



MAPLE HEIGHTS NEIGHBORHOOD ASSOCIATION CONSTITUTION

(Ratified by the MHNA membership March 27, 2022)

Article I – Name

The name of the organization will be the Maple Heights Neighborhood Association.

Article II – Purpose

The purpose of the Maple Heights Neighborhood Association is to build and celebrate community and work together on problems and issues of common concern in a courteous, transparent, and inclusive manner that embraces mutual respect and appreciation among all people. We are committed to fostering a safe, sustainable neighborhood in order to meet the current and future needs of our community.

Article III – Mission

Our Mission is to Provide a Forum for:

- Enriching the neighborhood through initiatives, community activities, and communication within our neighborhood.
- Sharing and communicating information relevant to the neighborhood
- Building and celebrating community by connecting neighbors, promoting activities, and fostering civil society and diversity.
- Identifying issues and problems
- Identifying resources to better the neighborhood
- Promoting public safety awareness

- Promoting communication and interaction with other neighborhood associations, community organizations, the city government, and the community at large
- Exploring the historic and ecological elements of the community

Article IV – Membership

A. Membership in the Association consists of those residing or owning property in the area bounded as follows ([see map](#)):

- **ON THE NORTH:** The south side of West Seventeenth Street
- **ON THE SOUTH:** West 11th Street - including properties only on the north side of the street between Fairview and College and on both the north and south sides of the street between North Fairview and North Maple Streets
- **ON THE EAST:** The west side of North College Ave.
- **ON THE WEST:** The west side of North Maple Street (including the apartment complex at West 17th and North Maple Streets)

B. Any member of the Association age 18 or older has the right to vote at regular and special meetings.

C. Ownership of multiple properties within the Association does not constitute multiple voting privileges – that is, one member equals one vote.

Article V – NonDiscrimination

The neighborhood association will not discriminate against individuals or groups on the basis of race, religion, color, sex, gender identity, sexual orientation, age, disability, national origin, income, or political affiliation.

Property owners and neighborhood residents, regardless of property ownership status, are welcome to participate in Association meetings and activities.

Anyone may participate in Association activities and meetings at the discretion of the Executive Committee.

Article VI – Officers

A. The officers of the Association will be president, vice-president, secretary, and treasurer and will reside within the Maple Heights neighborhood.

B. The officers of the Association will constitute the Executive Committee.

C. Duties of the officers are as follows:

- **President** will preside at meetings and be the primary contact person and representative for the Association on neighborhood issues as agreed upon by a vote of the membership. They will be a signatory on the Association bank account,;
- **Vice-president** will preside at meetings in the president's absence and assume the president's duties in their absence. They are also responsible for organizing neighborhood liaisons;
- **Treasurer** will collect financial support and make appropriate disbursements as agreed upon by a vote of the membership and record and report same at monthly meetings. They will also be a signatory on the Association bank account,;
- **Secretary** will make minutes of monthly meetings and prepare correspondence at the direction of the president. They will also be responsible for maintaining the neighborhood archives.

D. Officers are expected to attend no fewer than half the scheduled Association meetings during their terms in office.

Article VII – Election of Officers

A. The officers will be elected at the Annual Meeting of the Association and will take office immediately. The officers serve two-year terms and may not serve more than two consecutive full terms in any one office. The president and the secretary will be elected in even-numbered years, the vice-president and treasurer in odd-numbered years.

B. At the Annual Meeting, the Executive Committee will present a slate of officers for the biennium. Nominations may be made from the floor. Those intending to nominate are encouraged to notify the Executive Committee prior to the meeting.

C. To be elected, a nominee must be present and receive a plurality of the votes of those members present.

D. In the event of a vacancy, the Executive Committee will follow the procedure as described in clause B. Floor nominations will follow the procedure stated in clause B of this article. Any officer elected to fill a vacancy (incomplete term) will complete the existing term as defined in Clause A. Following the completion of said term, regular elections for that office will be held following the procedures shown in Clauses A and B.

Article VIII – Quorum

A. Annual Meeting and other meetings with the election of officers:: Nine (9) members must be present and voting to constitute a quorum for the Annual Meeting. This quorum also applies for the election of officer vacancies that occur at regular meetings.

B. Regular Meetings: No Quorum is required for regular meetings of the Association, unless there is an election of officer vacancies, in which case the quorum in clause A of this article applies.

Article IX – Meetings

The Executive Committee will arrange for annual and regular monthly membership meetings. In voting matters, the rules contained in the current edition of Robert's Rules of Order Newly Revised* shall govern the Association.

*Robert's Rules Simplified:

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Article X – Voluntary Dues

The Association shall be funded by voluntary financial support. A suggested yearly amount is \$5.00 for an individual, \$10.00 for a household, \$40 for a business, and \$20 for a non-profit organization. Contributions of larger amounts are welcomed. For organizations (business or nonprofit), either the organization itself or an active officer/member thereof should reside within the Association boundaries. (See Article III above for boundary specifics.) In-kind or financial support from anyone (individual, business, or nonprofit) residing outside of the Association boundaries is welcome.

Article XI – Amendments

This constitution may be amended by a written recommendation of an Association member to the Executive Committee; the proposed written amendment will be presented to the membership at a regular or annual meeting for discussion and review. The amendment (as modified in the membership meeting) will be sent to the Association email list and posted on the Association website as soon as possible and will remain posted for no less than 30 days. Any comments and/or suggested revisions to the amendment must be made in writing within 45 days of the posting date, after which a

final vote will be taken at the next monthly meeting. An amendment must receive a two-thirds majority of votes from members present at the meeting in order to pass.

Article XII – Ad Hoc Committees

Committees may be formed from time to time as needed to conduct activities for the Association at the direction of the membership or the Executive Committee. Committee membership is at the recommendation of the Executive Committee, approved by the Association membership. Committee membership is open to any Association member.

Article XIII – Standing Committees

A. Historic District Design Review Committee

The Historic District Design Review Committee is a standing committee of the Maple Heights Neighborhood Association.

The Maple Heights Neighborhood Historic District (MHNHD) Design Review Committee exists to:

1. Provide written review and recommendation to the Bloomington Historic Preservation Commission (BHPC) within the Certificate of Appropriateness (COA) application process for properties within the district.
2. Assist neighbors through the Certificate of Appropriateness (COA) review process, acting as a liaison when necessary to Housing and Neighborhood Development (HAND) and Bloomington Historic Preservation Commission (BHPC) and providing neighborhood support on design issues;
3. Recommend or comment (if necessary) on the property owner's design plans before they meet with the BHPC; and
4. Help inform the neighborhood about these projects.

5. Review and revise the District's Design Guidelines

The Design Review Committee cannot stop a project, only review and provide recommendations before the project goes to BHPC, which has the authority to approve or deny the request.

Maple Heights Neighborhood district residents or owners volunteer their service on the committee.

The Neighborhood Design Review Committee is composed of at least 5 members, with 3 required for a quorum.

The Neighborhood Design Review Committee membership is composed of neighbors who either own property or reside within the Historic District and will include at least one member of the current Maple Heights executive committee.

Committee Member Expectations:

- A commitment of one year of service to the committee
- Must be familiar with the current District Design Guidelines
- Must be willing and able to respond to Certificate of Appropriateness (COA) applications within the designated timeline (often under 72 hours)
- Must disclose any conflicts of interest

Meeting notices for the Committee will be communicated publicly through Maple Heights Neighborhood Association channels.