votes or written ballots after the meeting is adjourned. These will be accepted for two weeks after the meeting. Voting initiatives not associated with any meeting must also allow at least two weeks before the vote is closed.
 - d. A majority of the Steering Committee can determine in advance of the vote on an issue that the vote must be done by secret ballot.
 - e. Only one vote may be cast for each household. The first eligible household member to submit an electronic or absentee vote is the vote that counts.
 - f. Voting results will be communicated via e-mail no later than 48 hours after the voting has closed.
 - g. A decision on the vote is determined by a majority of the votes received (except for amendments to the bylaws themselves, which require a majority of all households in the Grove for passage as described in Article IX).

Article VIII. Liaison

1. To the extent that organizations representing adjacent communities (e.g., 1666 Coffman, Saint Anthony Park Association) reciprocate, each such organization shall be invited to send a representative to meetings of the University Grove Homeowners Association. These liaison representatives may not vote, but may participate fully in the discussion, so as to communicate concerns of one community to the adjacent community.
2. The President of the University Grove Homeowners Association (or the President's designee) shall represent the Association on any committees established by the University that request representation from the Association. The President shall seek the advice of the Steering Committee on any significant action proposed by the University Grove Committee of the University of Minnesota. The President shall report on such meetings to the Steering Committee.

Article IX. Amendments

These Bylaws of the University Grove Homeowners Association may be amended by a majority vote of the members of the University Grove Homeowners Association attending any meeting of the Association or by ballot, provided

1. The proposal for amendment of the Bylaws has been presented in writing in the call for the meeting or notice of the meeting or notice of future ballot distributed to all homes in the Grove at least two weeks in advance, and
2. The meeting at which the amendment is voted upon is attended by a majority of the households of the Association or the ballot is approved by a majority of the voting members of the Association.