

## **Moreland West Neighborhood Association Bylaws**

21 November 2019

### **Article I - Name and Boundaries**

The name of this Association shall be the Moreland West Neighborhood Association (MWNA). The MWNA shall be located in the cities of San Jose and Campbell, California, and be geographically defined as the neighborhood bordered by Hamilton Avenue, Campbell Avenue and San Tomas Aquino Road.

### **Article II - Mission**

To provide a safe, clean neighborhood to be proud to live in and raise our families. To establish and continually upgrade the neighborhood communication network, and improve upon and maintain the quality of life enjoyed by residents of the Moreland West community. The MWNA plans to accomplish this mission by:

- (a) developing a sense of community among residents and encouraging volunteer participation in neighborhood activities;
- (b) preserving and enhancing the physical and aesthetic environment within our neighborhood;
- (c) serving as a hub for communication and advocacy within our neighborhood and to be recognized as an interested party within city, county and state governance;
- (d) readying our neighborhood to meet future emergencies through preparation, education and fostering a reliance on each other;
- (e) supporting an active Neighborhood Watch program to reduce and/or quickly respond to crime in our neighborhood;
- (f) ensuring that the Moreland School District continues as a good neighbor and their collaboration with the Cities of San Jose and Campbell, or other entities, is inclusive;
- (g) coordinating activities having a common interest with the adjoining Neighborhood Associations of Hathaway, Baker West and San Tomas West;
- (h) fostering harmony with non-residential land uses within, or in proximity to, MWNA and supporting efforts to reduce the impacts of future developments.

### **Article III - Membership**

Any person over the age of 18 who resides or owns residential property within the MWNA boundaries shall be eligible for membership. Members shall provide the MWNA board with their name, address, telephone number and e-mail address for the limited purpose of MWNA-to-Member communication. Each Member is entitled to vote, with a maximum of one vote per address.

The MWNA has no dues. Fundraising goals for the Association shall be established by the Executive Board. Fundraising may include voluntary member donations recommended by the board necessary for the maintenance of the Association.

### **ARTICLE IV - Officers**

**Section 1 - Composition** The MWNA Executive Board shall consist of elected members for the offices of President, San Jose Vice President, Campbell Vice President,

Secretary and Treasurer. If the president resides in San Jose the vice president residing in Campbell shall be deemed to be the senior vice president and visa-versa. In addition, the President, with the approval of the other board officers, shall appoint two Members-at-Large, one from each city, to serve a one-year term from January 1 through December 31.

**Section 2 - Qualification for Office** A nominee for elected office must be a member of the MWNA. The nominees for Vice President must reside in the respective named cities.

**Section 3 - Executive Board Elections** Officers are elected by the membership at the annual meeting by plurality vote. Voting shall be by ballot if there is more than one nominee per position.

The President and Secretary are to be elected in EVEN numbered years. The Vice Presidents and Treasurer are to be elected in ODD numbered years. All elected positions temporarily filled due to a vacancy are to be filled by election at the next annual meeting.

**Section 4 - Term of Office** Term of office shall be two (2) years and shall begin on January 1. Out-going officers shall train their successors and turn over all records in a current condition.

**Section 5 - Vacancies** If an officer resigns or becomes ineligible to hold office, the office shall immediately become vacant. If the office of President is vacant, the Senior Vice President shall immediately assume the office. For any other vacancy, the President shall immediately appoint an eligible replacement with approval of the other board officers.

**Section 6 - Removal** The Executive Board reserves the right to remove from office any board member for just cause upon written notification. Just cause shall include noticeable disinterest in the welfare of the Association, excessive unexcused absences, failure to perform the duties of the office, and/or violation of the provisions of these Bylaws. A two-thirds (2/3) majority vote of the other board officers shall be necessary for removal from the board.

### **Section 7 - Duties**

A) President: The President shall coordinate all Association activities, plan for and preside at meetings of the Association and of the Executive Board, appoint committee chairpersons, serve as the spokesperson for the Association, and shall have the general powers of supervision and management of the Association.

B) Vice Presidents: The Vice Presidents shall assist the President by overseeing the function of the meetings and perform duties as prescribed by the board or requested by the president. The Senior Vice President shall assume the duties of the President in that officer's absence.

C) Secretary: The Secretary shall be responsible for written correspondence of the Association including but not limited to meeting minutes. The Secretary will also perform duties prescribed by the board or requested by the President.

D) Treasurer: The Treasurer shall be custodian of the Association funds, ensuring that funds are used for the exclusive support of the MWNA mission and goals established by the Association. The Treasurer will also perform duties prescribed by the board or requested by the President.

E) Members-at-Large: Members-at-Large shall serve on the board and give input on policy, guest speakers and other agenda items. Members-at-Large may or may not choose to serve as committee chairpersons.

F) Committee Chairpersons: Committee Chairs shall oversee and report activities pertaining to the nature of their committee, be responsible for staffing their committee and provide activity reports at each Association meeting. Committees will also perform duties prescribed by the board or requested by the President.

## **ARTICLE V - Committees**

Many MWNA committees have a continuing existence and function to address Association/surrounding area concerns, offer assistance/support and/or provide education/good-will. Committees are established by the Executive Board or may be proposed by any Association member as a meeting agenda item.

A) Association committees may include but are not limited to Area Development, Moreland School District, Adjoining Neighborhood Associations, City/County/State Outreach, Neighborhood Watch, Emergency Preparation, etc.

B) Additional committees may be established to assist the Executive Board in the operation of the Association for Membership, Fundraising, Advertising and/or for special events such as Neighborhood Cleanup.

C) Committee appointments: Committee chairpersons shall be appointed by the President with approval of the other board officers.

D) Committee solicitation: A list of all MWNA committees will be available at Association meetings. Any interested party may request to serve on a committee.

## **ARTICLE VI - Meetings**

**Section 1 - General Meetings** The MWNA shall conduct at least three (3) Association meetings each year with the Executive Board calling additional meetings as deemed necessary. The board shall set the meeting date, time and agenda, and provide members, via email, a twenty-one (21) day minimum notice.

**Section 2 - Annual Meeting** An annual meeting shall be held in November as one of the Association meetings. The purpose of the annual meeting is to set the direction for the following year and shall include officer elections, goals, priority setting and any necessary legislative action.

**Section 3 - Special Meetings** Special Meetings may be called by the majority of the Executive Board and or by the written request of ten (10) Members. In either case, a fourteen(14) day minimum notice of date, time and agenda shall be provided via email by the board to all members.

**Section 4 - Board Meetings** The Executive Board shall meet as necessary. For an Executive Board meeting a quorum shall consist of four (4) officers.

**Section 5 - Meeting Minutes** Minutes for each General, Special and Annual meeting shall be recorded and provided within thirty (30) days to Association members via email. Minutes shall be available as hard copy for review at the following meeting. All other minutes are available by individual request.

**Section 6 - Meeting Conduct** General, Annual and Special Meetings will be conducted in an organized, respectful, and structured manner in accordance with these bylaws and Robert's Rules of Order.

A) Meeting Quorum: For these meetings, a quorum shall consist of ten (10) members and two (2) officers to conduct the business of the MWNA.

B) Agendas: Meeting agendas will be drafted by the President in collaboration with the other board officers. For items to be added to the agenda, members must make a request during a prior meeting, by written request twenty-one (21) days prior to a future meeting, or within the agenda item titled New Business.

C) Meeting Order: The President shall have authority to preserve order at all meetings, to remove or cause the removal of any person from any meeting for disorderly conduct and to enforce the MWNA bylaws as needed.

i. Members wishing to speak must be recognized by the President prior to speaking and will be afforded the opportunity of one rebuttal.

ii. Comments should pertain to the agenda item being discussed and may be limited to three minutes.

iii. Differences of perspective among members will be welcomed, shown respect, and acted upon or responded to in a dignified manner and with decorum.

#### **ARTICLE VII - Amendments to these Bylaws**

Amendments to these Bylaws may be proposed by any MWNA member. The Association bylaws may be amended at the annual association meeting, by the majority of the members present and voting. Member proposed amendments must be submitted in writing to the Secretary or President at least sixty (60) days prior to the annual meeting. Bylaw amendment request must include reason for proposed change along with submitting member's contact information.

#### **ARTICLE VIII - Dissolution**

In the event of dissolution of the MWNA, any assets remaining after payment of debt and liabilities shall be given to a 501c3-4 non-profit community group, as directed by a majority of the Executive Board.