

**By-Laws of Medical Community Neighborhood Association
(MCNA)
Revised May 2004**

Article I. Name and Purpose

The name of the association shall be MEDICAL COMMUNITY NEIGHBORHOOD ASSOCIATION and shall also be known as MCNA.

Article II. Purpose

The purpose of the association shall be to promote a better community for MCNA residents through group action. Other more specific goals may be established from time as members decide.

Article III. Boundaries

The organization shall serve the residents that live within these boundaries: East side of Culbertson/Phillips Drive, South side of NE 23rd St., North side of NE 13th St. and West side of Lottie St.

Article IV. Membership

Membership is voluntary and open to any and all persons residing in or promoting business within the boundaries listed in Article III of these by laws. All persons who have requested to join the association, adhered to the associations regulations and have paid their dues will be considered members in good standing and shall have all rights given to members including voting on matters of the association. Each residence, business or organization may have as many paid memberships as they wish but are limited to no more than two votes per address.

Article V. Dues

Section 1.) Who Pays Dues: All members will be asked to pay dues annually. Dues are voluntary, however, only dues paying members may vote on MCNA business. Dues are collected for the sole purpose of carrying out the mission of the association.

Section 2.) Amount of Dues: Dues will be kept low so as to encourage as many members as possible. The amount of the dues will be determined annually at the MCNA annual meeting. The Executive Committee will make a recommendation to the membership at the annual meeting as to the amount of the yearly dues followed by a vote of the membership. Once voted on by the membership a notice will be sent to all residents informing them of the amount of the annual dues.

Section 3.) Payment of Dues: Annual dues are to be paid within 90 days of the annual meeting. New members will be asked to pay for the full year in which they join, regardless when they join.

Section 4.) Other Monetary Donations to the Organization:

Periodically, members may be asked to donate to other projects proposed and voted on by the association. These are voluntary payments and are not considered dues.

Article VI. Meetings

Section 1.) Time and Place of Meetings: The MCNA will meet regularly at a time and place that is convenient to the largest number of members. Meeting dates and times should be consistent and moved or scheduled only as a last resort. Members shall be notified at least 5 days in advance if all meetings.

Section 2.) Committee Meetings: The executive Committee and/or other committees of the association may meet at other times to conduct the business of the association. Any member in good standing may attend any committee or executive committee meeting regardless of whether or not they are an active member of that committee. However, you must be a member of the committee to vote on committee business.

Section 3.) Annual Meeting: The MCNA will hold an annual meeting sometime between the months of April through June. The officers will be elected at this meeting. The amount of annual dues will be voted on at this meeting. Anyone is allowed to attend this meeting but only members in good standing. (see article IV) are allowed to vote at this meeting.

Section 4.) Term Limits: Officers can be re-elected to their office for 4 consecutive terms (total of 5 years in office). After that, they must sit it out for 2 consecutive terms before running for office again. However, they may run for a different office.

Section 5.) Removal: An officer may be removed from office if 3 consecutive meetings are missed without a prior notice being given to another officer of a valid excuse for missing the meeting. If necessary for the welfare of the association an officer may be voted out of office by a 2/3 vote of all qualified voting members attending a regularly scheduled meeting of the membership. This item must be on the agenda and members must have had 5 days notice of the meeting.

Section.6) Vacancies: A vacancy in any office because of death, resignation, removal or otherwise is to be filled by a person suggested by the Executive Committee. The appointee will be voted into office at the next regularly scheduled meeting of the association by a majority vote.

Article VIII. Officers Duties

Section 1.) President: The president shall be the principal executive officer of the Association and shall generally supervise the business and affairs of the Association. He/She shall preside over all Executive Committee meetings and shall be considered a voluntary member of all standing and ad-hoc committees. He/She presides over the annual and regularly scheduled meetings of association. The President represents the Association at other meetings in the community.

Section 2.) Vice President: The Vice President shall assist the President when necessary, by attending committee meetings or other community meetings on behalf of the organization when requested. The Vice President steps up and performs the duties of the President in the event the President is unable to attend. The Vice President is responsible for always having a copy of the most up to date by-laws and any other Association policies and procedures at all meetings and to clarify questions about these documents if they arise. The Vice President may also be called upon to assist the other officers in their duties, such as assuring meeting notices are posted and association records are filed and organized if necessary. The Vice President may be called upon to perform other duties as requested by the President of the Association.

Section 3.) Secretary: The Secretary shall keep the minutes of all regularly scheduled meetings as well as all Executive Committee meetings. The Secretary is also responsible assuring meeting notices are sent out and received at least 5 days prior to all general membership meetings. The Secretary shall also be responsible for keeping accurate records of all Association business, including but not limited to, all minutes, meeting notices, correspondence, copies of financial reports generated by the treasurer, copies of up to date by-laws, articles of incorporation paperwork, copies of all newsletters, copies of all request for funds generated by the Association and any other historical document that pertains to the ongoing business of the Association. The Secretary will pass this information on to the next Secretary at the end of his/her term. The Secretary may also be called upon to perform other work as requested by the President of the Association.

Section 4.) Treasurer: The Treasurer shall be responsible for all funds of the Association, He/She shall receive and issue receipts for monies due and payable to the Association from any source and deposit all monies in the name of the Association in the financial institution selected by the Executive Committee. Treasurer will prepare accurate and timely financial reports to be presented to all members at every regularly scheduled membership meeting and Executive Committee meetings if requested by the President. He/She is required to keep a copy of all financial reports and assure the Secretary gets a copy for his/her records. The Treasurer is responsible for assuring all residents are aware of the amount of the annual dues and should send out this notice no later than 30 days after the annual meeting. Treasurer is accountable for all expenditures of the Association and must keep good records, including receipts, to back up every transaction. The Treasurer may be called upon to perform other work as requested by the President of the Association.

Article IX. Executive Committee

Section 1.) Executive Committee Membership: The President, Vice President, Secretary and Treasurer make up the members of the Executive Committee.

Section 2.) Executive Committee Responsibilities: The Executive Committee shall manage the day-to-day operations of the Association. Expenditures of over \$100.00 require a vote of the membership at a duly notified meeting. The Executive Committee is responsible for setting agenda of the regular scheduled meetings, arranging the annual meeting, establishing committees, appointing committee chairs and presenting, a slate of new officers to be voted on at the annual meeting. They also make a recommendation to the membership at the annual meeting as to the amount of yearly dues.

Section 3.) Executive Committee Quorum: There must be at least 2 of the 4 Executive Committee members present in order for the Executive Committee to conduct any business.

Article X. Voting

Section 1.) Majority Vote Rules: All MCNA business is transacted using a voting system called Majority Vote, which means the winning candidate or resolution received at least one more vote than the next candidate or resolution on the ballot.

Section 2.) Must be Paid Member: In order to vote on association business you must be a dues paying member in good standing.

Article XI. Quorum

Section 1.) Definition of Quorum: A quorum is the minimum number of persons required to be present before Association business can be voted on.

Section 2.) Quorum at Membership Meetings: MCNA requires that at least 10 dues paying members in good standing be present at any regularly scheduled or annual meeting in order for votes to take place or business to transact.

Section 3.) Quorum at Executive Committee Meetings: MCNA requires that at least 2 of the 4 Executive Committee members be present at an Executive Committee meeting in order to transact committee business.

Section 4.) Quorum for Other Committees: There is no quorum responsibility for other MCNA committees.

Article XII. By-Law Amendments, Alterations or Repeal

These by-laws may be altered, amended or repealed and new by-laws adopted by a 2/3 vote of the membership at any regularly scheduled membership meeting provided that sufficient notice to do so was given at the previous meeting and the intent to vote on by laws is placed on the agenda.