

Monument Manor Neighborhood Association

BYLAWS

Amended and Approved at March 13, 2021 Annual Meeting

The following bylaws have been enacted by the members of the Monument Manor Neighborhood Association (hereafter MMNA) in order to promote a safe rural living atmosphere for residents of the area. To this end, members have joined together to enhance the safety of the roads, protect the environment, and further the understanding and harmony between members and our community.

Article I. Responsibilities.

Section 1. Authority.

The principal authority of the MMNA is the allocation of resources provided by association members. The MMNA is a fellowship of individuals with common goals which assumes no authority over the rights of private landowners and residents. All actions performed by the association on private property will be by consent of the landowner.

Section 2. Implementation.

The association will take such actions as necessary and allowable in the following areas to further the preservation of the rural environment:

2.1. Roads. Maintenance of safe roads is the main concern of the MMNA. To this end, a road committee will be established with a pre-approved annual expenditure of up to \$1500 for per repair or maintenance. If all or a portion of the 1,500 dollars is expended in making repairs resulting from a storm damages, the majority of the board members, other than the Road chairperson, may pre-approve up to another 1,500 dollars for maintenance and repairs. Pre-approved funds do not apply to the construction of new facilities such as preventative maintenance structures. Repairs of over \$1500 or the construction of new facilities must be approved by a majority of the Board members other than the Road chairperson.

2.2. Signs. Signs are an important tool to maintain a safe and preserved environment. To this end, a sign committee will be appointed to install and maintain signage with the approval of the Board. At the discretion of the Board, the duties of the sign committee may be established as a subcommittee be carried out by members of the road committee, working under the direction of as directed by the chairperson of the road committee. Sign expenditures must be pre-approved by a majority of the Board members other than the chair of the committee responsible for signs. The type, location and number of new signs will be presented to the board for prior approval.

Article II. Organization.

Section 1. Membership.

Eligibility for membership is limited to property owners and residents of Sections 7 and 8 on the north side of Quail Springs Road. All property owners and residents of this area are entitled to attend meetings, and discuss topics. Members whose contributions are up to date are considered full members in good standing, and have the privileges of voting on matters and holding positions as association officers or committee members.

Section 2. Meetings.

Meetings are to be held annually in March. All meetings shall proceed according to Roberts Rules of Order. Notice of meetings, including items on the agenda, shall be sent to all members not less than fourteen (14) days before the time set for the meeting. A special meeting may be called by the President at any time.

A quorum will consist of 10 or more regular members.

Section 3. Officers.

Officers of the MMNA will be elected annually at the General meeting in March and shall include, President, Vice President, Treasurer, and Secretary, and Road Chair. The term of office for all officers shall be one year. To prevent conflict of interest issues, at no time will any board member be hired to perform paid jobs for the MMNA.

3.1. President. The president shall preside at all meetings of the membership and Board of Directors; shall act as Executive head of the association; sign all agreements made on behalf of the association, and perform such other duties incidental to his office, subject to the mandates of the regular membership.

3.2. Vice President. The Vice President shall perform the duties of the President in the absence, resignation, or inability of the President to act and to perform such other duties as may be assigned by the president and/or the membership.

3.3. Treasurer. The treasurer shall maintain a record of all moneys received and disbursed; receive and deposit all moneys in a bank designated by the Board of Directors; disburse funds upon authorization of the Board of Directors. Disbursements up to \$200 may be made at the discretion of the any authorized Board member, with written or emailed notification of all disbursements given to all Board members at the time of disbursement. All elected Board members will be on the bank's authorization form. A yearend Treasurer's Report will be prepared and presented at the General Meeting in March. December 31st will be the last date of records for this report.

3.4. Secretary. The secretary shall; keep a roster of all eligible and/or paid members, keep a record of all proceedings of the association; handle all correspondence; and maintain custody of all papers and documents not related to financial matters.

3.5. Road Committee Chairman. The Road Committee Chairman will lead planning for road maintenance and planning, and will report on road conditions and monies spent at the regular Board and General Meetings.

3.6. Board of Directors. The Board of Directors shall consist of the above mentioned officers. The Board of Directors shall consist of the above mentioned officers, plus up to four additional At-Large Directors, to be selected by the Officers of the Association described above. The role of At-Large Directors is described in Section 5 of Article II, below.

3.7. Termination of Office. Officers may be terminated by resignation or removal proceedings. In either case, the departing officer must return all MMNA assets and records to the Board of Directors, or their designee, upon leaving office.

3.7.1. Resignation. Any MMNA officer may terminate his/her position by submitting a letter of resignation to either the president or vice president.

3.7.2. Removal Proceedings. Any officer whose performance is found to be unsatisfactory may be removed by a 2/3 vote of a special called meeting consisting of The Board and enough members to constitute a quorum.

Section 4. Committees.

4.1. Road Committee. The road committee shall consist of volunteer members who are willing to perform minor road maintenance duties per the Road Maintenance Manual. The chairman of the road committee will report on road conditions and monies spent at the regular Board and General Meetings.

4.2. Sign Committee. A sign committee may consist of volunteer members who are willing to investigate placement and use of signs, and make a report at the General Meeting.

4.3. Special Committees. Special committees will be appointed, as needed, by the Board.

Section 5. At-Large Directors

5.1. Roles: The roles of At-Large Directors are to:

5.1.1. Provide additional community representation and perspective on matters that come before the board;

5.1.2. Serve as a pool of potential future officers that will be knowledgeable of their duties and responsibilities and able to assume them temporarily or permanently if an officer leaves the board;

5.1.3. Assist the officers in carrying out the activities of the board in support of the community. This may include special assignments to assist the officers such as membership recruitment and researching and providing input and recommendations on issues of community concern.

5.2. Selection: The Officers of the Board may select zero to four At-Large Directors during the interval between consecutive General Meetings of the Association, any time during that interval. A selected At-Large Director must be approved by a majority (3 or more) of the Officers.

5.3. Term: The terms of all At-Large Directors end at the time of each year's General Meeting, regardless of when their appointments began.

5.4. Termination of Office: At-Large Directors may be terminated by resignation or removal proceedings. In either case, the departing officer must return all MMNA assets and records to the Board of Directors, or their designee, upon leaving office.

5.4.1. Resignation. Any MMNA At-Large Directors may terminate his/her position by submitting a letter of resignation to either the president or vice president.

5.4.2. Removal Proceedings. Any MMNA At-Large Directors whose performance is found to be unsatisfactory may be removed by a majority vote of the other Officers and At-Large Directors.

Section 6. Voting Procedures for the Board

When the Board identifies an issue for which a collective decision is appropriate, and a resolution has been proposed, then approval of that resolution requires a majority of the established quorum. A quorum is established as follows:

6.1. For a resolution on which Board members are in “synchronous” communication, either in-person or via an interactive electronic medium, a quorum is the majority of Board members, both Officers and At-Large.

6.2. For a resolution on which Board members are in “asynchronous” communication, such as an exchange of email or text messages, the Secretary, in consultation with the President, will establish a reasonable deadline for communication of votes. At that deadline, a quorum will consist of however many responses have been received from both Officers and At-Large Directors, and approval will require a majority of those responses.

Article III. Funding

Section 1. Contributions

Contributions shall be such as determined by a 2/3 vote of the members in good standing at the General meeting in March.

Article IV. Amendments

Amendments to these by-laws may be made at a general membership meeting and will become effective upon two-thirds (2/3) favorable vote of the members attending the meeting.