

MONTICELLO PARK NEIGHBORHOOD ASSOCIATION

BYLAWS

ARTICLE I – NAME

The name of the association is the MONTICELLO PARK NEIGHBORHOOD ASSOCIATION, hereby referenced as MPNA.

ARTICLE II – LEGAL STATUS

The MPNA is a non-profit and non-partisan association and will not endorse candidates for public office.

ARTICLE III – LONGEVITY

MPNA was started in 1983 and has been recognized by the City of San Antonio as a neighborhood association and will function in perpetuity.

ARTICLE IV – PURPOSE

The purpose of the MPNA is for charitable and education purposes. Charitable purposes primarily involve awarding at least one scholarship per year to a high school senior. Educational purposes include providing an organized framework to promote, preserve, and enhance the quality of life and values within the MPNA boundaries and the city. MPNA is a recognized historical district. Therefore emphasis is placed on historical education and on promoting a sustainable environment.

ARTICLE V – MEMBERSHIP

Section 1. Membership is open to all residents, landowners, and businesses within MPNA boundaries. The Monticello Park neighborhood area is designated as including:

100 block	Canfield
2100 block	Wilson
1-50 block	Cromwell
1-40 block	Rosemont
1600 block	Kampmann
100-300 block	Leming
100-400 blocks	Quentin
100-400 blocks	North
100-500 blocks	Club
100-500 blocks	Mary Louise
100-500 blocks	Furr
200-600 blocks	Donaldson

Section 2. Voting privileges are granted to all adult MPNA members who have paid his or her dues for that calendar year. Members are eligible to vote in general assembly meetings if dues payments are paid in full by January 31 of each calendar year.

Section 3. Annual members' dues are determined by the incoming board of directors and announced at the January meeting.

ARTICLE VI- BOARD OF DIRECTORS

Section 1. The MPNA is represented by a board of directors consisting of four elected officers and six elected board members.

Section 2. The officers will include president, vice-president, secretary, and treasurer

Section 3. The board of directors will:

- a) Supervise the interests of MPNA and appoint committees as needed;
- b) Propose guidelines for MPNA's growth and prosperity;
- c) Ratify amendments to these by-laws as approved by a majority of the board of directors;
- d) Conduct MPNA business representing to the community at large the goals of MPNA members and report such activities at the next general meeting of the MPNA.
- e) Approve by majority vote all funds spent by MPNA.

ARTICLE VII – DUTIES OF OFFICERS/BOARD MEMBERS/COMMITTEES

Section 1. The president will:

- a) Preside at all general meetings of the MPNA;
- b) Bring to the attention of MPNA all information of potential interest to members.
- c) Follow MPNA's guidelines for president.

Section 2. The vice-president will:

- a) Perform the duties of the president in the absence of the president;
- b) Become president for the unexpired term in case of death, resignation, or incapacity of the president;
- c) Be ad hoc member of all committees;
- d) Follow MPNA's guidelines for vice-president.

Section 3. The secretary will:

- a) Take and record accurate minutes of the proceedings of all meetings of the MPNA and make available to members at general meetings;
- b) Preserve in file all records and letters to the MPNA;
- c) Conduct MPNA correspondence subject to the board of directors approval.
- d) Follow MPNA's guidelines for secretary.

Section 4. The treasurer will:

- a) Have charge of all monies of MPNA, and report at all meetings;

- b) Keep an itemized record in a permanent file of all receipts and expenditures and report at general meetings;
- c) Keep a roll of dues-paying members, indicating the name, address, and telephone number of each member, as well as his or her classification of membership.
- d) The treasurer and one of two designated board of directors shall jointly sign checks for MPNA checks.
- e) If applicable, file all tax forms as required by the Internal Revenue Service and the State Comptrollers Office.
- f) Treasurer will spend MPNA funds only with majority approval of board of directors.
- g) Follow MPNA's guidelines for treasurer.

Section 5. Each officer shall deliver to his or her successor within fifteen (15) days of leaving office, all records, books, papers, and other property belonging to the MPNA.

Section 6. Board members will represent the interests of the community at board of directors' meetings and may act as committee chairpersons or oversee one or more committees.

Section 7. Committees will be formed to function in various capacities for the betterment of the neighborhood. These committees may include but are not limited to membership, newsletter, crime prevention, social, zoning, and fund raising.

- (a) Committee members will follow MPNA's guidelines for committees.
- (b) Committee members shall provide MPNA materials or inventory of materials to new secretary within fifteen (15) days of annual election.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Section 1. At the September meeting a motion from the floor shall appoint a nominating committee of at least three members. The nominating committee shall present a slate of one or more nominees for each office at the November meeting. Nominations from the floor may be made at this time.

Section 2. Officers and board members shall be elected at the November meeting by a simple majority vote of members present. Election ballots will be counted by non-partisan nomination committee members.

Section 3. Officers and board members will assume their duties the 1st day of the month following their election, and will serve for one year and/or until their successors are duly elected.

Section 4. Vacancies in office shall be handled as follows:

- a) In the event of death, resignation, or incapacity of the president, vice-president shall become the president for the unexpired portion of the term.
- b) Vacancies in offices other than the president shall be filled for the unexpired term by the board of directors.
- c) Absences from three consecutive monthly board meetings will constitute a vacancy of the office.

Section 5. No officer (President, Vice President, Secretary, and Treasurer) shall hold the same office for more than four consecutive years.

Section 6. Only one member per household may be an officer or a board member at a time.

Section 7. Removal of Officers and Board Members

- a) An officer or board member may be removed from office only during a general meeting wherein a motion must be made for his/her removal, followed by a statement of reasons for his/her removal. The officer or board member in question may then address the members with a response.
- b) Following discussion, the officer and/or board member can be removed from the board by a majority vote of members present at the next general meeting. Written notification of the upcoming vote must be distributed to each household.
- c) Until a vote is taken, the duties of the officer/board member in question may be suspended by the board of directors.

ARTICLE IX – GENERAL MEETINGS

Section 1. Beginning each January, MPNA general meetings will be held every other month on the last Monday of the month, except when change is deemed necessary by the Board of Directors.

Section 2. Special general meetings may be called by a majority of the board of directors provided printed notice is given to all households no less than 48 hours prior to the meeting, of time, place, and purpose of the meeting.

Section 3. All general meetings of the MPNA shall be open to the public.,

Section 4. General meetings will be held at such times and places as the board of directors may designate. Written notice shall be posted and distributed to each household of upcoming general meeting.

Section 5. Decisions on issues approved by a majority of members at general meetings are binding on all board of directors.

ARTICLE X – BOARD MEETINGS

Section 1. Board of directors will meet no less than once a month, except when change is deemed necessary by the Board of Directors.

Section 2. Special or emergency meetings may be called by any member of the board of directors with 48 hours notification to entire board.

Section 3. Official meetings shall constitute no fewer than six members of the board of directors.

Section 4. Decisions on issues or policies approved at board of directors’ meetings shall be binding on all board of directors subject to approval of members at general meeting.

ARTICLE XI – PARLIAMENTARY PROCEDURE

The rules of parliamentary practice comprised in Robert's Rules of Order Newly-Revised shall govern all proceedings of MPNA unless otherwise provided for in these bylaws.

ARTICLE XII – AMENDMENTS

These bylaws may be amended by resolution of the board of directors, which shall be presented to members at a general meeting. Amendments may be adopted by a majority vote of the members present at the next general meeting scheduled thereafter.

ARTICLE XIII – DISSOLUTION

In the event of the dissolution of the MPNA, same shall be carried out in accordance with Article Seven of the MPNA Articles of Incorporation.

PROPOSED by the bylaws committee this the 22nd day of January, 1996.
Supersedes MPNA's 1983 bylaws.

RATIFIED by a majority of the board of directors at a board meeting held on the 22nd day of January, 1996.

ADOPTED by a majority vote of MPNA members at the general meeting held on the 26th day of February, 1996.

AMENDED by a majority vote of MPNA members at the general meeting held on the 28th day of September, 2009

AMENDED by a majority vote of MPNA members at the general meeting held on the 26th day of September, 2011.

AMENDED by a majority vote of MPNA members at the general meeting held on the 28th day of September, 2015.

AMENDED by a majority vote of MPNA members at the general meeting held on the 28th day of September, 2020.