

Moores Park Neighborhood Organization Bylaws

Adopted March 9, 2016

Article I. Name

The name of the organization is the Moores Park Neighborhood Organization (MPNO)

Article II. Purpose

The purpose of the organization is:

- a. To build, enhance, and promote our community by supporting and initiating activities beneficial to the neighborhood.
- b. To establish communication links among MPNO residents and act as a liaison that works cooperatively with the businesses, government agencies, institutions, schools, and neighborhoods in and around our neighborhood on common concerns.
- c. To encourage and facilitate participation in all issues affecting our neighborhood and the welfare of MPNO residents including health, land zoning, public safety, and street improvement.

Article III. Membership

Section 1. Members. Members are any persons 18 years of age or older who reside and/or own property within the Moores Park Neighborhood.

Section 2. Boundaries. The Moores Park Neighborhood of Lansing boundaries are:

North: Southern banks of the Grand River up to and including Island Ave.
West: Eastern side of S. Martin Luther King Jr. Blvd.
South: Northern side of W. Mt. Hope Ave.
East: Western side of S. Washington Ave.

See attached map.

Section 3. Voting. Members are entitled to vote at any meeting that they attend. Non-members are welcome to attend meetings to express their interest in the neighborhood.

Article IV. Executive Committee, Officers, and Duties

Section 1. Executive Committee. The organization is managed by the Executive Committee. The Executive Committee consists of at most four (4) officers and is elected by the members of the organization.

Section 2. Officers. The Executive Committee is comprised of the following officers:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 3. Nomination and Election of Officers and Terms. Candidates are nominated at the March meeting and are elected by majority vote at the June meeting of the membership. New officers take office in September and will serve for one year. They may be re-elected at the June membership meeting.

Section 4. Vacancy. If an officer position is vacated for any reason, a majority of the remaining officers may select a person to serve as a replacement or may choose to leave the position vacant until the June meeting. The Executive Committee may designate candidates to recommend to the membership at the March meeting and additional persons may be nominated at the March meeting.

Section 5. Removal. If an officer is unable to serve or is absent from two regular meetings, the Executive Committee may declare the position vacant after giving the officer at least 30 days written notice of its intent to do so.

Section 6. Duties of Officers. The duties of the officers are as follows:

1. The **President** presides at meetings, serves as the point of contact for the organization, ensures that the business of the organization is conducted in a timely manner, monitors progress of committees, and assists in any other board work/responsibilities as needed. In addition, the President chairs the communications committee and may belong to one other committee.
2. The **Vice- President** presides in place of the President if the President is unable to fulfill his/her duties, helps the President monitor progress of committees and assists in any other board work/responsibilities as needed. In addition, the Vice-President chairs at least one committee and may belong to one other committee.
3. The **Treasurer** manages all funds for the organization; collects, disburses, and makes monthly reports of all funds collected.
4. The **Secretary** sends meeting reminders to Executive Committee members and calls for agenda items, posts meeting announcements, prepares and disseminates agenda at the direction of the President, takes minutes, and

serves as the archivist for the MPNO, holding all important official documents and filings.

5. No officer shall have any power or authority to bind the organization by any contract or engagement, to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

6. No officer shall have any power or authority to make a political endorsement on behalf of MPNO.

Section 7. Other Committees. The Executive Committee may create other committees as it requires and provide an updated list at the June meeting. The President may appoint the members and designate the chairperson of each committee. Each chairperson reports to the President.

See attached list.

Article V. Meetings of Members

Section 1. Regular Meetings. Regular meetings will be held three times a year in March, June and September at a place specified by the Executive Committee. Dates, times, and locations will be scheduled annually if possible, and notice of meetings will be given to reach a majority of members.

Section 2. Election of Officers Meeting. The election of officers meeting will be held during June of each year. This meeting will include an election of officers on the Executive Committee for the following year and cover any other matters determined by the membership.

Section 3. Special or Non-Regular Meetings. A special meeting may be called by the President or other Executive Committee member at any time provided notice is given 3 days prior.

Section 4. Voting and Procedures. At any meeting, a majority of those present can decide any matter. Each member present may cast one vote; no votes may be cast by proxy. Meetings will be conducted in accordance with the Robert's Rules of Order.

Section 5. Etiquette. Behavior during any meeting shall not impede the orderly conduct of that meeting. During any meeting, the presiding officer will not permit a personally abusive attack upon any person. Persons in attendance will not make any slanderous, disrespectful, or profane remarks including the utterance of threatening or abusive language. Questions and comments by members and guests may be restricted to a time limit determined by the presiding officer.

Section 6. Minutes. Minutes are to be maintained by the secretary with respect to all regular and special meetings. If the secretary is unavailable to attend any meeting, the presiding officer will appoint an alternate to act as secretary. Meeting minutes and supporting documents are to be sent to the membership within a week after meeting.

Section 7. Adjourned Meetings. All meetings must be adjourned by a vote of the majority of the members present.

Article VI. Finance

Section 1. Acceptance of Funds. Grants, donations, bequests, and other funds may be accepted. The MPNO minimally applies, prepares, and files for grants from the City of Lansing and the Mayor's Grants. The organization may seek out grants to match existing MPNO activities or projects in which the organization would like to engage.

Section 2. Depository Accounts. All funds of the organization shall be placed in such depository or investment accounts as the Executive Committee may designate. MPNO checks must be signed by persons authorized as signatories by resolution of the Executive Committee.

Section 3. Management of Funds. The Treasurer is the principal custodian of all funds and sees that accurate books of account are maintained, ensures compliance with government tax, reporting, and other requirements, and provides the Executive Committee with financial reports and statements as requested. All financial records will be open to inspection by any officer or member.

Section 4. Payments to Officers or Members. There shall be no compensation for serving as an officer or being a member. Members may be compensated for services provided to the organization as approved by prior vote of the majority. Members may be reimbursed for approved expenses incurred on behalf of MPNO.

Section 5. Fiscal Year. The financial records and reports of the organization shall be based on a fiscal year ending December 31.

Article VII. Amendment of Bylaws

Section 1. Amendments. The bylaws may be amended by vote of a majority of the members present at any meeting, provided notice of the intent to amend is provided to members at least 20 days before the meeting, including at least a fair summary of the intended amendment.