

Mesquite Ranch Neighborhood Association Bylaws

ARTICLE I – NAME AND BOUNDARIES

- A. The name shall be Mesquite Ranch Neighborhood Association.
- B. The Mesquite Ranch Neighborhood Association of Tucson, Arizona, shall encompass the area bounded on the North by Bilby Road, on the East by Pantano Wash, on the South by Poorman Road, and the West by Harrison Road.
- C. Boundaries of the Neighborhood Association may be modified by a majority vote of the Association Board of Directors.

ARTICLE II - PURPOSE

- A. To ensure and enhance the integrity of the Mesquite Ranch neighborhood.
- B. 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 the development of architecturally compatible buildings or other uses which shall enhance the lifestyle of the neighborhood.
- C. To encourage non-residential facilities and land-uses that are complimentary architecturally and environmentally compatible to the character and lifestyle of the Mesquite Ranch community.
- D. To preserve and encourage enhancement of Mesquite Ranch open space, surrounding recreational areas, and public use facilities.
- E. To establish a cooperative alliance with municipal, county, and state authorities, commercial interests and other associations for the achievement of common goals.

ARTICLE III- MEMBERSHIP

A Voting Member of the Association shall be an adult eighteen years of age or older, residing in or owning a business or real property located within the boundaries of the Mesquite Ranch Neighborhood Association.

ARTICLE IV – BOARD OF DIRECTORS AND OFFICERS

- A. The Board of Directors shall be comprised of no less than three (3) and no more than nine (9) members.
- B. Board Members are to be elected by the Voting Members of the Association present at an Annual Meeting.
- C. Board Members shall hold elected office for a term of two years beginning at the close of the annual meeting. The term of office for the following positions shall begin and end on ODD years:
 1. President
 2. Treasurer
 3. Director 1
 4. Director 3
 5. Director 5

The term of office for the following positions shall begin and end on EVEN years:

1. Vice President
2. Secretary
3. Director 2
4. Director 4

- D. If a board member resigns or a board vacancy occurs, the remaining board members shall appoint a replacement board member to complete the term of the vacated position. Appointment of new Association officers, due to either being removed from office or vacating the position, will occur the following month at a scheduled Association meeting.
- E. Any Board Member may be removed from office by simple majority vote of the Board, for missing three (3) consecutive regularly scheduled Association meetings. Meetings for this paragraph do not include special or separate board meetings.
- F. The outgoing President will act in an ex-officio capacity to the new board for one year.
- G. The Board of Directors shall elect its own officers, comprised of the following positions:
 - 1. 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 operation of the business of the Association and shall act as official spokesperson of the Association.
 - 2. The Vice-President shall be responsible for publicity and notification of meetings for the Association and for securing a location for the meetings. In the absence of the President, the Vice President shall assume all duties of that office.
 - 3. 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 within fifteen (15) working days following each meeting and shall maintain a file copy of the minutes. The Secretary shall submit a copy of the annual meeting minutes to the City of Tucson Department of Neighborhood Resources (DNR). The Secretary shall make Association records available to any Association Voting Member, upon request, within a reasonable time. All permanent records, meeting minutes, and legal documents shall be transcribed in the English language.
 - 4. The Treasurer shall keep all financial receipts and a permanent record of all financial business of the Association. A current financial report shall be submitted at the Annual meeting or at the discretion of the President to the membership as a whole. Under the direction of the President, the Treasurer will provide operational supervision for any fund raising activities/projects voted upon by the Board or Voting Members.
 - 5. The remaining members of the board shall be designated as Directors and their duties shall be as determined by the board.
- H. The offices of Secretary and Treasurer may be held by the same person.
- I. All records of the Board Members pertaining to the business of the Association shall remain the property of the Association.
- J. The Board may conduct official business via electronic communication, online conferencing, or any other available means of communication.

ARTICLE V – COMMITTEES

- A. The President shall appoint Committees as necessary to implement the purposes of Article II of these Bylaws.
- B. The President shall be an ex-officio member of all committees.

ARTICLE VI – MEETINGS

- A. There shall be an Annual Meeting held in August of each calendar year.
- B. The President may call monthly meetings, as deemed necessary, to conduct the business of the Neighborhood Association.
- C. At least a 5 calendar day notice shall be provided in advance of any regular association meeting.
- D. The order of business at all regular meetings of the Association membership shall be as follows:

1. Call to Order
 2. Call for the Audience
 3. Minutes of Previous Meeting
 4. Report of the President
 5. Report of any Committees or Officers as necessary
 6. Old Business
 7. New Business
 8. Adjournment
- E. The President may alter the order of business for any meeting.
- F. A special meeting may be called at any time by petition of at least thirty (30) percent of Voting Members present at a regular meeting.
- G. The Voting Members present shall constitute a quorum at the monthly and Annual Meetings.
- H. The Board of Directors shall meet when requested by the President. A simple majority of the Board Members shall constitute a quorum at any Board of Directors meeting called by the President. A majority of the Board of Directors may call a special board meeting.
- I. Any measures submitted by the Board of Directors for membership approval shall be approved by a majority of votes of Voting Members present at a monthly or special meeting.
- J. Proxy voting is not permitted.
- K. Board of Directors shall approve all meeting minutes.

ARTICLE VII – DISBURSEMENT OF FUNDS

- A. All Expenditures must be approved by a majority vote of the Board of Directors.
- B. If established, the Association checking account shall require the signature of any combination of two elected officers, but three officers will be on the signature card. For the purposes of the signature card and checking account, officers are defined as President, Vice-President, and Treasurer.

ARTICLE VIII – AMENDMENT OF BYLAWS

The Association Bylaws may be amended by a majority vote at a meeting called specifically for that purpose at an announced monthly meeting. At a minimum, a review of the Bylaws will be conducted every two (2) years.

ARTICLE IX – DISSOLUTION OF ASSOCIATION

This association shall remain in effect until dissolved by a two-thirds (2/3) majority of the Voting Members present at a meeting called for that purpose. All assets of the association may be transferred to a successor organization or such other non-profit organization as designated by the Voting Members present at the time of dissolution.

ARTICLE X – GENERAL

- A. The rules in the current edition of Robert’s Rules of Order shall govern the association in all cases to which they apply and do not conflict with the specific provisions of these Bylaws or any special rules that the association may adopt.
- B. If any part of the Bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated.
- C. Any program or committee approved by the Association shall follow the guidelines and regulations set forth by the Board of Directors.

DATE ADOPTED September 4, 2007

PRESIDENT Randall Pierce

VICE-PRESIDENT Keith Miller