

BY LAWS OF MEMORIAL PARK NEIGHBORHOOD ASSOCIATION

ARTICLE I. **ORGANIZATION**

The name of the Association shall be Memorial Park Neighborhood Association.
Herein referred to as MEMPARKNA or Association.

The boundary area is encompassed by this neighborhood association shall be:

North of Mc Donald St.
South of Maumee River (E. Washington)
East of S. Anthony Blvd.
West of Coliseum Blvd.

ARTICLE II. **PURPOSE & FUNCTION**

Our mission is to strengthen and enhance our community by fostering connections, creating a sense of belonging and purpose.

The purpose of this association is to improve the development of the neighborhood area that is encompassed by this association by fostering a sense of community and improve communication among residents to help crime prevention; represent interest and concerns to local government that affects our neighborhood, maintain and improve physical appearance of neighborhood and hosting community engagement events to connect with families.

ARTICLE III. **MEMBERSHIP DUES**

Any person living, working or worshipping within the area encompassed by this association, local businesses and all free holders there-in shall be eligible for membership in the association. Membership dues are payable through the fiscal year Oct 1st through Sept 30th.

General membership for households is \$25 per year. Business membership is \$100 per year which includes sponsorship for golden members who are 70 years of age. Rates may be adjusted every even year due to inflation.

ARTICLE IV. **COMMITTEES**

Standing committees of not less than (3) members each may be appointed as follows: Membership Administration, Community Outreach, Neighborhood Engagement and any other special projects assigned by the board of directors. A member of the board of directors shall be the chair of any standing committee.

ARTICLE V. **ANNUAL MEETING**

The annual general meeting for elections shall be held on the 3rd Saturday of August. Regular meetings will be held quarterly on the 3rd Saturday of the month.

CONSTITUTION OF MEMORIAL PARK NEIGHBORHOOD ASSOCIATION

ARTICLE I. **OPERATIONS**

MEMPARKNA will operate as a non-partisan, non-sectarian, 501(c)(3) non-profit organization which defines the primary purpose of a charitable organization that qualifies for exemptions from income tax liability.

MEMPARKNA structure will include a working board of not less than (4) members and no more than (7) members in total to accomplish the goals and mission of the organization. Board members are considered volunteers working in good faith for the greater good of the neighborhood and not compensated as employees. Stipends or expense reimbursement may be granted depending on the nature of the project or program and funding.

Article II. **MEMBERSHIP DUES**

The purpose of membership dues is to help cover the cost of expenses associated with operating the neighborhood association which includes but is not limited to administrative cost, travel, stipends, neighborhood improvement, meeting, conferences and special events.

- A. A member is defined as 18 years of age or older of the association residing within the boundaries of this association and having paid their annual dues.
- B. Shall have the right to vote at regular and special meetings of the association. The limit is two adults per household for general membership.
- C. General business membership is \$100 per year, which includes a golden member sponsorship. The business will be listed in the quarterly newsletter directory. A business member who becomes a board member can cast a vote.
- D. Honorary membership for community leaders and volunteers who do not live, work or worship in the area but support our purpose by contributing knowledge, expertise or sponsoring community events. There is currently no annual fee and no voting rights except for holding office as a board member then the general membership rules shall apply.
- E. The benefits of membership are receiving community updates on improvements within our neighborhoods, resident resources from neighborhood code and access to home improvement initiatives from the city, invitation to community engagement events, and voting rights for issues or concerns that effects our neighborhood.
- F. Annual financial reports and/or itemized statements will be presented at the quarterly meetings. All books and records of the association may be inspected by any board member or his/her agent or attorney, for any proper purpose at any reasonable time. Such books and records shall be audited once a year by an auditing committee of the association other than the secretary and treasurer.

Article III. **BOARD OF DIRECTORS**

Any officer or board member must be a currently paid member of the association. A minimum of (4) officers plus (3) members at large constitute the board of directors.

- A. Officers of the association shall be the President, Vice-President, Secretary and Treasurer.
- B. Members at large may be appointed to a standing committee as follows: membership coordinator, neighborhood engagement coordinator and community outreach. Standing committees should have a minimum of (3) members and appointed by the respective chair.
- C. Three (3) members shall hold office for three (3) years beginning at the first board meeting following the annual meeting or until succeeded by election appointment.
- D. Two (2) members shall hold office for two (2) years beginning at the first board meeting following the annual meeting or until succeeded by election appointment.
- E. Two (2) members shall hold office for one (1) year beginning at the first board meeting following the annual meeting or until succeeded by election appointment.
- F. Three (3) officers and one (1) at large member represent a quorum for the transaction of board business.
- G. The board of directors shall fill vacancies arising on the board. Persons selected shall serve during the remaining part of the term of the person replaced. If a partial term is served, the said person may run for a full term during the next election.
- H. A board member may hold office consecutively for six (6) years.

Article IV. **DUTIES OF THE BOARD OF DIRECTORS**

- A. The board shall direct and oversee the ongoing affairs of the association.
- B. The board shall investigate any matters affecting the association or the general welfare of the neighborhood.
- C. The board shall approve by majority vote all petitions or contracts sponsored by the association.
- D. The board shall access dues as they seem necessary with the association membership approval.
- E. The board shall meet one month prior to the quarterly neighborhood meetings to prepare the agenda for said meeting.
- F. The board shall prepare an annual budget to be approved by the general membership and shall not incur any debt or liability more than the budget.
- G. If a board member is going to be absent from a meeting, they must notify the President or Vice-President in advance. No show constitutes an unexcused absence.
- H. If a board member has two (2) unexcused absences in a row, that member shall be deemed to have resigned. The vacancy shall be filled at the next meeting following.

Article V: **DUTIES OF THE OFFICERS**

- A. President- shall preside at all meetings of the Association and/or Board of Director meetings; shall appoint committees and act as an ex-officio member of each committee; shall enforce the by-laws; shall generally administer the affairs and preserve the assets of the Association.
- B. Vice-President- shall work with the President and assist him/her in carrying out his/her duties; shall preside at meetings of the Association at-large and/or board meetings in the absence of the President; if the President is unable to complete his/her term of office, shall serve the remainder of the term.
- C. Secretary- shall keep minutes of all meeting, shall file such reports as maybe required by law or requested by the President or the board of Directors; shall issue notices and file petitions; shall keep all records except that of Treasurer; shall conduct the genera; correspondence of the Association; shall maintain a file of committee descriptions and a record of all members serving on each committee; shall keep an attendance record of members at all meetings; shall keep a record of members who are eligible to vote; and turn over to a successor all records in his/her keeping.
- D. Treasurer- shall be the duty of the Treasurer to receive all money collected from dues or specific projects and to pay all fixed bills. All other disbursements must be made only on the request of the board, and/or bills must be turned over to the Treasurer before disbursements are made. In the event the Association opens a checking account, the President will counter sign with the Treasurer the checks; shall keep adequate records and turn over to a successor all funds and records in his/her keeping; shall issue a financial statement monthly and at the close of the term of office or as such time as maybe requested by the board of directors. The records of the Treasurer shall be audited once a year; the treasurer shall draw up an itemized statement to be read at the monthly meetings.

Article VI: **SPECIAL MEETINGS**

Board meetings will take place 30 days prior to the regular meeting either in person or on a conference call. Board meetings usually last one hour and regular meetings up to two hours. Members will be notified by text, e-mail or flyers. Information will also be provided on social media platforms and on the organization's website. Special meetings of the association may be called at any time by the President. Special meetings may be called by President, or in his/her absence by the Vice-President or Secretary upon written notice with a ten-day notice to the members of the association of any special meeting. Said special meetings maybe called for good reason with less than ten (10) day notice if so, recommended in the written requests and approved by the President or his/her alternate.

Quorum for the transaction of business at any regular or special meetings of the association shall be (10) members present.

Article VII: **PROCEDURAL AUTHORITY**

Using Robert's Rule of Order shall not supersede the bylaws or constitution but shall be utilized to have effective meetings, make decisions collaboratively and resolve conflicts more easily.

- A. Keep accurate minutes of meeting should be kept, recording the decisions made and significant discussions.
- B. Tabling a motion to postpone further discussion or action on a motion, they can move it "table it" deferring it to a later time.
- C. Agenda structure includes call to order; approval of minutes from previous meetings; reports from officers and committee; unfinished business; new business and adjournment.
- D. The chairperson presides over the meeting to ensure rules are followed, recognize speakers and facilitate orderly discussion and voting. The chairperson is generally impartial and only votes to break a tie.
- E. Point of order may raise if a member believes the rules are being violated, which the chair will address the concern immediately.
- F. Speaking and debating is usually limited to a set amount of time and members must be recognized by the chair before speaking. Personal attacks and irrelevant discussion should be avoided.

Article VIII: **BYLAWS AMENDMENT**

These bylaws may be amended by legal counsel at any time and will be reviewed during a special meeting of the association. Three-fourths (3/4) vote of the members present at any regular or special meetings of the association, providing the proposed amendment is submitted in writing by at least four members at a preceding meeting held not less than 30 days.

Article IX: **DISBANDMENT OF ASSETS**

Disbandment of the MEMPARKNA records will be forwarded to the City of Fort Wayne Community Development located at Citizens Square in the event the association becomes inactive or dissolves. All funds in hand will be held until the association is reactivated up to 90 days. Any assets or excess funds may be donated to an active neighboring community association with purpose and functions that aligns with MEMPARKNA as our final dissolution of the organization.