

THE WEST END NEIGHBORS

CIVIC ASSOCIATION

BY-LAWS

2005

ARTICLE I – PURPOSE

Section 1 This association shall be known as The West End Neighbors Civic Association, Inc.

Section 2 The objects and purposes of this Association are: the promotion of civic interests and improvements of the community in general; the obtaining of various mutual advantages and protection for the benefit of the residents and property owners.

ARTICLE II – MEMBERSHIP

Section 1 Membership in the association requires payment of annual dues for each fiscal year.

Section 2 One (1) membership shall be limited to each household or Resident household in which two (2) adult members of such household shall be entitled to vote and to hold office.

Section 3 Members eligible to vote at the first regular Association meeting following payment of membership dues for the current fiscal year except as follows:

Members whose dues are unpaid as of June 30th, the last day of the ending fiscal year, shall be classified as non-members, and as such, will not be entitled to hold office or vote in the Annual Election of the current fiscal year.

Section 4 Unless otherwise provided for by law or by the By-Laws, at every meeting of this association, every member shall be entitled to one vote. No member shall send his vote or issue a proxy to vote for money or anything of value. Upon request of a member, the books or records of membership shall be produced at any general meeting or special meeting of the Corporation. If at any meeting the right of a person to vote is challenged, the Inspectors of Election, or, in their absence, the presiding officer, shall require such books or records to be produced as evidence of the right of the person challenged to

ARTICLE II – MEMBERSHIP (Continued)

vote, and all persons who appear by such books or records to be members may vote in person or by proxy.

Section 5 A true copy of the Constitution and By-Laws shall be available to any member.

ARTICLE III – MEMBERSHIP DUES

Section 1 Annual dues will be designated by the Board of Directors subject to approval by the vote of the entire membership.

Section 2 Payment of dues each year is required to maintain membership in the Association and to be considered a “member in good standing.”

ARTICLE IV – FUNDS OF THE ASSOCIATION

Section 1 All monies belonging to the Association shall be deposited in the bank or banks in the name of the Association. Drafts upon the bank account shall be signed by the Treasurer and either the President or Vice President. A report of such payment shall be made at a regular meeting of the Board of Directors prior to being submitted at a general meeting of the Association. The depository shall be designated by the Board of Directors. The Treasurer is authorized to have a petty cash fund of up to \$100 for incidental expenses.

Section 2 The association shall not make any financial contribution or gift of over \$250 to any person or organization unless a request for such assistance is presented in writing to the Board of Directors with a notice or petition signed by five members in good standing, generally describing the person or organization requesting the aid, the amount requested and the purpose of which the gift or loan is to be used. Upon receipt of such petition, the Board at its discretion may refer the request with or without recommendation to the membership at the next regular

ARTICLE IV – FUNDS OF THE ASSOCIATION (Continued)

meeting following the filing of the petition, where the question will be decided by the membership in accordance with these By-Laws. If the Board of Directors so decides, it may on its own motion, table the petition and request no further action be taken thereunder.

Section 3 The President is authorized to approve payments of up to \$250 for miscellaneous expenditures not exceeding \$750 per fiscal year.

ARTICLE V – OFFICERS

Section 1 The officers of this Association shall consist of a President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary.

Section 2 Officers of this Association shall be elected for a term of two years. The President and Vice President shall serve only two terms consecutively.

Section 3 The Officers of the Association shall exercise the duties as are usual and customary for such Officers to perform and will serve without compensation except for the Recording Secretary.

Section 4 The Treasurer shall make a report of the receipts and expenditures at each regular meeting of the Board of Directors as well as at each Association meeting.

ARTICLE VI – ELECTIONS

Section 1 The Nominating Committee shall nominate one person for each officer to be filled.

Section 2 Members of the Nominating Committee may be nominees for office without resigning from the committee.

ARTICLE VI – ELECTIONS (Continued)

- Section 3 Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- Section 4 The Nominating Committee shall present its report at the regular meeting of the Association in (month election held) November at which time additional nominations may be made from the floor.
- Section 5 The candidate receiving the highest number of votes for an office or position shall be declared elected.
- Section 6 A vacancy shall be deemed to exist in the Board whenever an elected Director ceases to be a member of the Association.
- Section 7 Whenever any vacancy shall occur in the Board between annual elections of Directors, the President may appoint (with Board approval) a new Director to serve for the unexpired time.
- Section 8 All vacancies occurring in the offices of the Association shall be filled directly with a majority vote of the Board of Directors except the office of the President. In the event that the office of the President shall become vacant, the order of succession to that office for the unexpired term shall be the Vice President and the Chairperson of the Board of Directors. In the event that the foregoing offices are vacant, the Board of Directors shall elect a President to serve for the unexpired term.

ARTICLE VII – COMMITTEES

- Section 1 At the commencement of his/her term, the President shall appoint the following standing committees and their respective Chairpersons. Each committee must submit its recommendations (written or verbal) to the Board of Directors and to the Association at their regular meetings. The President shall have the authority to appoint any special committee which he/she or the Board of Directors deems necessary.

ARTICLE VII – COMMITTEES (Continued)

- a) An Audit Committee shall audit the accounts of the Association once a year and submit its report to the Board of Directors prior to the Annual Meeting.
- b) A Beach Committee shall have the duty of observing conditions on the beach and at other park district facilities.
- c) A Beautification Committee shall set forth program to beautify the West End, such programs to include maintenance of the island, plantings and clean-ups where deemed appropriate. It shall also address complaints concerning unsightly conditions of residential and business properties.
- d) A Civic Committee shall be concerned with the health and welfare of the community, including parking and traffic conditions, street lighting, transportation, sanitation, rubbish and garbage removal, drinking water and anything of a civic nature not specifically assigned to another committee. It shall be authorized to appear before public bodies or officials.
- e) An Environmental Committee shall be concerned with maintaining the environment.
- f) A Membership Committee shall canvass for new members and renewals for other members. Maintain up to date membership lists, provide all members with meeting notifications, and any other information deemed necessary to impart.
- g) A Public Relations Committee shall provide members with meeting notifications, bulletins, posters and other information as deemed necessary for the Association.
- h) A Zoning Committee shall determine that regulations are upheld in the community.

Section 2 Each committee shall determine the manner and form of its proceedings and a majority of the membership of the committee shall constitute a quorum; the majority of those present at the meeting shall be sufficient to take action, except that no action shall be taken by the Civic Committee or the Zoning Committee on a zoning ordinance, variance or violation matter without the affirmative vote of the Board of Directors.

ARTICLE VII – COMMITTEES (Continued)

- Section 3 Vacancies occurring on committees shall be filled by the Committee Chairperson as soon as possible.
- Section 4 Each committee will make a report at each meeting of the Association on the progress of matters under its consideration.
- Section 5 The membership of committees shall be so distributed, as far as possible and practical, so that each street or area has representation.

ARTICLE VIII – MEETINGS

- Section 1 Five regular meetings of the Association shall be held each fiscal year. Dates of the meetings will be determined by the Board of Directors. A calendar of meeting dates shall be provided to each member household. The Annual Election meeting shall be held in November. Regular meetings of the Association shall be called promptly per meeting time notification provide a quorum is present. Meeting notices will be mailed to each member household within the week prior to the regular meeting.

ARTICLE IV – AMMENDMENTS

- Section 1 This Constitution and By-Laws may be amended or altered by a majority vote of the members present at a regular meeting of the Association.