
BYLAWS OF THE MONTEZUMA NEIGHBORHOOD ASSOCIATION

ARTICLE I. NAME AND BOUNDARIES

The name of the organization shall be the Montezuma Neighborhood Association (Association). It shall encompass the area bounded on the South by the easement between Lind Road and Fort Lowell Road, on the east by Longfellow Avenue, on the north by Kleindale Road and on the west by Alvernon Way.

ARTICLE II. PURPOSE AND OBJECTIVES

Section 1. Purpose

The purpose of this Association is to provide information and open channels of communication for the membership of the Association in order to promote the highest possible quality of life for residents of the neighborhood. The Association is also intended to make additional information and benefits from the City of Tucson available to neighborhood residents.

Section 2. Conduct

The Association, including its Board of Directors (Board) and committees, will conduct itself in a neutral manner regarding politics or any issue that may be deemed controversial.

ARTICLE III. MEMBERSHIP

Section 1. Members

- A. The membership of this Association shall consist of residents, property owners or businesses within the Association neighborhood boundaries.
- B. Non-voting associate membership is open to others who support the work of the Association at the discretion of the Board.
- C. Membership in the Association shall not be denied on the basis of views or opinions contrary to the goals and purposes of the Association.

Section 2. Voting Members

- A. A Voting Member shall be a residential household or a non-residential business within the boundaries of the neighborhood. An owner of a residential (home based) business may not cast a vote as a business in addition to their household vote. Each Voting Member (household or business) may cast one vote per motion brought to the floor. Votes must be cast by a member of the household or business who is over 18 years old.
- B. Dues shall be zero dollars per year per voting member.

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ARTICLE IV. OFFICERS AND OTHER MEMBERS OF THE BOARD

The Board consists of the Officers (President, Vice President, Secretary and Treasurer) as well as an optional non-officer Member of the Board.

Section 1. President

The President shall call and preside at all meetings and may act as official spokesperson for the Association with the City of Tucson Ward III office, City of Tucson and Pima County representatives and others.

Section 2. Vice President

If the President is unavailable or unable to perform the duties of the office, the Vice President shall assume the responsibilities of the President.

Section 3. Secretary

The Secretary shall keep a record of all formal meetings and transactions of the Association and submit a permanent record to the city; keep records of any legal documents; maintain an accurate roster of the membership of the Association and conduct a roll call at all Association meetings. The written meeting minutes shall include the date and time the meeting was called to order, list of those present, business transacted, wording of motions brought to the floor and by whom moved and seconded, results of votes and time of meeting adjournment. Copies of meeting minutes shall be provided to members upon request.

Section 4. Treasurer

The Treasurer shall keep all financial receipts and a permanent record of all financial business of the association.

Section 5. Board Members

In addition to the named Officers, there may be one additional Board Member with duties determined by the Board.

The Board is responsible for approving any expenditure of funds and may act on Association business in between scheduled meetings of the Association. The Board will provide direction in policy and long-term goal planning. The Board will review the Bylaws and propose Bylaw amendments as needed.

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ARTICLE V. ELECTIONS OF OFFICERS AND BOARD MEMBERS

Section 1. Nominations

Any Member of the Association may be elected to the Board. A slate of candidates for office will be presented by the Nominating Committee to the Voting Members at the Annual Meeting. Nominations may also be made from the floor during the nominating process.

Section 2. Elections

Election of Officers and optional Board Member shall take place at the same meeting as the nomination of candidates.

Section 3. Installation and Term of Office

A. Newly elected Officers' terms begin at the close of the Annual Meeting. All documents, records, and any materials pertaining to the duties of the office in the possession of the outgoing Officers shall be submitted to each newly elected counterpart within seven days of the Annual Meeting.

B. The Officers and Board Members of this association shall hold office for a term of two years or until their successors are elected and may be re-elected for consecutive terms.

Section 4. Resignation of Officers or Board Members

Any Officer or Board Member may resign from the Board at any time by giving written or verbal notice to another Officer or Board Member.

Section 5. Vacancies on the Board

Any Board vacancies shall be filled by appointment by the Board for the remainder of the vacated term.

Section 6. Removal of Board Members

A. The Board may, by majority vote, decide to remove any Officer or Board Member when that member has missed three scheduled meetings of the Board or has exhibited behavior inconsistent with the Association's purpose or the relevant rules and laws which govern its actions. In such a case, the Board will send a written notice of removal.

B. Any Officer may be removed from office for cause by a majority vote of the Voting Members of the Association.

ARTICLE VI. COMMITTEES

- A. The Board shall have the power to appoint Committees to conduct work that is limited in scope and duration or to create Standing Committees as necessary. The Committees may be chaired by any Member of the Association appointed by the Board and will report on their activities to the Board through written and verbal communications.

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- B. The President shall be an ex-officio member of all committees.

ARTICLE VII. MEETINGS

The Association shall hold an Annual Meeting as early as possible in each calendar year at a time and place designated by the Board. The Board may call such other meetings as deemed necessary to conduct the business of the Association. Not less than two-thirds of the Voting Members of the Association shall have the privilege of petitioning a special meeting of the Association at any time.

- A. The Voting Members present shall constitute a quorum. Proxy voting and absentee voting are not allowed. Members must be present to vote.

- B. A majority vote is defined as half of the Voting Members present plus one, unless otherwise specified in these Bylaws.

- C. At least 14-days advance notice shall be provided of any Association meeting. Every effort will be made to notify all interested parties and members of the Association of upcoming meetings by such means as email, text, direct mail, flyers or announcements at regularly scheduled meetings.

- D. All meetings shall follow an agenda.

- E. All Association meetings shall be public and open to any interested persons. Persons attending Association meetings shall observe rules of propriety, decorum and good conduct, and refrain from impertinent or slanderous remarks. Violation of this rule may result in such person(s) being barred from further meetings of the Association.

ARTICLE VIII. FISCAL RESPONSIBILITY

- A. Expenditure of funds of the Association may not be made without the approval of a majority of the Board.

- B. Association Members may be reimbursed for actual and necessary expenses incurred in the performance of official duties provided that the expenses are approved by the Board.

- C. Financial records and funds of the Association shall be reviewed at least once per year by the Board. Any voting member of the Association may request a summary of the incoming funds and expenditures of the Association. The Board shall respond to such requests in a timely manner.

ARTICLE IX. LIABILITY

- A. No Officer, Board Member, representative, spokesperson or member of the Association will be personally liable for any damages, loss, prejudices suffered or claimed for an act or omission of the Association.

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ARTICLE X. BYLAWS

- A. Any Voting Member may propose an amendment to these Bylaws by written submission to the Board.
- B. The Board shall review the Bylaws and any proposed amendments to the Bylaws and make recommendations of appropriate changes for consideration at the next meeting of the Association. Proposed amendments to the Bylaws which are received less than 7 days before an upcoming meeting of the Association may, at the discretion of the Board, be tabled at that meeting for consideration at the following meeting of the Association.
- C. Notice of the meeting where proposed amendments to the Bylaws will be voted on will be provided to members of the Association by such means as email, text, direct mail, flyers or announcements at regularly scheduled meetings.
- D. To be adopted, proposed amendments to the Bylaws must pass with at least two-thirds vote of the Voting Members in attendance at the meeting.

ARTICLE XI. DISSOLUTION OF ASSOCIATION

This association may be dissolved by a two-thirds majority of the Voting Members present at a meeting called for that purpose. Any assets of the Association may be transferred to a successor organization, or such non-profit organization as designated by the Voting Members at the time of dissolution.

ARTICLE XII. GENERAL

- A. The rules contained in the current edition of Robert's Rules of Order shall govern the Association, the Board and committees in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any rules that the Association may adopt.
- B. If any part of the 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.

DATE ADOPTED: April 7, 2024

Christy Olsen / Secretary
Signature/Title

[Signature] / President
Signature/Title