

4774 E. 24<sup>th</sup> St. Occupant prefers  
not to receive mailings. Letter  
received from NA on 11/13/02. SM

NA uses member list and NA mail  
list.

SM - 11/13/02

*per correspondence dated  
11/27/02 Neighbor @ above address  
would like to receive mailings*

CURRENT BYLAWS

## MYERS NEIGHBORHOOD ASSOCIATION

### BY-LAWS

Approved by NA: 3-3-98

Updated in DNR Files: 10-10-02

Filed by: De

- NA folder  
 Bylaws Binders

#### ARTICLE I

#### NAMES AND BOUNDARIES

The name of this Association shall be the Myers Neighborhood Association.

It shall encompass the area bounded on the North by 22<sup>nd</sup> Street, on the East by Craycroft Road, on the South by Golf Links Road, and on the West by Swan Road.

#### ARTICLE II

#### MEMBERSHIP

1. The membership of this Association shall be composed of two categories: Voting Members and Associate Members.
  - 1.1 A Voting Member shall be a person whose principal residence is within the Myers Neighborhood, and has current paid dues. Each individual shall be entitled to one(1) vote.
  - 1.2 An Associate Member shall be a person, business, agency, or organization interested in the progress of this neighborhood or Association, and shall be voted into membership with a two-thirds (2/3) majority vote of voting members present at any scheduled meeting. Upon payment of dues, an Associate Member-individual will be accorded one(1) vote; Associate Member-business agency-organization will be accorded one (1) vote.
2. Dues will be determined by a majority of the voting members present at the annual meeting.
3. Any membership, whether Voting or Associate, shall be subject to annual renewal on January 1 of each year. Members shall not retain any privileges or voting rights without annual payment of dues. Dues must be paid and recorded by the Treasurer 30 days prior to the election for a member to be eligible to vote in said election. Deadline for mailed or delivered ballots to be outlined in the newsletter with the ballot.
4. Membership shall not be denied on the basis of views or opinions which may be contrary to the goals and purposes of the Association.



**ARTICLE III  
OFFICERS AND BOARD OF DIRECTORS**

1. The officers of this Association shall be residents of Myers Neighborhood and dues paying members, and shall be elected to office for a term of one (1) year or until the successors are elected. The term of office shall begin at close of the annual meeting in January. The officers of the Association shall be President, Vice President, Secretary and Treasurer, and Member-at-Large. The officers of the Association will comprise the Board of Directors. The duties of the officers shall be as follows:
  - 1.1 A Member at Large shall be a resident and dues paying member elected to the Board of Directors by the membership.
  - 1.2 The officers of the Association and an elected Member-at-Large will comprise the Board of Directors of the Association.
  
2. The duties of the Board of Directors shall be as follows:
  - 2.1 The President shall call and preside at all meetings; maintain compliance with the Association By-Laws; shall appoint any special committees necessary for the operation of the Association; and shall act as official spokesperson for the Association to outside persons and other organizations.
  - 2.2 The Vice President shall assist the President in all duties and, in the absence of the President, assume all the duties of that office and shall be responsible for the publicity and notifications of the Association. The Vice President shall receive reports and/or minutes of all committee meeting.
  - 2.3 The Secretary shall record proceedings of the Association meetings and the Board meetings; maintain an accurate roll call; be responsible for and have on hand the Association's By-Laws; in written minutes give the type of meeting and its time and place, business transacted, wording of all motions, name of the mover and the second, results of the vote, and the time of adjournment; hand over to a successor all records, documents, and materials pertaining to the office at the end of the term of office. Copies of the Association and Board meetings will be provided to Citizen and Neighborhood Services (CNS)
  - 2.4 The Treasurer shall collect dues and keep a record of membership; validate all vouchers presented for payment; disburse money as authorized in the By-Laws; file receipts for and keep accurate records for all financial transactions; present an up-to-date financial report at each meeting; maintain a bank account in the Association's name; and prepare a yearly financial report and present it to an auditing committee as designated by the By-Laws.

- 2.5 A Member-at-Large shall be elected by the general membership and shall represent the members at all Board of Directors meetings and shall receive any/all questions, concerns of the members and shall refer same to the appropriate committee chairmen or take them to the Board for action.
3. An officer shall not hold more than two full consecutive terms in any one office, and no member shall hold more than one office at a time.
4. All Association records of the officers are property of the Association.

#### **ARTICLE IV COMMITTEES**

1. The President shall have the power to appoint committees as necessary to implement the purposes of the Charter.
2. The President shall be an ex-officio member of all committees.
3. There shall be four (4) standing committees as follows: the Nominating Committee, the Audit Committee, the Newsletter Committee, and the By-Laws Committee.

##### **3.1 Nominating Committee**

3.1.1 At the October meeting, five (5) members shall be elected to a Nominating Committee by a majority vote of the general membership. The Nominating Committee shall select its own chairman.

3.1.2 The committee will publish calls for nominations in the newsletter and provide a telephone number where members may submit names.

3.1.3 The committee will present a slate of nominees for officers at the October general meeting. The committee shall secure from all such nominees an indication of their willingness to serve as an officer of the Association.

3.1.4 Within two weeks of the October meeting's conclusion, the Nominating Committee will ensure that announcement of the time and location of the November annual (Election of Officers) meeting is made via the Citizen and Neighborhood Services (CNS) Office.

3.1.5 The Nominating Committee, in collaboration with the Board of Directors, shall select the chairpersons for each standing committee.

3.1.6 A member of the Nominating Committee shall run for office if, and only if, there is no other candidate.

**3.2 Audit Committee**

3.2.1 The Audit Committee shall be composed of at least three members. The committee will audit with the Treasurer the Association's books annually and prior to a new Treasurer taking office.

**3.3 Newsletter Committee**

3.3.1 The newsletter will be formulated by the Newsletter Committee. The Newsletter Committee shall have editing power as well as the power to refuse publication of an article until it has been approved by the officers of the Association. As per the Citizen Participation Office's mailing guidelines, the newsletter will contain no business advertisements and shall serve to notify members of meetings. The newsletter must be approved by the Citizen and Neighborhood Participation and Services Office and must follow all guidelines set by that Office.

**3.4 By-Laws Committee**

3.4.1 The Committee shall be composed of at least three members. The By-Laws of the Association are to be interpreted and maintained by the By-Laws Committee as per Article VIII of the By-Laws.

4. All committee Chairs are expected to provide reports and/or minutes to the Vice President and are encouraged to attend Board of Director meetings.

**ARTICLE V  
MEETINGS**

1. Three (annual) meetings shall be mandated. One during the month of October, one during the month of November, and the third during the month of January. The time and place of each is to be designated by the President. The October meeting is for nominations, the November meeting for elections, and the January meeting for installation of officers.
2. Not less than twenty (20) percent of the voting members shall have privilege of petitioning a special meeting at any time.
3. The voting members present shall constitute a quorum.
4. At least a seven (7) day notice shall be provided in advance of any Association meeting. Every effort will be made to notify parties and members of the Association

of upcoming meetings either by direct mail, pamphlets, newsletters, personal contact, phone calls or announcements of regularly scheduled meetings.

5. The officers of the Association shall meet when requested to do so by the President.
6. All meetings shall be open to any interested persons.

**ARTICLE VI  
NOMINATIONS, ELECTIONS, INSTALLATION OF OFFICERS,  
ANNUAL REPORTS, AND NEWSLETTER**

1. Election of officers will be at the November meeting. Installation will be at the January meeting.
2. Any voting member can act as an election teller at the annual meeting if a secret ballot is taken. In the event an election teller is nominated for any office, the teller will be replaced by an alternate to be appointed by the President.
3. Upon installation of the officers whose terms begin at the close of the annual meeting, all documents, records, and any materials pertaining to the duties of the office, as designated in the By-Laws, which are in possession of the outgoing officers, shall be submitted to their newly elected counterpart within seven (7) days of installation.
4. Any vacancies occurring during the year of any office shall be filled by nomination and vote at a special meeting.
5. Any Board of Directors members may be removed from office for cause by a two-thirds (2/3) majority vote of voting members present at a meeting called for that purpose.
6. The Association's newsletter will be used to distribute information and to announce the times and locations of the scheduled meetings and annual meetings.

**ARTICLE VII  
FISCAL RESPONSIBILITY**

1. Expenditure of funds of the association may not be made without the signature of one of the officers and the Treasurer. The Treasurer or one signatory shall be able to withdraw funds with a "purchase order" or "payment voucher" form to be signed by any two additional members of the Board. Any expenditure of \$100 or more must be taken to the membership for approval.

2. Financial records and funds of the Association shall be audited at least once a year by an Audit Committee of at least three (3) voting members, prior to a new Treasurer taking office at the annual meeting. The committee shall report back at the annual meeting in January.
3. The fiscal year for the Association shall run from January 1 until December 31.
4. No officer/board member shall have any personal financial liability for the Association.

#### **ARTICLE VIII AMENDMENTS OF BY-LAWS**

1. These By-Laws may be amended by a two-thirds (2/3) majority of voting members present at a meeting regularly scheduled or a special meeting called for that purpose by the By-Laws Committee.
2. Proposed amendments shall be presented to all members of the Board of Directors and voting members at least seven (7) days in advance of the meeting where action is to be taken or shall be read at the previous meeting.

#### **ARTICLE IX STATUS AS A 501(c)(4) ASSOCIATION UNDER THE INTERNAL REVENUE CODE**

The organization is organized exclusively for charitable, religious, educational and/or scientific purposes under Section 501(c)(4) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Code, or (b) by an organization, contributions to which are deductible under Section 1700 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

**ARTICLE X  
INAUGURATION**

The Myers Neighborhood Association and these its Charter and By-Laws are hereby verified on this date by the signature of its current officers.

President March 3, 1998

Vice-President March 3, 1998

Secretary March 3, 1998

Treasurer March 3, 1998

Revised 1/10/2000

Revised/Approved 10/02/01

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Vice-President	March 3, 1998
Secretary	March 3, 1998
Treasurer	March 3, 1998

Revised 1/10/2000

Revised/Approved 10/02/01

The Myers Neighborhood Association Revised/Approved 10-02-01 By-Laws are hereby verified on this date by the signature of its current officers:

*Pat Martin*  
Pat Martin, President

*Pat Wall*  
Pat Wall, Treasurer

Pat Boyd, Member-at-Large

*Joan Hemsley*  
Joan Hemsley, Vice-President

*Anita F. Hess*  
Anita Hess, Secretary

*Pat Boyd*



12/15/01

To Becky Ybema

from Pat Moulton

Signed copy of last page, over By laws

Pat Moulton  
Meyersdale