

South Knoxville Neighborhood and Business Coalition Charter

Name

The name of the organization shall be the South Knoxville Neighborhood and Business Coalition.

Purpose

- Support and enhance the South Knoxville neighborhood associations represented by SKNBC. Encourage and mentor new South Knoxville neighborhood associations.
- Promote positive relationships between South Knoxville and city, county, and state government bodies.
- Encourage active participation by area residents and businesses to address issues affecting South Knoxville.
- Support and promote the many educational, recreational, cultural, and economic assets of South Knoxville.

Membership

Any organized neighborhood or business association within the city limits of Knoxville south of the Tennessee River may elect to join SKNBC. Only one neighborhood organization may represent any given geographic area. Any organization wishing to join must have been in existence for at least six months.

A neighborhood or business organization wishing to join SKNBC may do so by having its governing body approve this charter and return to SKBNC a signed **Charter Acknowledgement**. The **Acknowledgement** should be signed by the organization's designated signatory(ies) and include their titles, if any. At the time of dues renewal, the organization will submit **an updated Acknowledgement Form** signed by the organization's designated signatory(ies).

Dues

Dues shall be \$25/year for each member organization, payable in January or on joining SKNBC. **Member organizations that join after June will owe \$12.50 for the balance of the year.** Those neighborhoods who are more than 90 days delinquent in payment of dues may be dropped from SKNBC membership upon the vote of dues paying members. Dues are non-refundable except in the case of dissolution of SKNBC.

Representatives

Each member organization's board may name two representatives to SKNBC. These representatives shall be the only voting members.

The duties of the representatives are:

- Communicate information from and back to their respective neighborhood associations
- Attend all SKNBC meetings
- Participate in voting on SKNBC issues
- Adhere to the SKNBC code of conduct as follows:

SKNBC speaks with one voice. No representative shall speak for SKNBC without authorization from the organization. To encourage open discussion, no confidential information discussed by SKNBC shall be discussed with anyone outside the organization without authorization. Confidential information is defined as any information a representative is privy to solely by being a member of this group.

Any member organization failing to send at least one representative to three consecutive meetings shall be notified by SKNBC that they should either make sure their representatives attend the next meeting, choose new representatives, or drop their membership. Such absent neighborhoods will not be considered for quorum at the fourth consecutively missed meeting.

Officers

SKNBC representatives shall elect up to two Co-Chairs, a treasurer and a pool of recorders at their first meeting of the year. These officers shall serve until the first meeting of the following year,

The treasurer shall have charge and custody of and be responsible for all SKNBC funds. The treasurer shall report **monthly** on the financial situation of the organization.

Chair/Co-Chairs serve as a point of contact for the SKNBC organization, as well as acting as facilitators of all SKNBC meetings during their term. The facilitator shall also create the agenda for the meeting he or she is scheduled to facilitate.

A recorder shall take minutes at all SKNBC meetings. The responsibility of the recorder will be to record minutes in a consistent format as approved by the representatives. Each recorder will serve a three-month term. If the designated recorder for the month is absent, one of the other volunteers who is present will record.

Meetings

Meetings shall be held once a month unless another date is agreed to by the majority of representatives. Special called meetings can be held upon request of the majority of the representatives. The date and time of all confirmed meetings and events shall be recorded in the minutes.

SKNBC meetings are open to elected officials, representatives of City and County governments, and others unless specifically closed by the representatives.

Voting

A quorum for voting purposes shall consist of a majority of the current representatives. To pass a motion requires an “aye” vote from a majority of representatives in attendance. Visitors from neighborhood associations less than six months old may attend but will not have voting privileges.

Internet communication

SKNBC shall maintain an eGroup for communication among the representatives. Only current representatives may be members of this eGroup.

At least one representative from each member group must have an active email account.

Business that **MUST** be transacted between meetings may be done by email vote.

In the event that any representative from a member organization does not have an active email account, they may give their proxy to the other representative from that organization during an email vote.

Amending the charter

Any amendments to this charter shall require a 2/3 vote of all current representatives.

Revised Tuesday, October 23, 2012

Revised Tuesday, January 20, 2014

Revised Tuesday, February 26, 2019

Revised Thursday, February 25, 2021

Revised Tuesday, October 28, 2025