



MANZANITA MERCHANTS ASSOCIATION BY-LAWS

ARTICLE 1 - TITLE

A. The name of the association shall be known as the "Manzanita Merchants Association," hereafter known as the MMA.

ARTICLE II - PURPOSE

- A. The purpose of the MMA shall be to:
1. Maintain and improve the aesthetic quality and livability of Manzanita's commercial district,
 2. Foster economic opportunities, public facilities and services in the commercial district that are appropriate to Manzanita's village character,
 3. Assist other community organizations and worthwhile civic projects and programs,
 4. Support the City of Manzanita and other public agencies in the application of the principles of good government,
 5. Encourage public participation in civic affairs,
 6. Provide the forum for the discussion of ideas, actions and activities in the interpretation, enforcement and updating of Manzanita's Comprehensive Plan and Zoning Ordinances,
 7. Strengthen public understanding of the necessary contribution of small business investment and employment makes towards the health and viability of the community, and
 8. Bring to the attention of its members and to the general public trends, conditions, opportunities and problems that may require community consideration.

ARTICLE III - MEMBERSHIP

- A. Any merchant in the Manzanita area that is current on their dues

ARTICLE IV - EXECUTIVE BOARD OFFICERS AND DUTIES

A. PRESIDENT

1. Preside over all MMA and MMA Executive Board meetings.
2. Coordinate the work of the officers and committees.
3. Sign checks when/as needed

B. 1ST VICE PRESIDENT

1. Take over president's duties if president is not available.
2. Coordinator of volunteer services.
3. Help in any capacity when needed.

C. 2ND VICE PRESIDENT

1. Coordinator of fund raising activities.
2. Help in any capacity when needed.

D. SECRETARY

1. Be responsible for all correspondence.
2. Record the minutes of all MMA and MMA Executive Board meetings.
3. Sign checks if necessary.

E. TREASURER

1. Keep an accurate account of all monies disbursed and received.
2. Has possession of checkbook, keeps account in order, pays all bills okayed by the board and or the association members.
3. Treasurer will give a report at each monthly meeting.
4. Submit a financial report at the end of the year.
5. Signature is required on all checks along with the president's or secretary's.
6. Treasurer's receipts and books will be kept for a period of five years.

- F. Voting members shall include elected officers and merchant members each having but one vote.

ARTICLE V - DUES

- A. Dues are set at \$100.00 per year per merchant; payable in full; or 1/2 is due Jan. 1 and the remaining 1/2 due July 1.

ARTICLE VI - ELECTIONS

- A. Merchants who are members of MMA are current with their dues are eligible to hold any office.
- B. There shall be a nomination committee selected from volunteer members.
 - 1. Current members
 - 2. A currently elected officer
- C. There shall be a limit of two years for any person to consecutively hold the same elected office.
- D. Nominations are to be held in December of year.
 - 1. The Nominating Committee shall submit their recommendations at the December meeting.
 - 2. The nominees names will be published in a bulletin before the election meeting.
 - 3. Nominations will be accepted from the floor at the December meeting.
 - 4. Elections will be held at the January meeting. Voting will be by ballot.
 - 5. Newly elected officers are to assume their posts at the January meeting with the outgoing officers acting in an advisory capacity for that meeting.
- E. If an elected officer chooses to resign, or cannot fulfill the responsibilities of their office, a replacement shall be appointed by the Executive Board and approved by the MMA members.

ARTICLE VII - GOAL COMMITTEES

- A. A committee is formed of volunteers at any MMA meeting.
- B. Committee chairpersons are selected at that meeting.
- C. Committee Chairperson Duties:
 - 1. Coordinate fund raising activity with 2nd Vice President.
 - 2. Meet with committee volunteers to delegate responsibilities
 - 3. Report periodically on committee's progress to 2nd Vice President.
- 4. Responsible for all funds received and turning funds over to the Treasurer.

ARTICLE VIII - BUDGET AND EXPENDITURES OF FUNDS

- A. All checks must be signed by any two of the following officers:
 - 1. President
 - 2. Treasurer
 - 3. Secretary
- B. All priorities for where monies should be spent are to be submitted for review to the members.
- C. Expenditures not in the budget over \$50.00 shall be voted upon and approved by the members.
- D. Any amount under \$50.00 may be spent at the discretion of the Executive Board.
- E. A contingency fund of at least \$150.00 will be held over from each year.
 - 1. Monies will be kept in a saving and loan and/or bank.

ARTICLE IX - MEETINGS

- A. The Executive Board will meet once a month.
- B. Member meetings shall be held once a month, the fourth Tuesday of the month, with a minimum of twelve meetings a year.
- C. Meeting times shall be announced one week prior.
- D. Meetings shall follow Robert's Rules.

ARTICLE X - DISSOLUTION

- A. In the event dissolution of the association shall occur, all funds and proceeds shall become the responsibility of:
 - 1. Manzanita Volunteer Fire Department
 - 2. Pine Grove Community Club
- B. The control and expenditures of these funds and proceeds shall be determined by the principals of these organizations.

ARTICLE XI - AMENDMENT

- A. These by-laws can be amended at any regular meeting of the MMA, provide that the amendment has been previously announced.
- B. There must be a two-thirds vote of those members present to pass the amendment.

These by-laws were voted on and approved at a general membership meeting of the MMA on the 16th day of March 1994 by the membership of the Manzanita Merchants Association.