# BYLAWS

# OF

MAIN STREET MORGANTOWN, INC

.

As Amended on August 17, 2016

# ARTICLE I

# NAME AND PRINCIPAL OFFICE OF CORPORATION

Section 1.01. The name of this corporation shall be Main Street Morgantown, Inc. (hereinafter referred to as the “Corporation”).

Section 1.02. The principal office of said Corporation shall be located at 201 High Street, Suite 2, City of Morgantown, County of Monongalia, and State of West Virginia, 26505.

# ARTICLE II

# PURPOSE OF THIS CORPORATION

Section 2.01. The Corporation is organized and shall be operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue code, or any corresponding section of any future federal tax code. The specific purposes enumerated in Sections 2.02 through 2.11 shall be limited to furthering the charitable and educational purposes of the Corporation.

Section 2.02. The specific and primary purposes for which the Corporation is formed are to operate for the advancement of education; historic preservation; lessen the burdens of Government; promote social welfare, and for other charitable purposes. These strategies, herein adopted, are to be accomplished through four components: organization, promotion, design and economic vitality. These will be implemented by an incremental approach, as opposed to an immediate and highly visual change.

These purposes include, but are not limited to the following:

Section 2.03. To take remedial actions to eliminate the physical, economic, and social deterioration of Morgantown’s traditional downtown area and the Historic Wharf District; promote Morgantown’s historic preservation; contribute to its community betterment; and enhance the social welfare, while lessening the burdens of Morgantown’s government.

Section 2.04. To disseminate information of and promote interest in the preservation of history, culture, architecture and the public use of Morgantown’s downtown area and Historic Wharf District.

Section 2.05. To hold meetings, seminars and other activities for the instruction of supporter and the public, such as building rehabilitation and design, economic vitality, and planning management in order to preserve Morgantown’s downtown area and Historic Wharf district. This is to enhance the understanding and appreciation of history, culture and architecture.

Section 2.06. To aid work with and participate in the activities of other organizations, individuals, and public and private entities located within and outside Morgantown that are engaged in similar purposes.

Section 2.07. To solicit, receive and administer funds for educational and charitable purposes. To that end, to take and hold by request, devise, gift, grant, purchase, lease or otherwise, either absolutely or jointly with any other person or Corporation, any property, real, personal, tangible, or intangible, or any undivided interest therein, without limitation as to amount of value; to make distributions to organizations exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986, or any corresponding provision of any future federal tax code; to sell, convey, or otherwise dispose of any such property and to invest, or deal with the principal or the income thereof in such manner as, in the judgment of the Corporation’s Directors, will best promote the purposes of the Corporation without limitation, except such limitation, if any, as may be contained in the instrument under which such property is received, the Bylaws of the Corporation, or any laws applicable thereto. To transact any and all business permitted by the laws of the State of West Virginia.

Section 2.08. No substantial part of the activities of the Corporation shall include carrying on of propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate or intervene (by publication or distribution of any statements or otherwise) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 2.09. The Corporation shall not operate to the benefit of private individuals or interests. No part of the net earnings of this Corporation shall inure to the benefit of any director, officer or private individual except as reasonable compensation for services rendered, goods received, and other property or valuable thing which may be acquired by the Corporation for accomplishment of its purposes.

Section 2.10. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purposes of the Corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine.

Section 2.11. Any such assets not so disposed shall be disposed of by the Circuit Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE III

# MEMBERS

Section 3.01. Any individual or organization interested in supporting the purposes of the Corporation may become a member of the Corporation by filing an application in such form as the Board of Directors shall prescribe, and subject to the payment of a dues as the Board of Directors shall establish from time to time. Each member shall be entitled to one vote at Annual meeting.

Section 3.02. The Board of Directors may, at its discretion, suspend the voting privileges of any member who has been and remains in default in his/her financial obligations to the Corporation for a period of 90 days or longer.

Section 3.03. Any member may resign by submitting written notice of resignation to the Secretary.

Section 3.04. All members must have all financial obligations paid to be a member in good standing. Members in good standing can vote at the Annual meeting. It is strongly encouraged that they attend the Annual meeting, or any meeting of the members, and participate in Main Street Morgantown events.

ARTICLE IV

# MEETING OF MEMBERS

Section 4.01. Meetings of the members shall be held at such place as the Board of Directors may set from time to time.

Section 4.02. The Annual meeting of the members shall be held in the month of May of each year on a date fixed by the President. A report of the meeting and of the activities of the Corporation for the preceding year shall be made available to all members following the annual meeting.

Section 4.03. Special meetings of the members may be called by the agreement of the President and Secretary, or one third (1/3) of the Board of Directors in office, or shall be called by the President and Secretary upon written application of ten (10%) percent of the members of the Corporation.

Section 4.04. Written notice of each meeting of the members, stating the place, day and hour of the meeting, and in case of a special meeting, the purpose or purposes for

which the meeting is called, shall be delivered by mail or email not less than seven (7) days before the date of the meeting.

Section 4.05. All business meetings of the Corporation shall be conducted according to Robert’s Rules of Order, unless otherwise amended or suspended herein.

Section 4.06. When Monongalia County School System is on a (2) hour delay, all meetings scheduled before 10:00 a.m. for Main Street Morgantown Board or other Committee Meetings shall be rescheduled. All other Committee meetings that day will still be held. When Monongalia County School System has cancelled school due to inclement weather, all Main Street Morgantown Meetings scheduled that day will be rescheduled.

# ARTICLE V

# BOARD OF DIRECTORS

Section 5.01. A Board of fifteen (15) Directors shall govern the Corporation. The term of office for each Director shall be three (3) years. Five (5) Directors shall be elected by the general membership at each annual meeting of the members. In addition to the five positions to be filled by election, by reason of the expiration of three-year terms, Directors shall be elected to fill any and all vacancies resulting from the provisions of section 5.02. Any Director so elected shall only serve during the unexpired term of the vacant position. Nominations shall be made by a Nominating Committee appointed by the Board, and shall be set forth in the notice of the Annual meeting (see section 7.04). Additional nominations may be made by a member, provided that they are made in writing, signed by such member, and seconded by another member whose signature is affixed thereto. Any such additional nominations must be received in the principal office of the Corporation not less than ten (10) or more than twenty (20) days before the date of the Annual meeting. Each Director shall hold office for the term for which he/she is elected and until a successor is elected and qualified. The Board shall be elected by the general membership at each Annual meeting of the members, subject to the provisions of Section 5.02 of these Bylaws. Directors in office may only be re-elected for one additional term. After serving two (2) consecutive terms, a member can be nominated for another term so long as they have not served for one (1) year following the end of their second term.

Section 5.02. Any vacancy occurring on the Board of Directors (other than a vacancy resulting from the normal expiration of a term of office) may be filled by the affirmative vote of a majority of the current members of the Board of Directors, though not less than a quorum of the Board. A Director appointed to fill a vacancy shall serve only until the next Annual Meeting. An election to fill a position of the Board created by a vacancy shall be for the term remaining of such position, as provided in section 5.01. Any Director may resign by submitting written notice to the President or Secretary. Any Director may be removed from office at any time, with or without cause, by the affirmative vote of two-thirds (2/3) of the Directors in office, or by reason of the provisions of section 6.06.

Section 5.03. Board membership will be restricted to members that have a physical presence and/or a financial impact on the district.

Section 5.04. No person shall be elected, appointed or retained on the Board of Directors unless that person, or the entity they represent, has all required financial obligations paid in full to Main Street Morgantown. Any financial obligations that exceed 90 days past due shall result in automatic removal from the Board. The provisions of this section may be waived by a majority vote of a quorum of the Board if the member provides, in writing, a reasonable explanation for the past due balance and expresses a desire to remain active on the Board.

Section 5.05. To be a member in good standing, it shall be required that any person serving on the Board be an active member on at least one (1) of these four (4) committees: Design, Organization, Promotion, and Economic Vitality. Board members shall volunteer a minimum of eight (8) hours per year at a Main Street Morgantown promotional event/s. Board members shall communicate with a minimum of two (2) member or non-member businesses per month located in the Main Street Morgantown district and report back to the board any concerns or issues. Board members shall 1) attend Board member orientation set by the Main Street Morgantown Executive Director and President; 2) sign a Board member agreement; 3) actively participate in fundraising efforts; and 4) fulfill all financial obligations. The Annual meeting held in May replaces the regularly scheduled board meeting, attendance will be recorded.

Section 5.06 Public comments, both verbal and written, sought by Board members to be made on behalf and representative of Main Street Morgantown must be formally requested through written communication to the Executive Director and MSM Board, and must have Board approval. All official statements requested by Board members shall be made only by the Executive Director of Main Street Morgantown after due consideration and Board approval. Violation of this section will result in the following: first offense will receive a written warning; second offense will result in removal from the Board.

Section 5.07. Ex-officio members shall be representatives from, but not limited to: Morgantown City Council, Monongalia County Commission, Monongalia Chamber of Commerce, Morgantown Parking Authority, Morgantown Utility Board, West Virginia University and/or Monongalia County Development Authority. Ex-officio Board members shall not be permitted to vote. Participation and attendance at Board meetings is encouraged.

Section 5.08. Interested parties can submit applications for Main Street Morgantown’s Board of Directors on a rolling basis throughout the year. When Board openings become available, Main Street Morgantown’s nominating committee will review applications and interview potential members. Qualifying Board of Director candidates will be nominated for Board positions the following April, and voted on at the Annual Meeting held that May.

## ARTICLE VI

## MEETINGS OF THE BOARD OF DIRECTORS

Section 6.01. Regular monthly meetings of the Board of Directors may be held upon not less than seven (7) days’ notice delivered to each Director, personally or by mail, telephone or email, subject to waiver of notice as provided by the laws of the State of West Virginia. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the Board of Directors need be specified in the notice or waiver of the notice of such meeting. Special meetings of the Board of Directors may be called by the President, or by the written request of a majority of the Directors, and may be held with two (2) days’ notice.

Section 6.02. Eight (8) Directors in attendance, or a majority of the number of Directors then in office, whichever is fewer, shall constitute a quorum for the transaction of business. The act of the majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. The Directors present may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

Section 6.03. Any prospective or retroactive action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting upon consent in writing, setting forth the action so taken, and shall be signed by all of the Directors.

Section 6.04. Notwithstanding anything herein contained to the contrary, one or more Directors may participate in a meeting of the Board or a committee of the Board by means of conference telephone or similar electronic communications equipment by means of which all persons participating in the meeting can hear each other.

Section 6.05. Whenever a vote of the Directors is required or permitted in connection with any corporate action, this vote may be taken verbally during this electronic conference. The agreement thus reached shall have like effect and validity as though the action were duly taken by the action of the Directors at a meeting of the Directors, provided that the agreement is reduced to writing and approved by the Directors at the next regular meeting of the Directors after the conference.

Section 6.06. Attendance: If a Board member does not participate either in person or by way of conference call in two (2) consecutive regular meetings or five (5) regular meetings in a fiscal year, and does not provide a reasonable and satisfactory written explanation for the absences, that member shall be removed from the Board.  Written explanations regarding absences shall be sent to both the Executive Director and the President of the Board of Directors for review and determination.

Section 6.07 Notice: When not able to attend a Board meeting, Board members shall contact the Main Street Morgantown office 24 hours in advance to ensure a quorum will be present to conduct business at that meeting.

Section 6.08 The Corporation shall not take official action on any matter which does not appear on its meeting agenda.

### ARTICLE VII

#### COMMITTEES

Section 7.01. The Board of Directors, by resolution adopted by a majority of Directors in office, may create one or more committees each of which shall consist of two (2) or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the Corporation. The President of the Board shall appoint members to the committees created by such action of the Board, unless otherwise specified by the Board. The Executive Committee shall consist of the officers of the Corporation. Other committees not having and exercising the authority of the Board of Directors in the management of the Corporation may be designated and appointed by a resolution adopted by a majority of the Directors present at a meeting at which a quorum is present. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, or any responsibility imposed upon them by law.

Section 7.02. Standing committees of the Corporation shall be the Executive Committee, Organization Committee, Promotion Committee, Design Committee, Economic Vitality Committee and the Nomination Committee. All committee meetings shall be held at a regularly scheduled date and time. All Board members shall be a member of at least one (1) committee, and shall regularly attend committee meetings. A Chairman and a Vice Chairman will be selected by the membership of each Committee. If the Committee is unable to select a Chairman and a Vice Chairman, the President of the Board of Directors will make those appointments. Committee member chairs shall report quarterly at Main Street Morgantown regular Board meetings.

Section 7.03. Standing Committee duties, with the exception of the Nominating Committee and Executive Committee, shall be consistent with those specified in the National Main Street Program description for said committees, as revised from time to time.

Section 7.04. The Nominating committee will consist of (5) members: two (2) Board members and three (3) members of the corporation. The Organization Committee will recommend nominating committee members, to be approved by the Board of Directors.

# ARTICLE VIII

# OFFICERS

Section 8.01. The Executive Committee shall be elected annually by the Board of Directors and shall consist of a President, (1st) Vice President, (2nd) Vice President, a Secretary, a Treasurer, and the immediate past Main Street Morgantown President as a non-voting Ex-Officio member. Executive Committee members may only serve two (2) consecutive one (1) year terms.

Section 8.02. The Board of Directors will provide a slate of officer nominations at the April Board meeting. Any additional expressions of interest for Board officer consideration that are received after the April meeting and provided in writing, shall be distributed to Board members at least two (2) weeks prior to the June election of officers. The election of the new officers will be held at the June board meeting by secret ballot vote.

Section 8.03. The Board of Directors may require any of the officers or employees of the Corporation to give bond to the Corporation with sufficient sureties, conditioned upon the faithful performance of the duties of their respective offices and employments.

Section 8.04. Any officer elected or appointed by the Board of directors may be removed at any time with or without cause by the affirmative vote of two-thirds (2/3) of the Directors in office. Any vacancy occurring in any office of the Corporation (other than a vacancy resulting from the normal expiration of a term of office) shall be filled by the Board of Directors no sooner than thirty (30) days after written notice of the vacancy has been mailed to all Directors. Until the vacancy has been filled another officer may serve as interim.

Section 8.05. Qualifications: No person shall be elected as an officer of the Board of Directors unless that person has served on the Board for one (1) year and is a member is good standing (section 5.05), with all financial obligations paid in full, or the representative of an entity whose membership dues and all financial obligations are paid in full. No official representative of the City of Morgantown, Monongalia County Commission or West Virginia University may serve as President or Vice-President.

# THE PRESIDENT

Section 8.06. The President shall be the Chair of the Board of Directors, and shall preside at meetings of the Board of Directors and at meetings of the members.

# THE VICE PRESIDENTS

Section 8.07. The Vice Presidents shall, respectively, have powers and duties as assigned to them by the Board of Directors or the President. In the absence of the President, the (1st) Vice President or the (2nd) Vice-President shall perform the duties and exercise the powers of the President.

# THE SECRETARY

Section 8.08. The Secretary shall oversee the keeping of the minutes of all meetings of the Board of Directors and all meetings of the members as may be required by the bylaws. The Secretary shall perform such duties assigned to him/her by the Board of Directors. The Secretary shall insure or cause to be kept secure the charter, minute’s book and other documents relating to the Corporation’s official status. The Secretary shall also insure or cause to be kept the current register of the names and addresses of the members of the Board of Directors.

# THE TREASURER

Section 8.09. The Treasurer shall have the custody of the corporate funds and securities, and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation. The Treasurer shall be responsible for or shall cause to be done depositing all moneys in the name of and to the credit of the Corporation in such depositories as may be designated by the Board of Directors. He/she shall be responsible for disbursing the funds of the Corporation in accordance with the directions of the Board of Directors. He/she shall render to the Board of Directors, at its regular meeting, or when the Board of Directors so require, an accounting of all his/her transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall insure or cause to be done the timely invoicing and collection of the dues, contributions and pledges.

# ARTICLE IX

EMPLOYEES

Section 9.01. The Board of Directors shall have the authority to employ, and fix compensation for an Executive Director and such other employees as deemed necessary by the Board for the achievement of the purpose of the Corporation.

Section 9.02. The duties of the Executive Director are set forth in the Addendum “A” titled “Job Description, Main Street Executive Director” dated June 15, 1989, as amended from time to time.

Section 9.03. The Executive Director shall receive an annual evaluation at the end of each fiscal year.

# ARTICLE X

CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 10.01. All checks, drafts and other instruments for the payment of money and all instruments of transfer of securities shall be signed in the name and on behalf of the Corporation by any two of the following: President, Vice Presidents, Treasurer and Executive Director, or by other agents or employees of the Corporation as may, from time to time, be designed by the Board of Directors. All instruments of transfer of personal property other than securities, all instruments of conveyance of real property and all contracts and agreements shall be signed by any two (2) of the following officers: President, Vice-Presidents, Executive Director, Secretary, Treasurer or *an assigned director*. The Board of Directors may authorize and empower one or more officers or agents of the Corporation to execute and deliver any and all paper, documents, or to do other acts on behalf of the Corporation. This may include any action required or convenient in dealing with governmental authorities.

Section 10.02. Deposits. All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 10.03. Gifts. The Board of Directors may accept on behalf of the Corporation any contribution, gift, grant, bequest, or device for the general purposes or for any special purpose of the Corporation.

Section 10.04. Loans. No loans or other evidence of indebtedness shall be contracted on behalf of the Corporation with any officer or Director of the Corporation.

# ARTICLE XI

SEAL

Section 11.01. The corporation seal shall be circular in form and shall have inscribed thereon the name of the Corporation, the date of its incorporation and the words “West Virginia.”

# ARTICLE XII

FISCAL YEAR

Section 12.01. The fiscal year of the Corporation shall begin on the first day of July and end on the last day of June in the following year.

# ARTICLE XIII

AMENDMENTS

Section 13.01. The Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of Directors in office at any regular or special meeting, provided that no such action shall be taken if it would in any way adversely affect the Corporation’s qualification under Section 501(c)(3) of the Internal Revenue Code of 1986 (or any successor provision). Board of Directors will be given 15 days’ notice prior to voting.

# ARTICLE XIV

GENERAL

Section 14.01. The employment practices of the Corporation shall comply with guidelines set forth under Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, and any future amendments. As such, these practices shall be conducted in such a manner as to obviate discrimination on the basis of race, religion, sex, national origin, or handicap.

Section 15.02. Words used in these Bylaws shall be read as the masculine or feminine gender and as the singular or plural, as the context requires. The captions or headings in these Bylaws are for convenience only and are not intended to limit or define the scope or effect any provisions of these Bylaws.

We, the board of Directors of Main Street Morgantown, Inc. on this 20 day of April, 2016

do hereby append the proceeding Bylaws.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

ELDON CALLEN CONNIE MERANDI

2014-2017 2014-2017

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

BOB MEROW MELANIE THOMPSON

2014-2017 2014-2017

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

SABRINA CAVE RO BROOKS

2014-2017 2015-2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) CHARLIE MCEWUEN DAN NAGOWSKI

2015-2018 2015-2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

JAMES CRAIG JENNIFER CARADINE

2015-2018 2015-2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

PEGGY MYERS-SMITH JEFF MIKORSKI

2016-2019 2016-2019

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

GEORGE PAPANDREAS JANET WILLIAMS

2016-2019 2016-2019

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

JEANNE HAGAN

2016-2019

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL)

ADDENDUM “A” TO THE BYLAWS OF

MAIN STREET MORGANTOWN, INC.

JOB DESCRIPTION

# MAIN STREET EXECUTIVE DIRECTOR

I. Purpose of the position: The Executive Director shall provide comprehensive administrative

and program support for the Main Street Morgantown Board of Directors. All work should

enhance the four mission areas of Main Street Morgantown: Organization, Design,

Promotion, and Economic Vitality.

II. Scope of Responsibilities: The Main Street Executive Director shall initiate and

coordinate a downtown revitalization program, which utilizes historic preservation

as an integral foundation for downtown economic development.

He/she is responsible for the development, conduct, execution and documentation of the Main Street Morgantown project. The Executive Director is the principal on-site staff person responsible for coordinating all project activities. He/she reports to the President of Main Street Morgantown and should consult with the President should problems develop or conflicts arise in performing his/her duties.

He/she is responsible for implementing and administering all policy of the Board.

III. Duties to be performed:

1. Thoroughly familiarize himself/herself with persons and businesses directly or indirectly involved in the downtown commercial district; implement strategies for organizing the community’s human economic resources.
2. Develop and conduct on-going public awareness and education programs designed to enhance appreciation of the downtown’s architecture and other assets, and to foster an understanding of the Main Street project’s goals and objectives.
3. Based on studies, and with the involvement of various downtown interest groups, coordinate an action plan for implementing a downtown revitalization program.
4. Assist individual tenants and property owners with physical improvement projects through personal consultation and/or supervision, or by obtaining professional design consultants.
5. Encourage a cooperative climate between downtown interests and local public officials, one of the goals being improvement of municipal services to the project area.
6. Participate with Chamber of Commerce, and other organizations in coordination of joint promotional events, such as seasonal festivals, sidewalks sales, etc. with a goal of improving the quality and excitement of events to attract people downtown; work closely with local media to assure maximum coverage; encourage design excellence in all aspect of promotion in order to advance and image of quality downtown.
7. Work with appropriate public agencies at the local state levels to obtain necessary funding for critical elements of the Main Street project. These include design assistance, promotional publications, building rehabilitation, parking, and public improvements.
8. Utilizing the Main Street project format, develop and maintain data systems to track the process of the project. These include the economic monitoring system, individual building files, thorough photographic documentation of all changes and information on job creation and business.
9. Responsible for all administrative aspects of operating a Project Management office including purchasing, record keeping, budget development and accounting, preparing all reports required by the State Main Street Program and the National Trust, and assisting in the preparation of reports to funding agencies.
10. Keep the Board of Directors informed regularly and thoroughly of all-important activities, events, and work of the Executive Director. At times when the Board of Directors are not in session, informing the President will be deemed equivalent to informing the Board.
11. Through the appropriate committee chairman, keep all committees informed regularly and thoroughly of all important activities, events and work of the Executive Director relating to that committee’s function.
12. The Executive Director shall be responsible of the careful processing of all correspondence directed to the Corporation including, but not limited to, the timely and courteous reply to routine inquiries and the prompt and timely forwarding to the Treasurer any correspondence calling for payment due. The Executive Director will be especially alert to any correspondence from the Internal Revenue Service of the United States calling such to the attention of the President and Treasurer.
13. The Executive Director shall, if requested by the Secretary or Treasurer, assist in the performance of their respective duties, most importantly, those related to the timely collection of dues, contributions and pledges, and to the careful and accurate maintenance of the Corporation’s membership roster and associated addresses and render such assistance to them as required.

The foregoing is accurate and a complete description of this position, as adopted by the Board of Directors of Main Street Morgantown, and as jointly agreed upon the undersigned and supersedes the preceding Job Description dated November 16, 1989.

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EXECUTIVE DIRECTOR DATE PRESIDENT DATE