

CHARTER AND BYLAWS
OF THE
MENLO PARK NEIGHBORHOOD ASSOCIATION
(revised August 11, 2014)

This neighborhood association is formed to promote a meaningful and lasting relationship among neighbors and to promote the enhancement of the urban lifestyle found within and between this neighborhood and other neighborhoods.

ARTICLE I. NAME AND BOUNDARIES

This neighborhood association shall be known as the Menlo Park Neighborhood Association.

The area served by the Menlo Park Neighborhood Association is bounded as follows:

North: South side of St. Mary's Road from the Freeway to Silverbell Road.

East: Freeway from the south side of St. Mary's Road to the north side of 22nd Street.

South: North side of 22nd Street from the Freeway to the foot of A Mountain.

West: A Mountain, Tumamoc Hill to the south side of Anklam Road. East side of Silverbell Road from the junction of Anklam Road to the south side of St. Mary's Road.

But not to include those neighborhood associations previously formed within these boundaries unless by consent.
(Panorama Estates)

As of association meeting on July 14, 2005, the area known as Barrio Kroger Lane, with the following boundaries, is no longer included:

North: Simpson St./Mission Lane, from the Santa Cruz River to the Julian Wash drainage.

East: The Julian Wash Drainage, from Simpson St/Mission Lane to 21st St. To include all residences between Simpson and 19th Streets. (Additional clarification to Simpson and 19th streets as of Association Meeting on January 11, 2007)

South: 21st St. on both the North and South sides, from Julian Wash drainage to Santa Cruz Lane.

West: Santa Cruz Lane (extended) from 21st St. North to the Santa Cruz River and then
the Santa Cruz River to Simpson St/Mission Lane.

The place where the principal office of the corporation is to be located is in the City of Tucson, Pima County, AZ.

ARTICLE II. PURPOSES

1. The purpose for which this association is formed is to promote, encourage and sponsor activities and projects of cultural, historical or archaeological importance within the Menlo Park neighborhood; to create an awareness of the uniqueness of the area; to improve the neighborhood, to maintain and enhance its aesthetic qualities, and ensure that it continues to be a quality residential neighborhood.
2. To provide a vehicle for neighborhood planning where open land exists which shall be in keeping with the character of the neighborhood. This planning shall include uses which shall enhance the lifestyle of the neighborhood.
3. To provide for desirable neighborhood improvements.

4. To influence location of businesses and services in the area which are compatible with the residential character of the neighborhood and to promote the existing businesses of the neighborhood.
5. To protect and enhance neighborhood schools, parks, churches and other social and recreational facilities.
6. To encourage the revitalization and preservation of inner city neighborhoods of Tucson, AZ.
7. To maintain the commuter arterial designation of streets and oppose developments which would measurably increase traffic hazards for schools, churches and residents in adjoining neighborhoods.

BYLAWS

ARTICLE I. MEMBERSHIP

1. The membership of this association shall be composed of two categories: Voting Member and Associate Members.
 - a. A Voting Member shall be a person who resides or owns real property within the Menlo Park Neighborhood. A voting member shall be entitled to one vote providing that member is current and in good standing. However, each person who attends a Menlo Park Neighborhood Association meeting as a Voting Member or as a representative of a business, agency, or organization who is a Voting member and/or represents one or more businesses, agencies, or organizations who are Voting members, shall be entitled to no more than one vote.
 - b. An Associate Member shall be a person, business, agency, or organization other than a property owner interested in the progress of this neighborhood or of the association, and shall not be accorded any voting rights.
 - c. Dues will be determined by the Neighborhood Association.
 - d. Any membership, whether Voting or Associate, shall expire at the end of each calendar year

ARTICLE II. OFFICERS

1. The officers of this association shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. The duties of the officers shall be as follows:
 - a. The President shall call and preside at all meetings, shall act for and in behalf of the membership of the association, shall appoint any special committees necessary for the business of the association and shall act as official spokesperson of the association. The President shall implement decisions of the association.

b. The Vice President shall, in the absence of the President, assume all the duties of that office. The Vice President shall be responsible for observance of Robert's Rules of Order.

b. The association shall have two Vice Presidents. The First Vice President shall assume the duties of the President in his or her absence and shall be responsible for the observance of Robert's Rules of Order in the absence of the Parliamentarian. The Second Vice President shall assume the duties of the First Vice President should the office become vacant. Both the First and Second Vice President shall perform duties as delegated or assigned by the President.

c. The Secretary shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. The Secretary shall transcribe the minutes of each meeting and shall transfer one copy of each set of minutes to the President and to the Historian of the association. Copies shall be transferred as herein described within twenty-five (25) calendar days of the respective meeting occurrence. The Secretary shall be responsible for information regarding public relations and fund raising.

d. The Treasurer shall keep in his possession all receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting. The Treasurer shall be responsible for collecting dues. The Treasurer shall be responsible for membership status.

e. The News Letter Editor/Historian shall create a regular newsletter and shall keep a permanent record of all items, publicity and history of the association.

f. The Parliamentarian shall help the presiding Officer in running any meetings, and assure conformance to Roberts Rules of Order and any special rules of order the association has adopted.

2. An officer shall not be limited in the number of consecutive terms in any one office, and no member shall hold more than one office at a time

3. All records of the Officers are the property of the Association.

ARTICLE III. COMMITTEES

1. The Executive Committee shall be composed of all elected officers of the Association. They shall meet at least one week before the scheduled association meeting to develop the agenda for that meeting. This committee can meet as frequently as needed to conduct the business of the Association. The Executive Committee may make recommendations of the required course of action to the Association.

2. Committees shall be: Any committee found necessary by the Neighborhood Association.

3. Committee chairs shall be appointed by a majority vote of the Neighborhood Association.

4. The President shall be an ex-officio member of all committees, and shall appoint any special committees necessary for the operation of the business of the association.

ARTICLE IV. MEETINGS

1. Membership meetings shall be held regularly as agreed by the association.

a. The Voting Members present shall constitute a quorum and shall include a minimum of five members including 3 officers.

b. At least a ten (10) day notice shall be provided in advance of any membership meeting.

a. The Voting Members present shall constitute a quorum and shall include a minimum of six (6) voting members including four (4) officers.

b. At least a ten (10) day notice shall be provided in advance of any regular monthly meeting. A special meeting may be scheduled with 72-hour notice to the membership by the most expedient means.

ARTICLE V. FISCAL RESPONSIBILITY

1. Withdrawal of funds of the association may not be made without at least two of the signatures of any of the five officers, one of which must be the treasurer

1 Withdrawal of Association funds over the amount of \$100 must include two officer signatures, of which one must be the treasure and the other can be the President or Vice President. All designated signers must be on file with the financial institution holding the Association's account.

2. All withdrawals must have the majority approval of the Neighborhood Association.
3. A contingency fund of \$25.00 shall be established for the purpose of maintaining the everyday operating expenses of the association defined as postage, miscellaneous expenses of meetings and meeting places. The Treasurer must have approval of the Neighborhood Association to renew the contingency fund. Financial records and funds of the association shall be audited at least once a year or as necessary , by a committee of a least two members of the Neighborhood Association, appointed by the President and before a new Treasurer takes office.

ARTICLE VI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Charter and Bylaws and any special rules of order the association may adopt.

ARTICLE VII. AMENDMENT OF BYLAWS

1. These bylaws may be amended in concurrence with or upon recommendation of the Neighborhood Association by a two-thirds (2/3) majority of a quorum.
2. Proposed amendments shall be sent to all members of the Association at least ten (10) days in advance of the meeting where action is to be taken or shall be read at the preceding meeting.
3. Changes in Boundaries as defined in Article I will need to meet the following requirements:
 - a. Requesters need to present a petition including more than 51% of the property owners in the area to be changed. Such petition needs to show the names, addresses, phone numbers and dates of signatures. The petition shall be signed by the petition carrier and shall have been completed within a timely manner of 180 days or less.
 - b. Such petition needs to be presented at a regular meeting of the Association, to the Secretary.
 - c. The petition will be verified by the Secretary for proper and valid signatures, and the findings will be presented at the next regular meeting of the Association.
 - d. Changes in Boundaries shall only occur along Natural Boundary Lines (such as: Major Streets, Highways, Rivers and Major Washes, Major non-residential Land Holdings). Such boundaries will be agreed upon by a major majority of members present at a meeting advertised for such agenda item as per Article VII parts 1 and 2. A minimum of 60 property parcels will be required in the area requesting the change of boundary, unless extenuating circumstances can be proven to show that 60 parcels is not warranted .
 - e. These requirements cover areas that wish to join the Association or to be removed from the Association.

ARTICLE VIII. INAUGURATION

The Menlo Park Neighborhood Association and these, its Charter and Bylaws are hereby inaugurated and ratified on this date of December 3, 1994 by the signatures of its founding officers.

Amended: August 11, 2014