



**BY-LAWS of the  
MANDELL PLACE CIVIC ASSOCIATION**

ARTICLE I: NAME

Section 1: The name of the organization is MANDELL PLACE CIVIC ASSOCIATION, INC. hereinafter called "the association."

Section 2: The Association is a non-profit corporation.

ARTICLE II: PURPOSE

Section 1: The purpose of the Association is to protect, preserve and improve the neighborhood in which we live.

ARTICLE III: TERRITORY

Section 1: The Association shall represent all properties originally developed as Mandell Place and West Mandell Place subdivisions.

#### ARTICLE IV: MEMBERSHIP

Section 1: All residents and property owners of Mandell Place and West Mandell Place who are of at least eighteen years of age, who have applied for membership, and who have paid the prescribed dues are members of the Association and are entitled to vote at membership meetings.

Section 2: The control and management of the Association shall be vested in the membership, unless otherwise provided for in these By-Laws.

#### ARTICLE V: DUES

Section 1: The membership dues in the Association shall be an amount determined annually by the Board of Directors payable per year. The dues are payable in advance. Payment of appropriate dues establishes the individual member or all persons at least 18 years of age in a paying household as members in good standing.

Section 2: Any member whose dues are sixty days in arrears shall forfeit his membership in the Association, but may be reinstated upon payment of current dues.

#### ARTICLE VI: FISCAL YEAR

Section 1: The fiscal year of the Association shall begin January 1 and end December 31 of each year.

## ARTICLE VII: MEETINGS

Section 1: General meetings of the Association shall be held a minimum of four times each year. Exact dates, times and places of such meetings shall be designated by the Board of Directors. Members shall be notified by newsletter.

Section 2: Special meetings may be held at any time on call of the President or by five members of the Board of Directors, or upon the written request by ten voting members. All members shall be given prior notice, in writing, of such meetings, stating the reason for the meeting and the time and place of the meeting.

Section 3: Meetings of the Board of Directors shall be held a minimum of six times each year, to be called by the President or by five members of the Board of Directors at a time and place designated by the authority calling the meeting. All members the Board of Directors shall be notified of the time and place of the meeting. Other members will be welcome at these meetings.

Section 4: The Board of Directors shall conduct the business of the Association between meetings subject to instructions from the Association.

Section 5: A quorum at duly called membership meetings for the conduct of business shall consist of those qualified members present.

## ARTICLE VIII: ELECTIONS

Section 1: All designated officers shall be elected at the general meeting in the month of November of each year and shall take office at the January meeting of the following year. The officers shall be elected by a vote of all members present.

Section 2: In the event of a vacancy occurring in the staff of officers, the vacancy shall be filled at the first general meeting after a vacancy occurs by a majority vote of the members present.

Section 3: The Nominating Committee shall consist of all voting members wishing to serve. Additional nominations may be made from the floor.

Section 4: Nominations for all elected positions shall be open to any member of the Association who is in good standing.

## ARTICLE IX: BOARD OF DIRECTORS

Section 1: The Board of Directors shall consist of a President, a Vice President, a Secretary and a Treasurer (which four shall be called the officers of the Association), the Immediate Past President, and committee chairmen.

Section 2: The President or a delegate appointed by the Board of Directors will represent the Association in the Neartown Association.

Section 3: A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board.

ARTICLE X: DUTIES OF OFFICERS

Section 1: It shall be the duty of the President to preside at all meetings of the Association, preserve order, enforce the By-Laws, and exercise supervision of its affairs generally. He shall not be required to vote except in case of a tie vote. He shall, with the advice and consent of the Board of Directors, appoint all committees and shall be a member of all committees, and shall see that all officers properly respond to and perform all duties that may be placed upon them. He shall serve as Chairman of the Board of Directors. The President shall, thirty days before the November meeting of each year, appoint a nominating committee to present a slate of officers to be elected at the November meeting to serve for the ensuing year.

Section 2: It shall be the duty of the Vice President to assist the President in the discharge of his duties and to occupy the Chair in his absence. In the event that the President's office becomes vacant, the Vice President shall assume the office of President and perform all duties delegated to the President.

Section 3: It shall be the duty of the Secretary to keep an accurate record of all the proceedings of the Association, receive all communications, conduct all

correspondence, and have charge of all records of the Association. The Secretary shall keep the minutes of all meetings. The Secretary shall also serve as Secretary of the Board of Directors and keep the minutes of its meetings.

Section 4: It shall be the duty of the Treasurer to record all monies received by the Association and to furnish receipts to the members for their dues. The Treasurer shall deposit all monies received for the Association in a bank account maintained for that purpose and shall disburse all funds by check. The Treasurer shall make a financial statement to the membership at the first meeting of the calendar year. Current bank statements of the Association shall be available for inspection by any voting member. The Treasurer will make a report on the membership dues at the March meeting and shall maintain a record of all members in good standing. All checks, drafts or orders for the payment of money issued in the name of the Association shall be signed by such officer or officers of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board, such instruments must be jointly signed by any two members of the Board who are registered on the account at the financial institution.

#### ARTICLE XI: COMMITTEES

Section 1: There shall be committees created as the Association deems necessary. The members of such committees shall be appointed by the President and approved

by the Board of Directors with such duties as the Board of Directors shall determine.

ARTICLE XII: ORDER OF BUSINESS

Section 1: Roberts' Rules of Order shall be in authority for procedure in conducting meetings when not in conflict with the By-Laws.

ARTICLE XIII: POLITICAL STANCE

Section 1: Mandell Place Civic Association is a non-partisan organization. Therefore, it will not take a position on political issues, or express preference for one political candidate over another.

ARTICLE XIV: AMENDMENTS

Section 1: These By-Laws shall be adopted and amended by a two-thirds vote of those present at any general or called meeting pursuant to at least five days written notice, including the text of the matter to be voted upon.

ARTICLE XV: COMMUNICATION AND CORRESPONDENCE

Section 1: No member of the Association, including individuals elected to the Board, shall represent themselves as official spokespersons of the Association without express approval of the President, or in the absence of the President, the Vice President.

Section 2: Any written communications which represent the Association, such as those communications on the Association's letterhead, or where the writer identifies himself as representative of the Association, or where representative views of the Association's membership are implied, will in all circumstances, carry either the signatures of both the President and the primary author, or both the President and a Board member.

Text above this line includes amendments voted into effect November 30, 1989, and November 29, 2000.