



## **Mt Hope Neighborhood Association Constitution**

### **PREAMBLE**

We, the members of the **Mt Hope Neighborhood Association**, hereafter known as MHNA, to fully realize our purpose, do hereby adopt, and establish this constitution as the guiding instrument of our organization. This Constitution is as the overarching governing document for the MHNA.

### **ARTICLE I**

#### **Name**

The name of this organization shall be **Mt Hope Neighborhood Association (MHNA)**

### **ARTICLE II**

#### **Purpose**

The MHNA By-Laws Article I, Section 2 defines the purpose of MHNA. Any changes to the purpose require the by the By-laws and Constitution Committee to submit written change and voted on by the MHNA Members and Officers.

### **ARTICLE III**

#### **Membership**

Section 1: Membership in MHNA shall be open to all residents, property owners and business licensees located within the boundaries of the Association as defined in Article XII of the MHNA By-Laws. To become a member, an individual must complete a membership application and submit to a MHNA Board Member. The MHNA Secretary will maintain applications on file.

Section 2: Membership in MHNA shall not discriminate persons based on their race, color, religion, gender, national origin, age, ability, or sexual orientation. v

## **ARTICLE IV**

### **Organization**

Section 1: The officers of the organization shall be elected from the active members. Any person seeking to hold office must have and maintain a resident, business or property within the Mt Hope Community as defined in Article XII of the MHNA By-Laws.

Section 2: The elected officers of MHNA shall consist of a President, Vice President, Secretary, and Treasurer, which shall serve as the Executive Committee.

Section 3: Elections:

A. All officers shall be elected on or before October 1st of each year, and shall serve Two-year terms, which may take effect after October 1st.

B. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority vote. If more than two candidates are nominated, a plurality of the vote will be sufficient.

C. A quorum of the active membership is required for all meetings where officer nominations or elections take place.

D. All elections shall be conducted by secret ballot. The ballots shall be tabulated by any officer not on the ballot and the faculty advisor.

E. All officers are elected to a Two- year term. There are no Term limits.

Section 4: Officer's Duties:

A. The President shall preside at all MHNA meetings and have the authority to appoint all committee chairpersons, to create new committees, to nominate a Mt Hope Community Center

representative, hereafter referred to as MHCC, to be approved by the active members, and to act as a spokesperson for the organization.

B. The Vice President shall preside at all MHNA meetings in the President's absence, and in the event of his/her resignation, shall become the President of the organization for the duration of the term. The Vice President will support the President on special projects.

C. The Secretary shall handle and keep a record of all MHNA business and correspondence, including but not restricted to recording minutes at all MHNA meetings, keeping an up-to-date file on all members, and informing members of all MHNA meetings and activities.

D. The Treasurer shall handle all financial transactions of the organization

## **ARTICLE V**

### **Dues and Finances**

Section1: There are no dues

Section 2: MHNA will finance its activities through fundraising projects, or grants.

## **ARTICLE VI**

### **Meetings**

Section 1: The first meeting of the fall will convene within the first quarter of the calendar year.

Section 2: Regular meetings will convene at least once Quarterly during the calendar year at times set by the organization.

Section 3: The meetings will proceed in accordance with the revised edition of Robert's Rules of Order.

Section 4: The basic agenda at regular meetings shall follow:

- A. Call to order.
- B. Roll Call (Optional).
- C. Approval of minutes.
- D. Executive committee report.
- E. Officer report.
- F. Committee reports.
- G. Old business.
- H. New business.
- I. Announcements.
- J. Adjournment.

Section 5: Action on any business, old or new, requires a quorum of the active membership of the organization.

**ARTICLE VII**  
Removal from Office

Section 1: An MHNA officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office.

Section 2: A written request stating the reasons for dismissal and signed by at least three (3) active members of the organization must be submitted at a regularly scheduled meeting.

Section 3: Before the next regularly scheduled meeting, written notification of the request and the reasons for dismissal must be provided to the offending officer, who should come to that regular meeting prepared to speak.

Section 4: To remove an elected officer from office, requires a two-thirds (2/3) affirmative vote of all active members.

Section 5. Any elected officer subjected to removal can address the organization before the election. After the officer pending removal has had the chance to address the organization, he/she must not be present during pre-vote discussion or during the vote for removal.

Section 6. A simple majority vote of the general membership will remove any appointed officer. This section must also adhere to stipulations from Article VII, Section 5.

Section 7. The President, under the powers granted to him/her by the Constitution may appoint a different member to fill the vacant office.

**ARTICLE VIII**  
Constitutional Amendments

Section 1: The Constitution is binding to all members of MHNA and shall be always adhered to.

Section 2: Amendments to the Constitution must be proposed in writing by an active member of MHNA at any regular meeting at which two-thirds (2/3) of the active members are present.

Section 3: Proposed amendments shall be voted upon only after two regular meetings following the introduction of the proposal.

Section 4: Proposed amendments will become effective following a three-fourths (3/4) affirmative vote of the active members.

### **Executive Board Positions**

The board shall consist of the following offices:

- A. The President
- B. The Vice President
- C. The Secretary
- D. The Treasure

#### **The President**

##### A. Powers

- a. Appoint committee chairpersons
- b. Appoint members to newly created positions
- c. Fill vacancies in elective and appointive offices
- d. Call special meetings of the entire organization or Board when deemed necessary
- e. Call a special election when necessary

##### B. Duties

- a. Preside over all meetings of the organization
- b. Function as official representative of the organization
- c. Sign all necessary correspondence

### C. appointments

If the president decides, under the power granted to him/her by the Constitution, that a new, appointive position is necessary for his/her administration, the general membership votes to confirm the appointee.

## **The Vice President**

### A. Powers

- a. The Vice President shall assume all the powers of the President when the President is absent or is unable to execute the duties of the office
- b. In charge of all elections
- c. Sign all necessary correspondence

### B. Duties

- a. Perform the duties of the President in his/her absence or when he/she is unable to execute the duties of the office.
- b. Coordinate external affairs
- c. Coordinate internal affairs
- e. Ensure that a newsletter is published and distributed to each registered member

## **The Treasurer**

### A. Powers

- a. Manage all financial transactions

### B. Duties

- a. Keep an accurate record of all income and expenditures
- b. Report monthly to the President and the general membership on the financial status of the organization
- c. Sign all necessary financial transaction as require

## **The Secretary**

### A. Powers

- a. Manage all official correspondence

B. Duties

- a. Keep an accurate record of all meeting minutes
- b. Provide official announcements to the board and general membership
- c. Schedule and Provide agenda for board, general and special meetings
- d. Maintains membership application
- e. Maintains and update rooster
- f. Sign all necessary correspondence as requires

Constitution Ratification

As members, and duly elected officers of the Mt Hope Neighborhood Association, we, the undersign, do hereby attest, that, in our right mind, not under duress, and without prejudice, sign this MHNA Constitution of our own free will.

Done in Special Call meeting by unanimous consent on the \_\_\_\_\_ day, of \_\_\_\_\_ 20\_\_\_\_.

Witnesses and signatories.

\_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary

\_\_\_\_\_ Treasurer