

CHARTER AND BYLAWS OF THE MENLO PARK NEIGHBORHOOD ASSOCIATION

This Neighborhood Association is formed to promote a meaningful and lasting relationship among neighbors and to promote the enhancement of the **urban** lifestyles 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 boundary will start on St. Mary's Road at Silverbell Road, going east to Interstate 10 and eastbound Frontage Road.

East boundary will start at Interstate 10 Freeway and St. Mary's Road, going south to Simpson Street to the Santa Cruz River, to 22nd Street/Starr Pass.

South boundary will start at 22nd Street/Starr Pass. west to the Santa Cruz River, then to Greasewood Road.

West boundary is Greasewood Road at 22nd Street/Starr Pass, north on Greasewood to Anklam Road.

North boundary is Anklam Road east to Silverbell, Silverbell to St. Mary's Road, which closes the boundary description.

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

As of the Association meeting on July 14, 2005, the area known as Barrio Kroeger Lane, is no longer included. As a result of an agreed upon revision to the Barrio Kroeger Lane Neighborhood Association by the Menlo Park Neighborhood Association on December 8, 2022, the Barrio Kroeger Lane Neighborhood Association is now adjacent to rather than within the Menlo Park Neighborhood Association boundaries, which was its location when it was originally registered with the City in 2006.

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 encourage revitalization and preservation of Menlo Park Neighborhood, the included barrios and neighborhoods adjacent to Downtown, and promote representation and participation.
3. 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.
4. To provide for desirable neighborhood improvements.
5. To create and participate in programs for social and human growth and development in the neighborhood.
6. To influence the 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.
7. To protect and enhance neighborhood schools, parks, churches and other social and recreational facilities.
8. To encourage the revitalization and preservation of inner-city neighborhoods of Tucson, AZ.
9. 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.

ARTICLE III. MEMBERSHIP AND VOTING

~~1. The membership of this Association shall be composed of two categories: Voting Members and Associate Members.~~

~~A. 1.~~ 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 ~~may~~will be determined by the Neighborhood Association.

~~D. Any membership, whether Voting or Associate, shall expire at the end of each calendar year~~

ARTICLE IV. OFFICERS

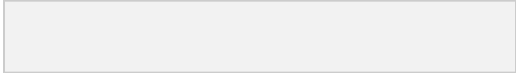
1. The officers of this Association shall hold office for a term of one year or until their successors are elected. The term of office shall begin at the close of the Annual Meeting. The duties of the officers shall be as follows:

- a. The President shall call and preside at all meetings, shall act for and on 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.

In addition, the President may appoint officers to fill vacancies on the Board and up to two at-large Board members to promote representation and participation, and/or fulfill a needed skill set or expertise for neighborhood goals. Appointments must be eligible voting members of the Association, and are to be presented to the Executive Board and to the full association for final approval, requiring a majority approval by the Executive Board first before bringing to the association for majority approval.

- b. The Association may 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 fundraising.
- d. The Treasurer shall keep in his/her 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 Newsletter 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.



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3. All records (~~minutes, financial~~) of the Officers are the property of the Association.

ARTICLE V. COMMITTEES

1. The Executive Committee shall be composed of all ~~elected officers~~ and **appointed at-large members** 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 VI. 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 regular monthly meeting. A special meeting may be scheduled with 72-hour notice to the membership by the most expedient means available.
 - c. **(Insert text from Bylaws "ARTICLE IV. MEETINGS 1/14/21): The September membership meeting shall be the Annual Meeting, except, if due to extenuating circumstances, members are unable, or anticipate being unable, to meet in person in September, the Annual Meeting may be rescheduled by a majority vote of those members present at any regular meeting preceding the September meeting.** The purposes of this meeting shall be 1) the presentation of the Annual Reports of all the Officers, 2) the election of officers, and 3) the installation of officers elected.

- d. Any officer of the Menlo Park Neighborhood Association who is absent for three (3) consecutive meetings of the association may be subject to ~~elimination~~ removal.

ARTICLE VII. FISCAL RESPONSIBILITY

1. Withdrawal of Association funds over the amount of \$100 must include two officer signatures, of which one must be the treasurer and the other may be the President or Vice President. All designated signators 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~~ **\$325** shall be established for the purpose of maintaining the everyday operating expenses of the Association, defined as postage, and 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 at least two members of the Neighborhood Association, appointed by the President and before a new Treasurer takes office.

ARTICLE VIII. 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 IX. 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. **Neighborhood boundary changes, name changes, mergers, splits, dissolutions, or coalition formation will follow City of Tucson guidelines.**
- ~~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 REPLAGE WITH: people who reside or own real property 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. ¶¶~~
 - ~~e. 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 REPLACE WITH: a two thirds (2/3) majority of members present at a meeting advertised for such agenda item as per Article IX 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 X. 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: January 24, 2021, August 15, 2022, December 8, 2022, and September 14, 2023)

Signed _____
Kylie Walzak, President, 2022-2023 and 2024

Signed _____
Liz Martinez, Treasurer