

# **Midtown Neighborhood Association**

## **Bylaws, Approved 3/5/2019**

### **ARTICLE I...BOUNDARIES**

Section I ... The boundaries of the Midtown Neighborhood Association shall be defined as follows: West to Alvord Blvd., North to the Lloyd Expressway, East to Vann Ave., and South to Bellemeade Ave.

### **ARTICLE II...MEMBERSHIP**

Section I ... Membership qualifications. Membership in Midtown Neighborhood Association shall be open to all residents, business owners, and non-profit organizations located within the boundaries defined in Article I. Members must make minimum contributions defined in Article V to be voting members.

Section 2 ... Membership voting. All members shall be 16 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting. One representative from each non-profit will cast one vote. Businesses may have up to two voting members per location within the boundaries defined in Article I.

### **ARTICLE III...MEETINGS**

Section I ... General meetings. There shall be at least six meetings per calendar year. The meetings shall be convened the third Tuesday of the month at 6:30 PM. Exceptions to the general meeting schedule shall require at least seven days' advance notice via e-mail, mail, or phone to all members.

Section 2 ... Special meetings. Special meetings of the membership may be called by the President as deemed necessary. Notification and purpose(s) of the special meeting shall require three days' advance notice via e-mail, mail, or phone to all members.

Section 3 ... Executive board meetings. In cases where a decision must be made quickly, the President can call an Executive board meeting, which consists of officers and one additional member. In such cases, a summary of the action taken must be made in the next regularly scheduled general meeting. Actions taken that require follow-up must be voted on at the next regularly scheduled general meeting.

Section 4 ... Quorum. A quorum for any general or special meeting shall be the number of members in attendance over five. Unless otherwise specified in these bylaws, decisions at these meetings will be made by a simple majority vote of those members present.

### **ARTICLE IV...EXECUTIVE BOARD**

Section I ... President. The President shall prepare the agenda and preside at the meetings (board and membership); shall appoint members of committees not elected with approval of the board. The President also acts as official spokesperson of the association unless the members choose to elect one.

Section 2 ... Vice-President. The Vice-President shall assist the President; shall function as "Acting" President in his/her absence. The Vice-President will also function as "Acting" chairperson of any committee that lacks a chairperson.

Section 3 ... Secretary. The Secretary keeps summary meeting minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; shall make records available for inspection for any proper purpose at any reasonable time; shall send notification of general and special meetings.

Section 4 ... Treasurer. The Treasurer shall be held accountable for all funds and shall give an accounting at each general meeting; shall receive, deposit in a financial institution, and disburse funds. If no dues are collected, this position may not be filled.

Section 5 ... Youth Liaison. The Youth Liaison is responsible for leading efforts to engage students in the association and for conveying input from students within the boundaries defined in Article I.

Section 6 ... Business Liaison. The Business Liaison is responsible for leading efforts to engage businesses in the association and for conveying input from businesses within the boundaries defined in Article I.

Section 7 ... At-Large Board Members. The association shall also elect five at-large board members who shall serve in a general capacity as part of the leadership of the association.

Section 8 ... Elections. All officers and board members shall maintain office for one year. Nominations for each office shall be made at the final regularly scheduled general meeting of the year, with the election being held at the first general meeting of each year. Any individuals nominated must have attended at least three meetings in the past calendar year.

Section 7 ... Termination for Nonattendance. Any officer who fails to attend three board meetings or three general meetings in a calendar year shall be automatically deemed to have resigned from the board. Nominations and election shall be held at the subsequent general meeting to fill the vacancy.

## ARTICLE V...FINANCES

Section 1 ... Contributions. Minimum contributions to be a voting member may be set by majority vote at any general membership meeting and shall remain set at the same level each year until a majority votes to make a change.

Section 2 ... Controls. All deposit reports and disbursements require the signatures of the Treasurer and Vice President. If a bank account is opened, the account must be reconciled monthly. The two authorized signers shall be the Treasurer and Vice President.

Section 3 ... Fiscal year. The fiscal year will be the calendar year.

Section 4 ... Reporting. The Treasurer shall make a financial report at least quarterly.

## ARTICLE VI...AMENDMENTS

Section I ... The bylaws may be amended at any regular meeting providing that the proposed items have been circulated to all board members at least seven days prior to the general meeting at which they are to be considered. Two-thirds of those members in attendance must approve any amendment.

## ARTICLE VII DISSOLUTION

Section I ... Dissolution. Should the Midtown Neighborhood Association be dissolved, any remaining funds after all debts are paid shall be donated to the United Neighborhoods of Evansville.