

**MAINE COMMUNITY  
DEVELOPMENT ASSOCIATION  
BY-LAWS**

**Article I. NAME**

The name of this Organization shall be the MAINE COMMUNITY DEVELOPMENT ASSOCIATION.

**Article II. PURPOSE**

To provide forums to increase awareness and foster communication relating to community development issues and concerns, and to provide education and training through workshops.

**Article III. AFFILIATION**

The Association shall operate in affiliation with the Maine Municipal Association.

**Article IV. MEMBERSHIP**

- A. **Regular Member:** Any person, municipality, or firm employed by or interested in economic and/or community development.
- B. **Honorary Member:** Honorary members can be chosen based upon distinguished public service.
- C. **Voting Privileges:** Voting privileges shall be limited to one vote per paid current membership. Proxy vote shall be submitted in written form and signed and dated by the authorizing agent.

**Article V. OFFICERS & EXECUTIVE COMMITTEE**

- A. **Officers:** The Officers of the Association shall be a president, vice-president, treasurer and secretary, each of whom shall be elected at the Annual Meeting and hold the office for two years. During any absence, disability, or upon resignation of the President, the Vice President shall immediately become acting president until a president shall be elected at the next regular meeting. In the event of any resignation, the office will be filled by election at a regular meeting with majority vote by members present.

- B. **Executive Committee:** The Executive Committee shall include the President, Vice President, Secretary, Treasurer, the immediate Past-President and four members at large with geographical consideration being given for selection. The four members at large shall serve two years with two elected each year. Any vacancy in the Executive Committee, excluding the President, shall be filled until the next regular meeting of the Association by a majority vote of the Executive Committee. The Executive Committee shall meet no less than twice annually and at such other times as deemed necessary by the President. The Executive Committee shall carry on and transact business of the Association and shall make recommendations to the membership at meetings of the Association.
- C. **Duties:** The duties of each of the Officers shall be the usual duties of their respective offices necessary in order to carry out the general activities of the Association, including but not limited to the following:
1. President – executive leadership of the Association.
  2. Vice President – responsible for professional growth of the Association and of its members; serves as President in the absence of that Officer.
  3. Treasurer – responsible for overseeing the financial and contractual affairs of the Association.
  4. Secretary – responsible for maintaining all records and transactions of the Association including membership, member standing, newsletter and BY-LAWS.
- D. **Eligibility:** All members of the Executive Committee, including the Officers, shall be members of the Association.
- E. **Expenses:** Mileage, food and lodging expenses necessary to complete the duties as an officer of the MCDA may be paid by the Association upon determination of appropriateness, and upon approval by the Executive Committee.

## **Article VI. MEETINGS**

- A. **Annual Meeting:** The Annual Meeting of the Association shall take place at the Annual Convention of the Maine Municipal Association, unless changed by the Executive Committee.
- B. **Special Meeting:** Special Meetings may be called by the President or majority of Officers. Each member shall be notified by mail of the time and place of the meeting by the Secretary.
- C. **Regular Meeting:** There shall be no fewer than four regular meetings annually.

## **Article VII. COMMITTEES**

The President shall appoint committees deemed necessary for the conduct of the Association. Specifically these shall be include, but not be limited to the following:

- A. **Nominating Committee**: The Nominating Committee shall be composed in the following manner:
1. One past president still eligible for membership in the Association.
  2. One member of the Executive Committee.
  3. Three members at large of the Association.
- B. **Amendments**: These By-Laws may be amended at any meeting by a two-thirds vote of the Association members in attendance, providing that notice and a copy of the proposed amendments shall have been mailed to the membership at least one month in advance of the meeting.

## **Article IX. RULES OF ORDER**

Roberts Rules of Order shall govern the proceedings of all meetings of the Association and its constituent parts except as provided in these By-Laws.

## **Article X. DUES**

- A. Membership dues shall be payable on or before January 1<sup>st</sup> of each year. The Association's fiscal year shall be January 1<sup>st</sup> to December 31<sup>st</sup>. The annual dues rate shall be established by the members of the Association at the preceding annual meeting.
- B. Any member not paying current dues by February 1<sup>st</sup> of the fiscal year shall no longer be a member in good standing of the Association until such dues are paid. Members joining after September 1<sup>st</sup> will be assessed 50% of the annual membership fee.