

Manoa Civic Association, P.O. Box 1403, Havertown, PA 19083

By-Laws

Article 1: Name and Location

The name of this organization shall be the Manoa Civic Association (MCA). The principal location of the Association shall be in Haverford Township, Delaware County, State of Pennsylvania.

Article 2: Purpose

1. Mission Statement:

The Manoa Civic Association is a non-partisan neighborhood organization dedicated to representing the interests of ordinary residents and homeowners of the Manoa neighborhood who wish to maintain and enhance the quality of life in our community.

We are an organization under which residents can come together to acquire and disseminate information and support each other in our common goal of protecting and preserving our way of life.

Our goals:

To preserve and enhance the quality of life in the Manoa neighborhood.

To promote community engagement and provide social activities to bring Manoa residents together.

To serve as a liaison between the Manoa community and our elected officials.

2. Our Vision:

To amplify the civic voice and ensure resident participation in shaping the future of the Manoa area;

To keep the Manoa area a livable and safe community;

To build a brighter future for the place we call home.

Article 3: Membership

Membership in the MCA shall be open to all residents more than 18 years of age whose primary residence is in the Manoa neighborhood as defined below whether they are homeowners or year-round renters.

Manoa is defined as [the neighborhood bounded by the following streets](#): Darby Road, N. Manoa Road, Woodland Drive, Naylor's Run Road, West Chester Pike, Eagle Road, Lawrence Road.

Any individual or organization whose beliefs or purpose is compatible with the Mission Statement of the MCA may become a member by paying dues.

Eligible persons become members upon payment of dues for the current year. Membership is sustained by the annual payment of dues.

The membership of a husband/wife or partner shall entitle the other spouse/partner to the benefits of membership in the MCA.

Dues shall be solicited by the Officers and collected by the Treasurer.

The Treasurer and Secretary will maintain an accurate list of members and their addresses.

Article 4: Membership Meetings

Annual Meeting: The date of the regular annual meeting shall be set by the Officers who shall also set the time and place. If no time and place are set, the meeting will be held on the third Tuesday of June, at 7:00 p.m.

The regular Annual Meeting shall be called for the purpose of approval of the officers' slate and for the transaction of any and all other business necessary and proper.

Notice of not less than thirty (30) days of such meeting shall be provided by the Corresponding Secretary of the Association, by hand distribution, mail or email to members and/or publication in a local newspaper and on the website.

The agenda of such meeting, if available, shall be included with the distributed notice.

Regular monthly meetings shall be held as determined by the officers.

A quorum shall consist of the members present and a majority of the Officers.

Article 5: Selection of Officers

The current Board of Officers, in the early spring, shall ask via email, mail or flyer distribution to the neighborhood for all interested neighbors who wish to hold an officer position to present their names for consideration. The current Board will review all candidates and present a slate to all those present at the annual meeting in May. This slate will be voted upon at the annual meeting.

All candidates must be a member for at least one year, in good standing, and have paid their yearly membership due.

Article 6: Board of Officers

The Board of Officers of the MCA will consist of 7 members:

Seven (7) Officers, who are the elected Officers of the Association;

President, Vice President, Treasurer, Secretary, Events/Volunteer Coordinator, Website Designer/Public Relations Liaison, and Block Captain Coordinator.

All officers shall commence their terms upon being approved at the annual meeting.

At the first annual meeting held in June (if an election year) of the Association, all officers shall be selected.

No person shall be eligible to serve as a member of the Board of Officers unless he/she shall have been a member in good standing of the Association and is not an elected official of the Township.

The officers of the MCA shall serve two (2) year terms. The newly elected officers shall assume their respective duties upon the first day of the month following their acceptance of election to such office.

The Board of Officers shall have the control and management of the affairs and business of this Association.

A vote of the majority of officers present at the time of the vote shall be the act of the board, provided a quorum is present at the beginning of the meeting.

A majority of the Board of Officers, present or not, shall constitute a quorum for the purpose of transacting business.

Regular meetings of the Board shall be held during the year, on dates to be fixed by the Board. Notice of the time and place of such regular Board meetings shall be given to all members not less than five (5) days before the date of such meeting.

A majority of the officers present, whether or not a quorum, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all officers.

Each officer shall have one (1) vote.

The Board of Officers may make rules and regulations covering its meetings at its discretion.

The Board of Officers may determine the amount of annual dues payable to the Association.

Any vacancy on the Board of Officers shall be filled by appointment of the majority of the remaining officers. The officer so appointed shall serve until that seat is next up for renewal as if there had been no vacancy.

An officer can be removed by a vote of the Board for the following reasons: failure to attend a minimum of 65% of meetings; breach of confidentiality; failure to disclose a conflict of interest; or failure to exercise the duties of a board member.

An Officer may resign at any time by giving written notice to the Board and the Secretary of the Association. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or the Secretary. Acceptance of the resignation shall not be necessary to make it effective. The resigning officer shall surrender all records, property, and any other items pertinent to the Association immediately upon their resignation.

No officer shall for reason of his or her office or directorship be entitled to receive any salary or compensation but will be reimbursed for approved expenses on the behalf of the Association.

Article 7: Officers

The officers of the Association and their respective terms shall be as follows:

- President - 2 years (odd years)
- Vice-President - 2 years (even years)
- Treasurer - 2 years (odd years)
- Secretary - 2 years (even years)
- Events/Volunteer Coordinator - 2 years (odd years)
- Website Designer/Public Relations Liaison – 2 years (even years)
- Block Captain Coordinator – 2 years (odd years)

The President may only serve two consecutive two-year terms. Other officers may serve no more than three consecutive two-year terms, upon reelection.

Duties

1. President:

It shall be the duty of the President to preside at membership meetings of the Association and to preserve order therein. He/She shall have the right to serve on all committees by virtue of his/her office, and in general, shall perform all duties incident to the office of President, and such other duties as may be assigned by the Board of Officers, or membership from time to time;

The President shall decide all questions of order, subject to an appeal from the membership, if a valid objection has been taken by an interested member, which appeal shall be determined by a majority vote of the members present and voting;

The President shall announce the result of all votes or a tabling of vote, and shall have the power to call special meetings;

The President shall also be responsible for attending Township or other community-at-large meetings in order to represent the MCA;

The President is one of the officers who must sign checks or drafts of the Association, under the signature of the Treasurer.

2. Vice-President:

Shall, in the event of the absence or inability of the President to exercise his/her office, become acting President of the Association with all the rights, privileges and powers as if he/she had been the duly elected President. In addition, the Vice-President shall perform such acts as shall be delegated by the President.

3. Secretary:

Shall, in the event of the absence or inability of the President and Vice-President to exercise his/her office, become acting President of the Association with all the rights, privileges and powers as if he/she had been the duly elected President. In addition, the Secretary shall perform such acts as shall be delegated by the President, as well as record and distribute minutes of the meetings, as well as keep the membership records of the Association in good order and distribute updated lists on a regular basis.

4. Treasurer:

Shall have the care and custody of all monies belonging to the Association and shall be responsible for such monies or securities;

Shall be one of the officers who signs checks or drafts of the Association;

Shall render, at stated periods and at least once a year, a written account of the finances of the Association;

Shall exercise all duties incident to the office of Treasurer.

5. Events/Volunteer Coordinator:

Shall organize and arrange committees for the various events sponsored by the Association;

Will recruit new volunteers as needed;

Will work with the whole Board to prepare and set budgets for MCA sponsored events.

6. Block Captain Coordinator:

Shall be responsible for the organization and recruitment of designated block captains who will be charged with distributing communications when necessary.

7. Website Designer/Public Relations Liaison:

Shall be responsible for the coordination of development, design and maintenance of the website for the Association;

Shall see that all notices shall be given in accordance with the provisions of these By-Laws or as required by law;

Shall present to the membership and/or Board of Officers any communications addressed to the Alliance;

Shall attend to all correspondence of the Association and be responsible for all contact and communication with print, radio and web forums.

Article 8: Committees

The Board of Officers may create standing committees from time to time.

Article 9: Finances

Dues: The Board of Officers will determine the amount of annual dues payable to the Association. Individual membership fees shall be payable each fiscal year.

Funds: Association funds shall be held on account at Sovereign National Bank (Eagle Road/Havertown branch) and reported to the membership at general meetings.

Article 10: Amendments

Any amendment to the by-laws may be proposed only by the Board of Officers, or upon petition of twenty-five (25) members, all of whom are in good-standing with the Association. Subsequently, these by-laws may be altered, amended, modified or repealed by an affirmative vote of not less than two-thirds (2/3) of those members present and voting at the annual or special meetings of the Association duly called as provided by these by-laws. No such amendment shall be made unless draft amendments reviewed by the Officers prior to a general meeting. The Officers will then publish the amendment at least fifteen days prior to a meeting. Such notice shall specify the time and place of the meeting along with the proposed amendment(s).

Article 11: Fiscal Year

The fiscal year of the Association shall be from July 1st through June 30th.

Article 12: Liability

The individual Officers and Members of the MCA will not be held accountable for any and all liabilities of the Association.

Article 13: Dissolution

Upon the dissolution of the Association and after the payment or the provision for payment of all the liabilities of the Association, the board of officers will dispose of all of the assets of the Association in a manner that is deemed to benefit the Manoa community.