

# BYLAWS OF MITMAN NEIGHBORHOOD ASSOCIATION

Mitman Neighborhood Association strives to create a safe, healthy, supportive, and sustainable neighborhood where all are welcome to live and participate.

## ARTICLE I: NAME AND BOUNDARIES

1. Name of the Association: Mitman Neighborhood Association (hereafter referred to as the “Association”)
2. Boundaries:
  - a. North by East Speedway Boulevard
  - b. South by East 5th Street
  - c. East by North Sahuara Avenue
  - d. West by North Craycroft Road

The neighborhood perimeter is defined by the centerline of each of the above listed streets. For example, the south side of East Speedway Boulevard is within the neighborhood, but the north side is not.

## ARTICLE II: MEMBERSHIP AND VOTING

1. The membership of this Association shall be the residents who reside within the neighborhood and businesses located within the neighborhood.
  - a. A resident who resides within the neighborhood boundaries as either a renter or in an owner-occupied home is a member of the Neighborhood Association. Upon paying dues, the resident household becomes a Voting Member.
  - b. Any business whose business license lists the business location as within the neighborhood boundaries is a member of the Neighborhood Association. Upon paying dues, the business becomes a Voting Member.
2. A Voting Member shall be a household or business within the boundaries of the neighborhood that has paid dues for the current membership term. Each dues paying household or business (Voting Member) within the neighborhood shall be entitled to one vote.

3. Annual dues are \$10.00 for each household or business. Upon payment of annual dues, the member becomes a Voting Member for the remainder of the current membership term as described below. However, a member paying dues in the last quarter of the membership term (August, September, October) becomes a voting member for the remainder of the current membership term AND becomes a member for the next membership term. The dues may be changed through amendment of these bylaws as described below.
4. A Voting Membership term shall be November 1 through October 31 of the next year.
5. Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the Association.

### **ARTICLE III: OFFICERS AND BOARD OF DIRECTORS**

1. The Association shall have the following officers:
  - a. President shall call and preside at all meetings, shall act for and on behalf of the membership of the Association, shall appoint any special committees necessary for the operation of the Association business, and shall act as official spokesperson for the Association.
  - b. Vice President shall, in the absence of the President, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the Association.
  - c. Chief Information Officer (Secretary) shall keep a permanent record of all meetings and all legal documents and legal transactions of the Association. The Secretary shall transcribe the minutes of each meeting and shall maintain a file copy of same and submit a copy of these minutes to the City entity responsible for registering Neighborhood Associations.
  - d. Treasurer shall keep all financial receipts and a permanent record of all financial business of the Association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for maintaining the membership lists (Voting and non-voting).
2. The Board of Directors shall consist of the Officers plus four Neighborhood Advisors. Neighborhood Advisors are additional members of the Board of Directors elected by the Voting Membership to make the Board of Directors more representative of the entire neighborhood. Only Voting Members are eligible to serve as Officers or Neighborhood Advisors.
3. No person shall serve as more than one Board of Directors position simultaneously.
4. Any Officer or Director may be removed from office by a 2/3rds majority vote of the Voting Members present at a membership meeting.

## **ARTICLE IV: Elections and Term of Office**

1. Nominations for Officers and Neighborhood Advisors shall be made prior to and at the Annual Meeting. If there are less than four nominations for Neighborhood Advisors, the Board may operate with fewer members than specified above. The Board may fill the vacant positions as described below.
2. Officers and Neighborhood Advisors shall be elected at the Annual Meeting by the Voting Members of the Association that are present at the meeting.
3. Officer and Neighborhood Advisor terms of office are November 1 of the current year to October 31 of the next year.
4. Officers and Neighborhood Advisors shall take office at the beginning of their term (November 1) and shall serve until the end of their term (October 31 of the next year) unless they resign or are removed.
5. All documents, records, and any materials pertaining to the duties of the office as designated in these bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within 14 days of the beginning of the new term.
6. Vacancies: Should there be one or more vacancies on the Board, the remaining Board members may elect someone to fill the remaining term. If the vacancy is the president, the vice-president shall fill that office for the remainder of the term, leaving the vice-president office vacant and subject to optional replacement by the remaining members of the Board. If the vacancy is Chief Information Officer (Secretary) or Treasurer, the board shall elect a replacement to fill the remaining term.

## **ARTICLE V: Meetings**

1. All meetings shall be open to all members of the Association.
2. An annual meeting of the membership shall be held in October of each year at a place and time determined by the Board of Directors.
3. The Board of Directors shall meet on a schedule determined by the Board of Directors.
4. The Board of Directors may schedule additional membership meetings.
5. Upon request of 10% of the Voting Members, the Board shall schedule a special meeting to occur within 28 days of receipt of the request.
6. A notice for every meeting (board or general) shall be posted on the Association web site (mitman.org) at least 7 days prior to the meeting. The notice shall include a proposed agenda of the items to be discussed or decided. If necessary, the Board may decide time-critical issues not on the agenda through a unanimous vote.
7. The Voting Members present at a membership meeting shall constitute a quorum.
8. A majority (greater than 50%) of the filled positions of the Board of Directors shall constitute a quorum at a Board of Directors meeting.

9. A quorum shall be required in a meeting for any business to be conducted.
10. A motion shall be carried by a vote of the majority (greater than 50%) of the quorum.
11. Meetings should be held in person, but may be held by videoconference.

## **ARTICLE VI: FISCAL RESPONSIBILITY**

1. The Fiscal Year of the Association shall be November 1 through October 31.
2. Expenditures exceeding \$300 shall require the approval of the Voting Members at a regular or special membership meeting.

## **ARTICLE VII: AMENDMENT OF BYLAWS**

1. These bylaws may be amended by a majority vote of the Voting Members present (a quorum) at a membership meeting.
2. Proposed amendments shall be sent to all members at least 14 days before the meeting where the action is to be considered.

## **ARTICLE VIII. GENERAL**

1. The rules in the current edition of Robert's Rules of Order shall govern the Association, the Board of Directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the Association may adopt.
2. If any part of these Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
3. No officer, representative, spokesperson or member shall have any financial liability of the Association.

Date Adopted:

Board Member Signatures and Titles: