

BYLAWS

McCORMICK NEIGHBORHOOD ASSOCIATION OF WICHITA, KANSAS

ARTICLE I. NAME. The name of the organization shall be McCormick Neighborhood Association hereinafter referred to as the Association.

ARTICLE II. PURPOSE. The purposes for which the association is organized are:

- (a) To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, and other neighborhoods.
- (b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.

ARTICLE III. BOUNDARIES. The boundaries of the Association shall be defined as follows: Beginning with Kellogg as the north boundary to K-42 and on the west then proceeding to May as the south boundary and then to McLean on the east side.

ARTICLE IV. MEMBERSHIP.

Section 1. Qualifications. Membership shall be open to any person who resides and/or owns any real property or operates a business within the recognized boundaries of the Association.

Section 2. Voting. All residents, property owners, and operators of businesses located within the boundaries of the Association shall have one vote each, to be cast during attendance at any general or special meeting. One representative from each government agency or non-profit organization located within the boundaries of the Association shall have the same voting right as those listed.

Section 3. Dues. Charging of dues or membership fees shall not be made; however, voluntary contributions will be accepted. Activities to raise funds for the Association may be held if appropriate.

ARTICLE V. OFFICERS.

Section 1. Number. The officers of the Association shall be a President, Vice-President, Recording Secretary, Director of Communications and a Treasurer. Each of the officers shall be elected by the membership.

Section 2. Description.

- (a) President. The President shall be the principal officer and shall, in general, supervise and control the business and affairs of the Association, subject to the control of the Executive Committee and, in general, perform all duties incident to the office.
- (b) Vice President. In the absence of the President or in the event of his or her inability to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President. The Vice-President shall perform such other

duties as, from time to time, may be assigned by the President or by the Executive Committee.

- (c) Recording Secretary. The Recording Secretary shall keep the minutes of all meetings of the membership and of the Executive Committee and shall be custodian of the Association records and shall make those records and shall make those records available for inspection for any proper purpose at any reasonable time and shall, in general, perform all duties incident to the office and such other duties as, from time to time, may be assigned by the President or the Executive Committee.
- (d) Director of Communications. The Director of Communications shall conduct the correspondence of the Association, assuming responsibility for all matters of notices to the membership and, in general, perform all duties incident to the office and such other duties as, from time to time, may be assigned by the President or the Executive Committee.
- (e) Treasurer. The Treasurer shall have charge of all receipts and monies of the Association, shall deposit them in the name of the Association in a bank approved by the Executive Committee, and disburse funds as ordered or authorized by the President or the Executive Committee. The Treasurer shall keep a regular account of all receipts and disbursements. All such disbursements shall require the signatures of the Treasurer and one other officer. The Treasurer shall submit records when requested and give an itemized statement at regular meetings of the Association. The Treasurer shall in general, perform all duties incident to the office and such other duties as, from time to time, may be assigned by the President or the Executive Committee.

ARTICLE VI. COMMITTEES. The President shall establish both standing and ad hoc committees as he or she may, from time to time, deem necessary. Committees shall make recommendations to the President and Executive Committee but shall not have power to act on behalf of the Association without specific authorization from the President and Executive Committee. The President shall be a non-chairperson member of all committees.

ARTICLE VII. EXECUTIVE COMMITTEE. The business and affairs of the Association shall be managed by the Executive Committee. The Executive Committee shall be composed of the President, Vice-President, Recording Secretary, Director of Communications, Treasurer, and the chairpersons of all standing committees.

ARTICLE VIII. MEETINGS.

Section 1. Annual Meeting of Members. The annual meeting of the Association shall be held on a date designated by the Executive Committee. Notice of time, place, and agenda shall be communicated to all members at least ten days prior to the meeting date.

Section 2. Special Meeting of Members. Special meetings of members may be called by the Executive Committee at any time, for any appropriate reason.

Notice of time, place, and agenda shall be communicated to all members as early as possible prior to the meeting date.

Section 3. Quorum. The members in attendance at a special or annual meeting shall constitute a quorum, whatever their number. Voting by proxy is not allowed.

Section 4. Meeting of the Executive Committee. The Executive Committee shall meet on a regular basis. Special meetings of the Executive Committee may be called by the President at any time, for any appropriate reason. Notice of time, place and agenda shall be communicated to all members of the Executive Committee as early as possible prior to the meeting date. A majority of the Executive Committee members shall constitute a quorum, provided the President or Vice-President is present.

ARTICLE IX. ELECTION OF OFFICERS. Officers of the Association shall be nominated and elected by and from the membership at the annual meeting. Term of office for all officers shall be one year. Officers may stand for re-election to additional terms of office is nominated.

ARTICLE X. VACANCIES IN OFFICE. If a vacancy occurs among the officers, the vacancy shall be filled by the Executive Committee for the un-expired term.

ARTICLE XI. PARLIMENTARY PROCEDURE. Robert's Rules of Order, latest revision, shall govern in all cases wherein they do not conflict with these bylaws.

ACTICLE XII. AMENDMENTS. These bylaws may be amended at the annual or a special meeting of the members; provided that a thirty-day notice, in writing, of the proposed change shall have been given, and only then upon a two-thirds vote of the members in attendance.