

MAYFAIR HEIGHTS HOMEOWNERS ASSOCIATION
(doing business as MHNA)
BY LAWS

ARTICLE I – NAME AND PURPOSE

The name of the association shall be MAYFAIR HEIGHTS HOMEOWNERS ASSOCIATION (doing business as MHNA). The association is organized and shall be operated exclusively for the charitable purpose of improving and beautifying the neighborhood, educating members in prevention of residential crime and vandalism, improving neighborhood and community relationships, and striving to uphold the Urban Conservation District (UCD) codes to improve the value of our property.

ARTICLE II – BOUNDARIES

The area included in the association shall be N.W. 50th Street (south side only) on the north; N.W. 42nd Street (both north and south sides) on the south; N. May Avenue (east side only) on the west; and Miller Avenue (both east and west side) on the east.

ARTICLE III – MEMBERSHIP

Section 1. Membership Composition: There shall be a general membership. Due-paying members shall have voting privileges. Membership is open to any resident, whether an owner or a renter, interested in the purposes and goals of the association.

Section 2. Dues: Annual dues will be charged to all members. These dues will be set on an annual basis by the Executive Committee with the concurrence of the members in attendance at the annual meeting in January.

Section 3. Term of Membership: Term of membership shall be one year in duration.

Section 4. Annual Meeting: There shall be an annual meeting of membership during the month of January for the purpose of electing new officers.

Section 5. Regular Meetings: Regular meetings shall be scheduled by the Executive Committee at least quarterly.

Section 6. Special Meetings: Special meetings of the general membership may be called by the President, a majority vote of the Executive Committee or any 10 members in good standing.

Section 7. Location of all Meetings: General membership meeting shall be held either within the neighborhood, or if no adequate facility is available, within a reasonable traveling distance of the neighborhood.

Section 8. Notice of Meetings: Notice of all meetings shall be written, stating the place, day, hour, and subject of the meetings. This notice shall be delivered not less than four days nor more than 10 days before the date of the meeting either personally or by mail.

ARTICLE IV – EXECUTIVE COMMITTEE

Section 1. Definition of Executive Committee: The Executive Committee shall consist of the President (or 2 Co-Presidents), Vice President, Secretary, Treasurer and Special Committee Chairpersons. Terms shall commence at the annual meeting of membership and shall be for two years. Vacancies of the Executive Committee shall be filled by the election of a new officer within 2 regularly scheduled meeting after vacancy occurs.

Section 2. General Powers: The affairs of the association shall be generally managed by its Executive Committee. However, approval of any expenditures beyond the submitted budget shall require the approval of the majority of members at a regular or special meeting.

Section 3. Composition: One volunteer from each block within the geographical boundaries of the association shall serve as Block Captain.

Section 4. Regular Meetings: Executive meetings of the Executive Committee shall be held at least bi-monthly.

Section 5. Special Meetings: Special meetings of the Officer Committee may be called by or at the request of the President or any two Executive Committee members.

Section 6. Location of the Meetings: All meetings shall be held within a reasonable traveling distance of the neighborhood.

Section 7. Notice: Notice of any meeting shall be given with at least four (4) days notice, either by mail, e-mail, or verbal invite.

Section 8. Quorum: Majority of the Executive Committee shall constitute quorum for the transaction of business at any meeting of the Executive Committee.

Section 9. Compensation: Committee members or executive officers shall not receive any payment for their services.

ARTICLE V – DUTIES OF OFFICERS

Section 1. Number: The officers of the association shall be a President (or 2 Co-Presidents), Vice President, Secretary, Treasurer, and Special Committee Chairpersons, each of whom shall be elected by the Neighborhood Association members at the bi-annual meeting, or as needed at a regularly scheduled meeting.

Section 2. Election and Term of Office: The officers of the association shall be elected bi-annually by the neighborhood association members at the regular annual meeting in January. If the election of officers shall not be held at the annual meeting, the election of officers shall be held as soon thereafter as is convenient.

Section 3. Removal: Any officer elected by the membership may be removed by petition signed by the majority of members of the association or a majority vote of the members of the Executive Committee whenever, in their judgment, the best interests of the neighborhood association would be served thereby.

Section 4. Vacancies: A vacancy in any office because of death, resignation, removal, or otherwise may be filled by the Officer Committee for the unexpired portion of the term.

DUTIES OUTLINED IN APPENDIX A.

ARTICLE VI – CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts: Vote of majority of the voting membership at a regularly scheduled meeting may authorize any officer or officers, agent or agents of the association, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the association.

Section 2. Checks, Drafts, etc.: All checks, drafts, other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the association, shall be signed by the President/Co-President and/or Treasurer of the association and in such manner as shall from time to time be determined by resolution of the Executive Committee.

Section 3. Deposits: All funds of the association shall be deposited by the next regularly scheduled meetings from time of receipt to the credit of the association in banks, trust companies, or other depositories as the Executive Committee may select.

Section 4. Gifts: The Executive Committee may accept on behalf of the association any contribution, gift or bequest for the general purposes or for any special purpose of the association.

Section 5. Budgets: Special Committee officers and Executive Committee officers must submit an annual, itemized budget request by the second general meeting of the year.

Budgets must be passed by majority vote of the voting members present at the annual budget meeting in April.

ARTICLE VII – BOOKS AND RECORDS

The association shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Executive Committee, and shall keep at its registered or principal office a record giving the names and address of the officers.

ARTICLE VIII – AMENDMENT TO BY-LAWS

These by-laws may be altered, amended or repealed and new by-laws may be adopted by the membership at any regular or special meeting of the majority vote of the voting membership in attendance as long as the meeting notice contained an explanation of the proposed change.