

CONSTITUTION
OF THE MAZYCK-WRAGGBOROUGH NEIGHBORHOOD ASSOCIATION

ADOPTED MARCH 26, 1982;
REVISED AT ASSOCIATION MEETINGS JANUARY 15, 2018, MARCH 19, 2018,
and JANUARY 18, 2022:

ARTICLE I NAME

The organization shall be known as the Mazyck-Wraggborough Neighborhood Association hereinafter referred to as the Association.

ARTICLE II BOUNDARIES

The area of the Association shall be bounded by Mary Street from King to Alexander, Alexander Street to Chapel, Chapel Street to East Bay, East Bay Street to Calhoun, Calhoun Street to King and King Street back to Mary Street.

ARTICLE III PURPOSE

The purpose of the Association shall be:

1. To actively encourage neighborliness and a greater sense of community among its residents.
2. To facilitate meaningful communication among residents, city government, city agencies, elected officials, schools, churches, and businesses.
3. To provide an officially recognized ongoing organization of residents to review, comment, and act on neighborhood matters.
4. To advocate for the preservation of the neighborhood's quality of life.

BY-LAWS

ADOPTED MARCH 26, 1982;
REVISED AT ASSOCIATION MEETINGS JANUARY 15, 2018, MARCH 19,
2018, and JANUARY 18, 2022.

ARTICLE I MEMBERSHIP

- . 1.1 REGULAR MEMBERSHIP: Full voting membership in the Association shall be open to all residents who:
 - Own and reside in a property in the neighborhood at least six months a year and who are 21 years of age or older, and paid their dues.
 - Don't own a property in the neighborhood, but have a current lease and lived in the neighborhood property at least two years, and who are 21 years of age or older, and paid their dues.

- . 1.2 ASSOCIATE MEMBERSHIP: Businesses, churches, museums, and schools located within the neighborhood will be encouraged to participate in the Association as Associate Members. Although Associate Members are encouraged to pay dues specified by the Association as a gesture of goodwill, Associate Members do not vote and cannot hold an elected office in the Association.

ARTICLE II MEETINGS

- . 2.1 REGULAR MEETINGS: The Association shall hold at least one regular annual meeting in-person or remotely. Notice of time, date, and location shall be communicated to each member either personally or electronically at least one week prior to such meetings.

- . 2.2 SPECIAL MEETINGS: Special meetings may be called by a majority of the Board of Directors giving notice in writing or electronically at least one week prior to such meetings. The Board of Directors shall be defined as the elected officers of the association. Special meetings may also be called by 20 percent of the membership, giving notice in writing or electronically at least one week prior to such meetings.

- . 2.3 QUORUM: A quorum shall be defined as not less than 20% of the members of the Association, and a quorum must be present or represented by written or emailed proxy to make binding decisions for the Association. A quorum is not necessary to conduct a neighborhood meeting. A quorum for a binding decision by the Board of Directors shall be a majority of the Board members.

- . 2.4 VOTING: A simple majority vote of the members present at any meeting shall rule, provided there is a quorum. Full voting members may designate a proxy for any single voting event to any other member so long as that proxy is in writing and signed or expressed within an email, and present at the time of the vote. That vote is to be included in the simple majority vote and the quorum. A voting event is defined as any single event at which voting occurs, even if several votes are taken at that event.

Individuals that paid for “Individual Membership” are entitled to one vote. Households/couples that paid for “Household Membership” are entitled to two votes. Businesses/Associate Members do not have voting rights.

ARTICLE III OFFICERS

- . 3.1 NUMBER: The officers shall be the President, Vice-President, Secretary, Treasurer, and Membership Director. Officers must be members and reside in the neighborhood.
- . 3.2 ELECTION AND TERM: The officers shall be elected every two years for a term of two years by the membership as provided in Article V. The elections shall be held at a meeting of the Board of Directors’ choosing. Each officer shall hold office until resignation, removal, or otherwise disqualification to serve, or until his or her successor shall be elected. Elections shall be conducted for:

President, Vice President, Secretary, Treasurer, and Membership Director. The Past President, at the discretion of the Board, may serve one year beyond two-year term, and have no Board voting privileges.

Ballots shall be cast in writing and shall be counted by designated representatives selected by the Board to include two association members not running for office, and one person from outside the neighborhood who is not a member of the association. All full-voting members who have been in good standing 60 days before the election meeting are qualified to vote in the Officer elections.

- 3.3 REMOVAL AND RESIGNATION: Any officer may be removed for cause by a two-thirds vote of the membership present at the meeting set to vote on the removal, provided there is a quorum, and provided the proposed

removal is announced in the meeting notice/agenda. Any officer may resign by giving written notice. The resignation shall take effect on receipt of the notice or later as specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to make it effective. In the case of an officer moving out of the neighborhood, the officer's termination will be effective as of their moving date.

Should the President leave before end of term, the Vice President shall assume the President position, and the Board shall appoint a replacement for Vice President from the existing board or general membership, to last the duration of the original term. Should any officer, other than the Vice President, leave before end of term, the Board shall appoint a replacement to last the duration of the original term.

- . 3.4 DUTIES: The duties of the officers shall be as prescribed by the membership and shall, to the extent not otherwise specified by the membership, include the following:

(A) PRESIDENT: The President shall be the principal executive officer of the Association and, subject to the control of the Association, shall in general supervise and coordinate the affairs of the Association. The President shall preside at all meetings of the membership. The President shall appoint members to chair all committees and shall serve as ex-officio member of those committees. The President shall perform other duties as prescribed by the Association.

(B) VICE-PRESIDENT: The Vice-President shall perform the duties of the President in the absence of the President. When so acting, the Vice-President shall have all the powers of and be subject to the restrictions upon the President.

(C) SECRETARY: The Secretary shall keep the minutes of all meetings or shall designate someone to take minutes in the Secretary's absence. Those minutes shall be approved by members at the next Association meeting. The Secretary shall be the custodian of all records of the Association. The Secretary shall send out notifications and agendas for association meetings to all members, either personally or by mail or electronically at least one week prior to such meetings.

(D) TREASURER: The Treasurer shall have charge and custody of all financial matters of the Association. The Treasurer shall maintain a complete and accurate accounting system and shall present reports to the membership at each regular meeting. All disbursements shall be approved by the President and at least one other officer of the Board of Directors. Only the signature of treasurer or president is required on checks. Disbursements in excess of \$2,000.00 shall be approved by a quorum of the membership. The Treasurer shall maintain a roster and addresses of the members and residents. The Treasurer shall electronically notify all board members of payments made.

(E) MEMBERSHIP DIRECTOR: The membership director shall be charged with recruiting and retaining members to the Association.

ARTICLE IV COMMITTEES

4.1 COMMITTEES: The Board of Directors may authorize such committees as it deems necessary.

ARTICLE V NOMINATIONS AND ELECTIONS

5.1 NOMINATIONS: Only paid members (not associates) may serve on the board. Nominations, including self-nomination, may be made by petition and submitted to the Board at least three weeks prior to the next election.

5.2 ELECTIONS: The new officers shall be elected by a simple majority vote of the members in attendance at a meeting called for that purpose, provided there is a quorum.

ARTICLE VI DUES

6.1 DUES: Dues shall be payable when, as, and in such amount as the membership may determine.

ARTICLE VII AMENDMENTS

- 7.1 CONSTITUTION: The Constitution may be amended by a vote conducted by a quorum of 20% of the membership or by their designated proxies as described in Section 2.4 of the Association Bylaws. Notice of the substance of the proposed change shall be set forth in the notice of that meeting.
- 7.2 BY-LAWS: These By-Laws may be amended by a quorum of 20% of the members or their proxies as defined in Section 2.4 of the Association Bylaws. Notice of the substance of the proposed change shall be set forth in the notice of that meeting.

1/18/22 Approved at Membership Meeting