

BYLAWS OF THE  
MAPLETON-FALL CREEK NEIGHBORHOOD ASSOCIATION, INC.

REVISED APRIL 2016

ARTICLE 1: ORGANIZATION NAME AND PURPOSE

SECTION 1—NAME

The name of this organization shall be the Mapleton-Fall Creek Neighborhood Association, Inc. (the "Association" or "MFCNA") in accordance with the Articles of Incorporation filed with the Secretary of State on May 20, 1971.

SECTION 2—PURPOSE

The purpose of the Association shall be exclusively charitable and educational. To affect said charitable and educational purposes, the particular business and objective of the Association shall be to adhere to the following mission:

The Association will build and maintain a healthy, secure, and attractive community based on the needs of the residents of the neighborhood.

The Association shall advocate individually and collectively for issues of the neighbors; advance basic human services, including shelter, food, health literacy, education, and child care with special emphasis on at risk residents (low income, seniors, and youth); and when necessary consider innovative solutions to address the special needs of our neighborhood. It will advocate for the interests of homeowners and renters in collaboration with organizations, businesses, landlords, churches and the city to make the neighborhood a better place to live and work.

The Association will work with the government to improve and maintain the infrastructure and public spaces in the neighborhood. It will encourage and promote the improvement and maintenance of private property in the neighborhood and create visually attractive, useful and safe environments which inspire confidence and pride.

The Association shall increase personal involvement and participation in the neighborhood; serve as a forum to share ideas and resolve conflict; and create opportunities to meet, serve and lead other neighbors in the accomplishment of this mission.

There shall be no discrimination against any person on the basis of race, color, creed, sex, age, religion, income, handicap, or national origin.

The Association shall generally encourage and engage in activities which will effectuate the aforesaid purposes within the area of MFCNA, which is the triangle bordered by Meridian, 38th Street, and Fall Creek but excluding the areas of previously named Watson McCord [section 6 boundary], and Historic Meridian Park [section 2 boundary].



**SECTION 2**

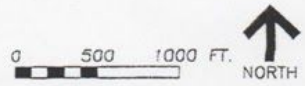
Historic Meridian Park Neighborhood  
 S-30<sup>th</sup> N-34<sup>th</sup> W-Pennsylvania St.  
 East Side area is Washington Blvd Westside of St.

**SECTION 6**

Historic Watson-McCord Neighborhood/ Watson-Park  
 North Side of 34<sup>th</sup> St. & Central Ave North to 38<sup>th</sup> St.  
 South Side of 38<sup>th</sup> St to Woodland Ave. to Fairfield Ave.  
 West down North Side of Fairfield to Ave. to 34<sup>th</sup> & Central

DEPARTMENT OF METROPOLITAN DEVELOPMENT  
 DIVISION OF PLANNING  
 JUNE 1996 *lmjls*

**MAPLETON-FALL CREEK  
 NEIGHBORHOOD**



## ARTICLE II: MEMBERS AND DUES

### SECTION 1—CLASSES OF MEMBERS

There shall be two classes of membership: Resident and Contributory.

#### SECTION 1A—RESIDENT MEMBERSHIP

A Resident Member shall be a person eighteen (18) years of age or older who subscribes to the purpose of the Association as stated in Article I, Section 2 and lives in the area described in Article I, Section 2. Each current Resident Member shall be eligible for one vote at association meetings provided that he/she is a dues paying member and has resided within in the MFCNA boundary for a period of over nine months.

#### SECTION 1B—CONTRIBUTORY MEMBERSHIP

Organizations, associations, foundations, partnerships, companies, or corporations who maintain an office or place of business in the area described in Article I, Section 2, and subscribe to the purpose of the Association as stated in Article I, Section 2, may become Contributory Members upon payment of contributory dues for the current year. Contributory Members may exercise their rights and privileges through a single representative for voting purposes on MFCNA business.

### SECTION 2—MEMBERSHIP DUES

The Board of Directors shall set the dues schedule for each class of membership for the following year no later than December of each year. The dues shall be on an annual basis. If no action is taken by the Board to adjust the dues schedule, then the current dues schedule shall remain in effect. Membership dues for both Resident Members and Contributory Members are as follows: Senior Citizen Resident Members (age 55 years and older) ten dollars (\$10) a year, Resident members (ages 18-54 years of age), twenty-five dollars (\$25) a year, and Contributory Members, fifty dollars (\$50) a year.

### SECTION 3

A Board member's term shall be for three (3) years with an option to be re-elected for a second term and no more than six (6) years or two (2) consecutive terms shall be served. A Board member must be off for one (1) year before trying to be re-elected for another term in office.

Persons being appointed to fill term of replacing a board member shall be considered as a full term on Board if they serve eighteen (18) months of remaining time of replacing a board member. There shall be no more than one (1) member of a family to serve on the Board at any given time.

The Board shall consist of a maximum of eleven (11) and no fewer than five (5) persons. Numbers shall always be an uneven total. Membership must meet requirements of Article II Sec. 1A.

## ARTICLE III: MEETINGS—ASSOCIATION AND BOARD OF DIRECTORS

### SECTION 1—ASSOCIATION MEETINGS

There shall be a minimum of ten (10) Association meetings in a year for the membership at large at a time, date, and location as determined by the Board of Directors.

### SECTION 2—BOARD OF DIRECTORS MEETING

The Board of Directors shall meet a minimum of four (4) times a year at a date, time, and location as determined by the Board of Directors.

### SECTION 3—SPECIAL MEETINGS

Special meetings of the Association or of the Board of Directors may be called by the President or two thirds ( $\frac{2}{3}$ ) vote of the Board of Directors. Special meetings will be for the purpose of transacting only that business for which the meeting was called.

### SECTION 4—QUORUMS

At Association meetings, the quorum shall consist of the members present provided that there are at least ten (10) current paid members, two (2) of whom are Officers of the Association.

At Board of Directors meetings, the quorum shall consist of six (6) Directors present, one of whom must be an Officer.

### SECTION 5—MEETING NOTICES

A notice stating the place, time, date and day of all Association Meetings shall be placed in the Gazette or by telephone, email or other communication methods before the meeting date.

A notice stating the agenda, place, time, and date of all Board of Directors Meetings shall be provided to each Board Member before the meeting date.

Notice shall be provided at least five (5) days before the meeting date of any meeting at which any proposed amendment to these Bylaws or other items of business are scheduled to be voted upon.

Committees shall establish and arrange their own meeting criteria and dates and advise ex-officio member, President of the Mapleton-Fall Creek Neighborhood Association, of the time and date of meeting.

## ARTICLE IV: BOARD OF DIRECTORS

### SECTION 1—MEMBERSHIP AND TERM OF OFFICE

The Board of Directors shall be members of the Association and shall be elected by the Association Members eligible to vote. The Directors shall be the policy making body and shall manage the affairs of the Association and offer guidance.

- A. There shall be eleven (11) Directors.
- B. Directors shall be elected at the Annual Association Meeting in December of each year.
- C. Four (4) Directors shall be elected each year to a three (3) year term.
- D. Directors shall serve for not more than two (2) consecutive full terms. A full term is any term over eighteen (18) months in length. Upon completion of two (2) consecutive full terms, a Director is eligible for election again after a one (1) year absence from the Board.
- E. Newly elected Directors will take office on January 1st after their election in the preceding month of December at the Annual Association Meeting.
- F. In the event of the resignation of a Director, the acceptance will be made at the next regular Association Meeting following the date received at which an announcement will be made that an election will be held at the next regular Association Meeting to fill the unexpired term.
- G. There shall be only one (1) Director per household.

### SECTION 2—RESPONSIBILITIES

- A. The Directors shall elect from their midst the Officers of the Association immediately after the Annual Association Meeting or at the next Board of Directors Meeting.
- B. Whenever any vacancy occurs amongst the Officers, the Directors shall have the responsibility of electing from their midst a replacement to serve for the remaining term of that Officer.
- C. The Directors shall have the responsibility for the solicitation of funds, whether private or governmental and of carrying on the activities of the Association.
- D. All major activities undertaken by the Board of Directors shall be reported upon at the next regular Association Meeting.

### SECTION 3—ELECTIONS

The Chairperson of the Nominating Committee shall be responsible for conducting elections. Any disputes will be tabled to the appropriate committee.

## ARTICLE V: OFFICERS OF THE ASSOCIATION

There shall be five (5) Officers of the Association consisting of a President, two (2) Vice Presidents, a Secretary, and Treasurer. Each Officer shall be elected by the Board of Directors, must be a Member of the Board of Directors, and shall hold office for a term of two (2) years.

- A. There shall be a maximum of eleven (11) board members.
- B. No person shall hold more than one (1) office at a time.
- C. The President shall preside at all regular Association and Board Meetings. The President shall appoint all committees and shall be an ex-officio member. The President shall perform such other duties as may be prescribed from time-to-time by the Board of Directors.

- D. As there are two (2) Vice Presidents, one Vice President shall be responsible for Neighborhood Affairs, and the other shall be responsible for Environmental Affairs. The Neighborhood Affairs Vice President will have the power to act in the place of the President and shall have all powers of that office in the absence of the President. The Environmental Affairs Vice President shall act in place of the President and shall have all the powers of that office in the absence of the President and Neighborhood Affairs Vice President.
- E. The Secretary shall prepare and keep an appropriate book of the minutes of all meetings of the Association and the Board of Directors. The Secretary shall carry on any necessary correspondence on behalf of the Association with the approval of the President and Board of Directors. The Secretary shall be responsible for the communicating of meeting notices. No membership information will be shared without permission from the member. The Secretary may seek and recommend to the Board for their approval an Assistant Secretary.
- F. The Treasurer shall have custody of all funds of the Association in a bank approved by the Board of Directors. The Treasurer shall maintain accurate financial records and shall furnish a report at each Association Meeting. One of the reports shall summarize the income and expenses for the preceding month. The Treasurer shall always keep a report of paid members and share that with the Secretary in a timely manner or upon the Secretary's request. The Treasurer shall be responsible for Ways and Means of the Association. In order to protect the privacy and confidentiality of members, no membership information will be posted or given to others without the permission of the member. The Treasurer may seek and recommend to the Board of Directors for their approval an Assistant Treasurer.
- G. The five (5) Officers comprise the Executive Committee and they shall have responsibility for conducting the business of the Association between Board of Directors Meetings, within the guidelines established by the Board of Directors. However, all actions of the Executive Committee will be reported to the Board at its next meeting and may be changed by a two-thirds ( $\frac{2}{3}$ ) majority vote of Directors present at the board of Directors Meeting.
- H. The Assistant Secretary and the Assistant Treasurer need to be Directors of the Association.

## ARTICLE VI: EXECUTIVE DIRECTOR

The Chief Staff Administrator of the Association shall be known as the Executive Director and shall be appointed by the Board of Directors upon recommendation by the President. Duties of the Executive Director shall comprise:

- A. Be responsible to the President for the execution of the programs of the Association.
- B. Be responsible for hiring and terminating the members of the staff of the Association in accordance with Personnel policies and procedures as adopted by the Board of Directors.
- C. Attend all regular Association and Board of Directors Meetings and present a monthly report. An Annual Report shall be provided at the Annual Meeting.

The Executive Director may be terminated for cause by a two-third ( $\frac{2}{3}$ ) majority vote of Directors present at a Board of Directors Meeting.

## ARTICLE VII:FISCAL

### SECTION 1—FISCAL YEAR

The fiscal year of the Mapleton-Fall Creek Neighborhood Association, Incorporated shall coincide with the calendar year. Dues paid from January 1-June 30 of the current year allow eligibility for a member to vote in the Annual Election in December.

### SECTION 2—OPERATION

The Corporation (MFCNA, Inc.) shall be operated as a not-for-profit organization under the Internal Revenue Code of 1954, Section 501(c) (3). The MFCNA tax exempt number shall be used for MFCNA business only by majority vote of the board.

### SECTION 3—CHECKS

All checks of the Association must be signed by the Treasurer and President with the Neighborhood Affairs Vice President having authority in the absence of the President.

### SECTION 4—BUDGET

The Budget for the following year must be approved by the Board of Directors by December 31st of the preceding year. The Treasurer shall maintain the Prudential Annuity Account. The Prudential Non-retiring account must maintain a minimum balance of five thousand (\$5,000.00) dollars. The money in excess of five thousand (\$5,000.00) dollars shall only be used for Senior Events.

### SECTION 5—EXPENDITURE LIMITS

Each non-budget expenditure in excess of two hundred (\$200) dollars must be approved by the Board of Directors. All others shall be authorized by the President.

### SECTION 6—DISSOLUTION OF THE CORPORATION

Should dissolution of the Corporation become necessary, the Directors and members shall first ensure payment of or make provision for payment of all the liabilities of the Corporation. Then the remaining assets of the Corporation are to be disposed in accordance with the purpose of the Corporation.



ARTICLE VIII: PROCEDURES

All matters of procedures not expressly provided for in these Bylaws shall be governed by the latest edition of Robert's Rules of Order until Bylaws have been amended.

SECTION 1—RESIGNATIONS

Resignations of any Member at any time should be by filing a letter with the President and Secretary. The Secretary shall present it to the Board of Directors as soon as possible.

SECTION 2—REMOVAL OF MEMBERS

A Board Member may only be removed for cause. In the case of a Board Member's non-attendance (three unexcused absences) at Board Meetings, a Director may be removed by a two-thirds ( $\frac{2}{3}$ ) majority vote of Directors present at a Board of Directors Meeting. At least fifteen (15) calendar days notice shall be given to a Member, before such action is taken.

SECTION 3—AMENDMENTS

Amendment of the Bylaws shall be done at least every five (5) years and Robert's Rules of Order latest edition shall be referred to during the interim period of time prior to amending. Amendment of the Bylaws shall be proposed by the Board of Directors to the Members of the Association and shall be adopted by a majority vote of the active Members present at any regular Association Meeting.

Signature of Secretary, upon approval with date and vote total for or against.

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Yea \_\_\_\_\_ Nay \_\_\_\_\_

Date \_\_\_\_\_