

By-laws of
Meacham Park Neighborhood Improvement Association (MNIA)

Article I: Organization

The name of the organization shall be **Meacham Park Neighborhood Improvement Association** or “MNIA”.

Article II: Purposes

The following are the purposes for which this organization has been organized: To sustain the neighborhood of southeast Kirkwood, MO, known as Meacham Park; to preserve the historical residential area of Meacham Park; to be a stakeholder in all decisions directly affecting Meacham Park Neighborhood in the City of Kirkwood.

Article III: Membership

Membership in this organization shall be open to all who are interested in the growth and development along with improvement of this neighborhood.

Article IV: Meetings

1. Regular meetings shall be held once per month with a preference of the fourth Monday of the month.
2. Special meetings may be held at specific time when called for by the President/Chair or a majority of the Board members.
3. An Agenda shall be provided at the beginning of each meeting.
4. Input for agenda item may be submitted one month prior to the upcoming meeting.

Article V: Voting

1. A majority of board members (two of four present) constitutes a quorum. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Discussion items will be allowed.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).
3. Voting in regular meetings, including election of officers, shall be limited to:
 - a. Members in good standing
 - b. Must have attended one-half the regular meetings in the prior year
 - c. Must not have another family member serving on the board.

Article VI: Order of Business

1. Opening and introductions
2. Reading of the minutes of the preceding meeting

3. Reports of committees
4. Reports of officers
5. Old and unfinished business
6. New business
7. Adjournment

Article VII: Board of Directors

1. The business of this organization shall be managed by a Board of Directors consisting of the officers of this organization (and one or two ad hoc members, appointed by the board)
2. Nominations for Board of Directors are held at the February meeting, election held in March and installation in April.
3. Elections are held every two years.
4. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
5. The President of the organization by virtue of the office shall be Chairman of the Board of Directors.
6. The Board of Directors must have a written petition signed by $\frac{3}{4}$ (75%) of current membership for any request of officers to be removed.

Article VII: Officers

1. The officers of MNIA shall consist of a President, Vice President, Secretary, and Treasurer.
2. Elected officers will serve a term of two years.
 - a. The President shall preside at all Board meetings and regular MNIA meetings appoint committee members and perform other duties as associated with the office. The President has authority to appoint officers to fill a vacancy until regular schedule elections are held. The President is authorized to make purchases, for administrative purposes on the association's behalf, of up to \$300 in any given month without Board approval. The president will send receipts of such purchases to the Treasurer for documentation.
 - b. The Vice President shall assume the duties of the President in case of the President's absence.
 - c. The Secretary shall be responsible for the minutes of the Board and keep all approved minutes in a minute book should a request be made to review.
 - d. The Treasurer shall keep record of the organization's budget and prepare monthly financial reports in a manner requested by the Board. Board must authorize the creation of new accounts and two signers must be on every account: President & Treasurer.
3. Officers must be MNIA members in good standing for at least one year.
4. Officers may succeed themselves an indefinite number of times.
5. Officers shall by virtue of their office be members of the Board of Directors.
6. Officers shall only be eligible for salary if approved and authorized by the Board of Directors through a majority rule vote (i.e.: 3 out of 5 voting).

Article IX: Committees

1. The Board may appoint standing and ad hoc committees as needed.
2. Examples committees are noted below:
 - a. Block Captains
 - b. Spring Blitz
 - c. Adopt-A-Family
 - d. Back to School event
 - e. Kirkwood Night Out
 - f. Beautification of Memorial Park
 - g. Fundraisers

Article X: Dues

1. The dues of this organization shall be twenty dollars per annum and shall be payable at the January meeting.
2. In order to vote one's dues must be current as of January 30th of the present year.

Article XI: Conflict of Interest

The Board shall promulgate a conflict of interest policy and its members shall conduct themselves in a manner consistent therewith.

Article XII: Amendments

These by-laws may be amended by a two-thirds vote of MNIA members present at a scheduled meeting, provided a board quorum is present and provided a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

****Reviewed at the January 2010 regular monthly calendar meeting of MNIA

****An oral reading of the by-laws at the February regular monthly calendar meeting of MNIA

****By David Eaton Amended by Harriet Patton, Bertram Ewing and Jill Gatcombe

****Article XI: Conflict of Interest, amended at the May 2014 regular monthly calendar meeting of MNIA by Board Members: Harriet Patton, Jeffrey Blair, Bruce Hilton, and Jayson Thornton.

****Article VII: Officers, amended at the August 24, 2015 MNIA Board Meeting, attended by Harriet Patton, Jeffrey Blair, Bruce Hilton, and Jayson Thornton.