



Medlock Place Neighborhood Association

Bylaws of the Medlock Place Neighborhood Association

Article I

NAME OF ORGANIZATION

The name of this organization shall be “Medlock Place Neighborhood Association” hereafter referred to as the “Association,” and shall consist of the area bounded by Camelback Road, Central Avenue, Missouri Avenue and 7th Avenue.

Article II:

PURPOSE

The purpose of the Association is to promote and support the welfare of the residents of the Medlock Place Neighborhood. The Association is formed for civic, non-profit purposes. Upon dissolution of the association, any and all assets will be distributed as a donation to any non-profit cause determined by a majority vote of those present at the final meeting. To fulfill the Association’s purpose, the Association shall:

- A. Provide timely information to its membership regarding activities that may impact the quality of life within the Association;
- B. Promote communications between and among residents of the Association, adjacent neighborhoods and the City of Phoenix;
- C. Encourage the active participation by the membership;
- D. Promote the spirit of neighborliness and goodwill among residents of the Association and adjacent commercial property owners;
- E. Promote activities that further the welfare of the neighborhood;
- F. Advocate preserving the residential integrity of the Medlock Place neighborhood and the quality of family living in this north central city neighborhood;
- G. Support and protect the character and integrity of the historic neighborhood, which is listed in the City of Phoenix Register of Historic Associations and the National Register of Historic Places as the Medlock Place Historic Neighborhood;
- H. Promote the quality of life and discourage crime affecting the Association’s area and within the central city as a whole by communicating and creating partnerships with neighboring residential associations on issues of regional concern;

I. Promote the restoration of existing properties and encourage the maintenance or redevelopment of commercial properties adjacent to the Association which provide adequate buffering for residents, while preserving and improving the value and appearance of residential properties.

Article III: MEMBERSHIP

Section 1. Categories

Voting Member in Good Standing: A Voting Member in Good Standing is an owner-individual representing a single family residential unit, i.e., a single family home, patio home, town home or condominium, within the boundaries of Medlock Place Neighborhood Association who has paid the annual dues as described in Article X, Section Two and as determined by records of the Treasurer. Each such single family unit shall be entitled to two votes, one per adult (age 18 or over) owner of the property. In the instance a property is owned by one person, such person shall be entitled to two votes. Apartment residential units are limited to one vote per complex, subject to having paid dues as described above. The Treasurer shall maintain a current list of dues paying members and provide such list.

Member: Any other person interested in the Association may become a Member, including persons representing commercial establishments.

Section 2. Rights and Privileges

A. Voting Members shall have the following rights and privileges:

1. All Voting Members have the right at reasonable times, with written notice, to inspect the financial records.
2. Only Voting Members may serve as an officer or Board member.

B. Voting Members and members shall have the following rights and privileges:

1. Serving on committees.
2. Receiving notices and mailings.

Article IV ASSOCIATION MEETINGS

Section 1. The Association shall meet annually with such additional meetings as the Executive Board shall designate.

Section 2. A quorum shall consist of the Voting Members present. Decisions shall be made by a majority vote of the Voting Members present.

Section 3. Special meetings shall be called upon written request of five Voting Members.

Section 4. Roberts Rules of Order, latest edition, shall govern the Association's deliberations unless such rules are in conflict with the Association's Bylaws, or special rules of order. In the

event of conflict, the bylaws shall take precedence.

Article V **OFFICERS**

Section 1. Composition

- A. The officers shall consist of the President, Vice President, Secretary and Treasurer.
- B. The immediate past president of the Association shall become the Advisor of the Executive Board for the following year or until the next President is elected.
- C. The President, Vice President, Secretary and Treasurer shall be elected at the annual meeting.
- D. The officers shall serve without compensation, but shall be reimbursed for any reasonable expenditure incurred in the discharge of their Association duties.

Section 2. Terms of Office

- A. All officers and members of the committees shall serve for a period of one (1) year or until their successors are elected or appointed and qualified.
- B. No officer shall hold more than one (1) office at a time.

Section 3. Duties of Officers

- A. The officers shall perform the duties pertaining to their offices as defined:

President

- Writes agendas
- Chairs monthly meetings and annual meeting
- Presents the “State of the Neighborhood” report at the annual meeting
- Represents the Association before Boards and Commissions
- Communicates the board’s decisions to interested parties
- Coordinates and oversees all of the activities of the board
- Appoints a committee to plan the annual block party
- Writes articles for the newsletter
- Ensures progress on all pertinent issues
- Votes on issues

Vice President

- Aids president
- Facilitates meetings in president’s absence
- Coordinates committee chairmen
- Votes on issues

Treasurer

- Collects and records annual dues
- Maintains a roster of dues paying members
- Makes deposits and reimbursements
- Provides report of district finances at the annual meeting
- Votes on issues

Secretary

- Records the minutes of board meetings
- Notifies board members by phone of upcoming meetings
- Prepares the ballots for the annual meeting
- Votes on issues

Members at Large

- Attend monthly meetings
- Act on behalf of the neighborhood
- Vote on issues

Commercial Liaison

- Attends monthly meetings
- Votes on issues

Additionally, any other such duties to be assigned by the Executive Board.

B. The Treasurer shall have custody of all Association funds. He/She shall account for the receipt and disbursement of all funds of the Association, and keep funds on deposit in a bank approved by the Executive Board. The Treasurer shall be directly accountable to the Executive Board and shall give a financial report at Board and regular meetings and an annual financial statement at the annual meeting. The annual statement shall be filed with the Secretary with copies to the President, and the permanent file of the Association. The Treasurer and President shall jointly sign all checks in the payment of bills. The Vice President may also sign checks in the absence of either the Treasurer or President. The Executive Board shall approve all expenditures over \$100.00.

Section 4. Qualifications

Each officer must be a voting member in good standing.

Section 5. Appointments

The President shall appoint all committee chairpersons and committee members unless otherwise provided in the by-laws.

A. Any Officer or other Board Member may be removed for cause by a majority vote of the Association Membership present at a Special Meeting of the Membership. Called for the

purpose of said removal.

B. Any Officer or other Board Member may be removed for non-attendance at two or more Regular Meetings of the Board of Directors. Removal for non-attendance shall be by majority vote of the Board. An Officer or other Board Member whose removal is being considered shall not be entitled to vote on the removal. Notwithstanding the foregoing, any Officer or Board Member who fails to attend three consecutive Regular Meetings of the Board of Directors shall automatically be deemed to have resigned from the Board, and the Board shall then proceed to fill the vacancy created by such automatic resignation.

Section 6. Compensation

No Board Member shall receive compensation for any service he/she may render to the Association. However, any Board Member may be reimbursed for actual expenses incurred in the performance of duties. No Member will be reimbursed for organizational time and expenses in forming the Association.

Article VI Committees

With the exception of the Nominating Committee, Special Committees may be appointed and discharged at the discretion of the President for such tasks as circumstances warrant. A Special Committee shall be limited to the accomplishment of the task for which it was created and, unless otherwise specifically conferred by the Board, shall have no power to act on behalf of the Board. Upon completion of the task for which it was appointed, a Special Committee shall be discharged. Except as authorized by the Executive Board, no committee or representative shall incur expenses on behalf of the Association, nor shall any committee or representative commit the Association any declaration of policy.

Article VII Amendments

Section 1. These by-laws may be amended or repealed by a vote of two-thirds majority of those voting members present and voting at any meeting of the Association.

Section 2. Any voting member may make such a proposal.

Section 3. Such proposal must be submitted in writing to the Executive Board.

Section 4. Membership must be notified of the proposal one month prior to the meeting at which the proposal will be discussed.

Article VIII

Nominations and Elections

Section 1. Nominating Committee

A. Composition:

The committee shall consist of a minimum of three members, none of whom shall be a candidate for office at the next scheduled election, nor may they be a member of the Executive Board.

B. Duties:

1. The nominating committee shall select at least one nominee for the position of President, Vice President, Secretary, Treasurer and each board member position.
2. The committee shall obtain indications of nominees' acceptance prior to submitting the names to the Executive Board.

C. Additional Nominations: Any voting member at the meeting at which elections take place may make Nominations from the floor.

Section 2. Time Tables

- A. The nominating committee shall be appointed four (4) months before the elections.
- B. The Executive Board shall be notified of the nominees' names two (2) months before the elections.
- C. The voting membership shall be notified of the nominees' names one (1) month before the elections.
- D. The elections shall take place at the annual meetings.

Section 3. Elections

A. Voters:

Property owners in the Association.

B. Voting:

1. For any office for which there is only one nominee, elections may be by voice vote or a show of hands.
2. For any office for which there are two or more nominees, elections shall be by ballot.

C. Ballots:

When required, the Secretary shall prepare ballots.

D. Tabulation:

1. The Secretary and his/her committee of three shall have charge of the counting and tabulation of all voters cast in a ballot election.
2. Should the Secretary be a candidate for an office for which there are two or more candidates, the President shall appoint a person to act in the Secretary's place for the purposes of this article.

E. Results:

The President shall announce the results of all elections.

Article IX

Books and Records

The Association shall keep complete books and records of accounts and minutes of proceedings. Any member, upon written request, may examine in person, at any reasonable time, and for any purpose, the Association's books, records and general membership and regular meeting minutes.