

Middle Polk Neighborhood Association By-Law

Article I – Name

The name of the Association is Middle Polk Neighborhood Association. The Association may change its name by a majority vote at a general meeting, per the voting requirements of Article IX.

Article II – Mission Statement

The mission of the Middle Polk Neighborhood Association is to strengthen our Middle Polk neighborhood through safety and beautification efforts with an action oriented, social emphasis.

Article III – Boundaries

The boundaries of the Middle Polk neighborhood are from California to Broadway and Van Ness to Leavenworth

Article IV – Membership

Section 1. Membership is open to all who support the purpose of the Association and who either:

1. Reside, or own real property, within the Middle Polk neighborhood or within any square block adjacent to the Middle Polk neighborhood
2. Work or own or manage a business within the Middle Polk Neighborhood

Section 2. Membership may be suspended or revoked for cause by a majority vote at a general meeting, per the voting requirements of Article IX.

Article V – Dues

Section 1. Annual dues shall be \$20.00 for individuals and \$35.00 for a family. New members joining after July 1st will be assessed half the annual dues. In lieu of annual dues, any member or family of members may pay one-time dues in the amount of \$250 for an individual or \$500 for a family and will be deemed a lifetime member(s) of the Association.

Section 2. Dues shall be paid in person, or via US Mail or available electronic means.

Section 3. Dues may be suspended in cases of financial hardship by a vote of the leadership group as defined in Article VI.

Section 4. Dues shall be deposited into the Association's bank account.

Section 5. Non-voting supporters may contribute to the Association. Unless qualified in Article IV, no voting rights will be extended to such contributing supporters.

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Article VI – Leadership Group

Section 1. The Leadership Group shall be comprised of:

- Chairperson
- Vice-chairperson
- Treasurer
- Secretary
- May appoint members at large called Directors

Section 2. Each year at the November general meeting the Association shall nominate candidates for the following Leadership Group positions:

- Chairperson
- Vice chairperson
- Treasurer
- Secretary

Section 3. Elections will be held at the January general meeting.

Section 4. The elected leaders may appoint members at large to the Leadership Group.

Section 5. The term of office for each of the elected and appointed leaders shall be one year, January to December.

Section 6. Members of the Leadership Group may be recalled for cause before their term expires by a majority vote of membership as recommended by the leadership group. The Leadership Group shall nominate a replacement for the remainder of the term and the membership shall ratify the nominee at the next general meeting by a majority vote, per the voting requirements of Article IX.

Section 7. If a member of the leadership group resigns before their term is finished the Leadership Group shall nominate a replacement for the remainder of the term and the membership shall ratify the nominee at the next general meeting by a majority vote, per the voting requirements of Article IX.

Section 8. The duties of the chairperson are as follows:

- Determines organizational goals and works with Leadership Group to implement these goals
- Presides over general membership meetings and Leadership Group meetings
- Determines the agendas of such meetings; signing, along with the secretary or other proper officer of the organization, any instruments which need to be signed
- Acts as a liaison and partner with City officials to foster a strong relationship and support for neighbors and neighborhood concerns
- Performs any duties incident to the office of chair and as prescribed by the Leadership Group

Section 9. The duties of the vice chairperson are as follow: in the absence of the Chairperson:

- Performs the duties of the chairperson, and having all powers and subject to the restrictions upon the chairperson

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- Acts as a liaison between the Association, city agencies and other organizations relevant to the Association, as prescribed by the Leadership Group
- Performs any duties incident to the office of chairperson and as prescribed by the Leadership Group

Section 10. The duties of the Treasurer are as follows:

- Responsible for all funds/moneys of the Association, including the tracking of such funds/moneys and monitoring the Association's financial reports
- Drafts, reviews or submits appropriate grants on behalf of the neighborhood
- Receives and gives receipts for funds/moneys payable to or due from the Association from any source, and depositing funds/moneys in appropriate depositories
- Develops and presents the Association budget at the beginning of fiscal year, and performs and presents yearly accounting of all Association funds and moneys at the end of each fiscal year
- Manages applications for moneys and grants on the Association's behalf, and preparing reports (with separate accounting for monies received and spent for specific purposes) for submittal to necessary agencies, including city, nonprofit and tax-related agencies
- Plays a lead role in Association fundraising efforts and efforts to increase membership dues, including sending annual membership invoices and corresponding with donors

Section 11. The duties of the secretary are as follows:

- Keeps minutes of membership meetings in an electronic Association minute 'book' on the Association website
- Responsible for all communications of the Association
- Ensures that notices are duly given in accordance with the bylaws or as required by law
- Custodian of corporate records
- Works with Chair to arrange speakers

Section 12. The duties of the at large members are as follows:

- Provides guidance, input, feedback, and opinions on neighborhood issues
- Fosters relationships and partnering with neighborhood stake holder
- Works on issue-specific projects

Article VII– Committees

Section 1. The Association shall establish committees to carry out its business and act in an advisory capacity to the Association. The Leadership Group can create and appoint chairs for such committees.

Section 2. The Leadership Group and the chairs of each committee shall set the agenda for general meetings.

Article VIII– Meetings

Section 1. The Association shall conduct regular general meetings, at least every other month.

Section 2. Committee meetings shall be held at the determination of the leadership group and committee chairs when there is ample business for such meetings.

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Article IX– Voting

Section 1. Any member who wishes to have any matter heard and voted on by the membership in attendance at any general meeting of the Association shall submit the same in writing to the Secretary no later than 30 days prior to the general meeting, so that the matter may be reviewed by the Leadership Group and published in the general meeting announcement draft agenda.

Section 2. The voting procedure shall be as follows: A motion will be made and must be seconded to go to vote. Once discussion is concluded the motion may be voted on by voice. If a voice vote is indeterminate, then voting will be done by a show of hands, or by a ballot, as determined by the Leadership Group. A simple majority is required for passage.

Section 3. Emergency voting on time sensitive matters will be determined by the Leadership Group.

Article X– Amending Bylaws

These bylaws may be amended upon recommendation by the leadership group and as ratified by majority vote at a properly noticed membership meeting.

Amended by – Signature, Title and Date:
