

**BY-LAWS of the
McKinley Hill Business District**

ARTICLES I: NAME, GOALS AND BOUNDARIES

- Section 1: The name of this organization shall be McKinley Hill Business Association, which is part of the Business District Association of the City of Tacoma and operates under their 501-3C.
- Section 2: The mission of this Association shall be to preserve, encourage and further the development of the neighborhood businesses while enhancing the safety and appearance of the neighborhood.
- Section 3: The Association shall be non-partisan, non-sectional, non-sectarian and shall take no part in, or lend its support to the election or appointment of any candidate for public office.
- Section 4: The Association will not occupy a physical office but will maintain the following mailing address until such time as amended: 3523 McKinley Avenue, Tacoma, WA 98404.
- Section 5: The core district is from East 34th street through East 45th street, McKinley Avenue, including "T" street to Pacific Avenue.

ARTICLE II: MEMBERSHIP

- Section 1: Membership in the Association shall be open to commercial property owners (including multi-family housing units), business owners (to include home based businesses) for -profit and non-profit organizations, such as churches and service providers. Each member shall be entitled to cast only one vote. A proxy may be submitted in writing for each specific vote. All proxies will be filed with the Secretary. A simple majority is required to pass a vote.

ARTICLE III: MEMBERSHIP DUES

- Section 1: The dues for membership shall be \$25.00 per year to be paid in full by February 28th. Membership will run from January 1st through December 31st of each new year unless otherwise noted. Dues shall be reviewed annually at the meeting set for the election of officers and can be revised by a majority vote.

ARTICLE IV: MEETING OF MEMBERS

- Section 1: All meetings are open to all interested parties. Roberts Rules of Order shall govern all meetings.
- Section 2: The time and day of monthly meetings shall be determined by the membership of the Association. The president shall have authority to convene special meetings with reasonable prior notice with a minimum of 24 hours notice to the membership. Meeting date and time may be changed at any time with a majority vote. General meetings will be held at 8:00am on the first Wednesday of each month. The location will be determined at the prior meeting.

ARTICLE V: OFFICERS

- Section 1: The Officers of the Association shall be elected from the active membership. They will be: President, Vice President, Treasurer, and Secretary. Terms of office shall run concurrent with the fiscal year. Election of officers shall be conducted prior to the end of the year.
- Section 2: In the event of a vacancy during the one year term of an officer, the vacancy shall be filled by a vote of the general membership of the Association by special election.
- Section 3: All officers shall be volunteers and serve without compensation.
- Section 4: The business and affairs of the Association shall be managed by the officers then serving, who are empowered to exercise all powers of the Association and do all such lawful acts and things not prohibited by law or the By-Laws of the Association.
- Section 5: The President shall preside at all meetings of the membership and the officers, and perform all duties incident to this office. He or she shall subject to the approval of the majority of the membership, appoint and dissolve all committees and may execute in the name of the Association, all contracts and agreements authorized by the majority of the membership. The President shall also be designated as the official representative to the Cross District Board Association unless the President chooses to appoint another representative.
- Section 6: The Vice President shall act in the absence of the President and shall be responsible for duties as assigned by the President.
- Section 7: The Treasurer, or any under his or her direction, shall keep the accounts of the Association, receive all monies, pay bills when properly approved and preserve vouchers for all payments. At each regular meeting, he or she shall make a statement of the financial condition of the Association and submit a detailed report to the membership. He or she shall also perform such other duties as may be assigned by the officers then serving. In addition, the Treasurer shall be responsible for keeping the Association's Washington State non-profit status current.
- Section 8: The Secretary shall conduct all official correspondence of the Association, keep a record of the meetings, provide notices of meetings, provide minutes of the meetings to all members and perform such other duties as may be assigned by the officers. The Secretary may designate portions of these responsibilities to another member.
- Section 9: All records and property of the Association, in the hands of the respective officers, shall be delivered to their duly qualified successors upon the termination of their term of office.
- Section 10: There will be no term limits for any officer as long as they continue to be appointed or reinstated under election guidelines.

ARTICLE VI: COMMITTEES

- Section 1: The President, Vice-President, Treasurer and Secretary will constitute the Executive Committee.
- Section 2: The President, with the approval of the Executive Committee, may authorize the appointment of committees and define the powers and authorities of all committees.

Section 3: Each committee will appoint a chairperson responsible for calling and facilitating committee meetings, reporting to the general membership and submitting any correspondence to the President prior to mailing. Chairperson of each committee shall be responsible for submitting a committee report sheet to the Secretary for the files.

Section 4: Standing Committees: Executive Committee, Festival Committee, and Membership

ARTICLE VII: BOARDS

Section 1: The Association board will consist of up to 7 members and will be comprised of the Executive Committee and three members elected from the current membership.

ARTICLE VIII: FINANCES

Section 1: The Treasurer shall be responsible for submitting monthly reports to the general membership for approval.

Section 2: The Board shall have authority to disburse funds for items under \$50.00. Items over \$50.00 must be approved by the membership.

Section 3: No officer, agent, or member of the Association shall have authority to pledge the credit of the Association in any amount whatsoever unless approved or authorized in advance by the membership of the Association.

ARTICLE IX: AMENDING BY LAWS

The By-Laws may be amended by a simple majority of the present membership at a regular meeting. Any amendments or proposed changes to the By-Laws must be submitted to the general membership in writing at least 15 days prior to voting.

1st draft 9/10/98
Amended 1/20/99
Amended 3/7/07