

THE WEST END NEIGHBORS

CIVIC ASSOCIATION

BY-LAWS

2005

Revised: May 2010

FOR MEMBERSHIP REVIEW: AUG 2010

MOTION TO ADOPT TABLED UNTIL SEPT. 2010 MEETING AT THE  
AUGUST 2010 MEETING

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ARTICLE 1 - PURPOSE

- Section 1 This association shall be known as The West End Neighbors' Civic Association, Inc., hereinafter (hereunto) referred to as "the Association". The West End shall be defined as that area within the City of Long Beach, New York, bounded on the east by New York Avenue, on the west by Nevada Avenue, on the south by the Atlantic Ocean and on the north by Reynolds' Channel. (New York to Nevada, North to South and Beach to Bay).
- Section 2 The objectives and purposes of the 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 2 - MEMBERSHIP

- Section 1 There are three classifications of membership:  
(A) West End Member: Must be a legal resident eighteen (18) years of age or over or the principal owner of a business located in (maintain an address in) the West End; (New York to Nevada, North to South, Beach to Bay).  
(B) Associate Member: Any (all) other interested parties that reside outside the (aforementioned) West End (area).  
(C) Honorary Member: Those who have contributed through their time and efforts to the betterment of the West End (area). Honorary Members can be nominated by a West End or Associate Member in good standing. Nominations of Honorary Members shall be submitted to the association officers at the first regularly scheduled general meeting of the calendar year for review and subject to vote at the next regularly scheduled (following) general meeting by the membership.
- Section 2 Membership in the Association requires payment of annual dues for each calendar year.
- Section 3 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 4 Members are eligible to vote at the first regular meeting of the Association following payment of membership dues for the current year except as follows:

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Members whose dues are unpaid as of the October regularly scheduled general meeting shall be classified as non-members, and as such, will not be entitled to hold office or vote in the Annual Election for (of) the current year.

- Section 5 (According to the By-Laws of the Association), Every dues-paying member shall be entitled to one vote. No dues-paying member shall vote via proxy. If at any meeting the right of a person to vote is challenged, the presiding Officer shall produce the books or records of membership.
- Section 6 A copy of the By-Laws shall be available to any dues-paying member via written request to the Secretary.

ARTICLE III - MEMBERSHIP DUES

- Section 1 The amount of the annual dues for the period covering January 1<sup>st</sup> through December 31<sup>st</sup> will be decided upon (designated) by the elected officers. Any increases in annual dues are subject to approval by the vote of the entire membership at a regularly scheduled general meeting.
- 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. Drafts in excess of \$100 require approval by the President or Vice President. 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 to the Membership, generally describing the person or organization requesting the aid, the amount requested and the purpose for (of) which the gift or loan is to be used.
- Section 3 The President is authorized to approve payments of up to \$250 as set forth (bounded) in Section 1 of this article for miscellaneous expenditures, the total of all expenditures not to exceed \$750 per calendar year.

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ARTICLE V - OFFICERS

- Section 1 The Officers of the Association shall consist of a President, Vice President, Treasurer, Recording Secretary / Corresponding Secretary and Block Captain Coordinator. To be eligible to hold office, an individual must be a West End Member as set forth and defined (outlined) in Article 2, Section 1 of these by-laws (and cannot hold any publicly elected office). A person holding any publicly elected office shall automatically be disqualified and ineligible to hold an office in the Association.
- Section 2 Officers of the Association shall be elected for a term of two years.
- Section 3 The Officers of the Association shall exercise the duties as are usual and customary for such Officers.
- Section 4 The Treasurer shall make a report of the receipts and expenditures at each general meeting of the Association.

ARTICLE VI - ELECTIONS

- Section 1 A nominating committee consisting of five (5) West End Members in good standing (the Nominating Committee, as appointed by the President), shall nominate one person for each office to be filled. (The Nominating Committee shall consist of a minimum of three West End Members). Two Committee Members shall be appointed by the President and three Committee Members shall be West End Member volunteers.
- Section 2 All members of the Nominating Committee must be West End Members in good standing at the time of their appointment and must maintain said membership until the completion of the Committee's duties.
- Section 3(2) Members of the Nominating Committee may be nominees for office without resigning from the Committee.
- Section 4(3) Only those persons who have consented to serve if elected shall be nominated for or elected to such office.
- Section 5(4) The Nominating Committee shall present its report at the general meeting of the Association in November at which time additional nominations may be made by West End Members from the floor.

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Section 6(5) The candidate receiving the highest number of votes for an office or position shall be declared elected.

Section 7(6) All mid-term vacancies occurring in the offices of the Association shall be filled via appointment by the President for the remainder of the term. 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) then the Treasurer.

**ARTICLE VII - COMMITTEES**

Section 1 At the commencement of his/her term, the President shall appoint standing committees and their respective Chairpersons.

Committees include but are not limited to:

- (A) A Beach / Environmental Committee shall have the duty of monitoring conditions on the beach and other areas of the West End.
- (B) A Beautification Committee shall assist residents and business to beautify the West End.
- (C) A Membership Committee shall solicit new members and renewals for existing members.
- (D) A Public Relations Committee shall coordinate and distribute meeting notifications, newsletters and other information as deemed necessary for the Association.
- (E) A Fundraising Committee shall be responsible for events, activities and initiatives to raise funds for the betterment of the West End.

Section 2 Each committee shall determine the manner and form of its proceedings and a majority of the Membership present at a meeting shall be sufficient to take action.

Section 3 Vacancies occurring on committees shall be filled by the Committee Chairperson as soon as possible.

Section 4 Each committee shall deliver a progress report at each general meeting.

Section 5 The membership of committees shall be so distributed, as far as possible and practical, so that each street or area has representation.

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ARTICLE VIII - MEETINGS

Section 1 General meetings are to be held on the last Wednesday of each month unless otherwise noted on the Association website, on the City of Long Beach website and in Association newsletters as available. The Annual Election meeting shall be held in November. Regular meetings of the Association shall be called promptly per meeting time notification. Meeting notices will be posted on the Association website and in the Long Beach Herald within one week prior to the regular meeting.

ARTICLE IX - AMENDMENTS

Section 1 These By-Laws may be amended or altered by majority vote of the West End Members, in good standing, present at a (general) regularly scheduled general meeting of the Association.

Section 2 Any proposed amendments to these By-Laws must be submitted in writing to the Secretary at a regularly scheduled general meeting.

Section 3 A copy of the proposed amendments shall be posted on the Associations' website within forty-eight (48) hours of the submission of same and shall be made available in printed form to anyone requesting same.

Section 4 The proposed amendments shall be put to a vote at the next regularly scheduled general meeting. Only those members qualified to vote under Article II, Sections 3, 4 and 5 shall be eligible to vote on the proposed amendments.

Section 5 No vote on the proposed amendments shall take place unless at least twenty-one (21) days has elapsed since the posting of the proposed amendments on the Associations' website as required under Section 3 of this Article.

Section 6(2) The By-Laws are to be reviewed and/or reaffirmed every three (3) years, following an election year.

Section 7 These By-Laws are to be reviewed by a Committee consisting of three (3) individuals appointed by the President. The Committee shall be appointed by the President within thirty (30) days of his/her election.

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The Committee shall, after its review of these By-Laws, make any recommendations regarding the amendment, implementation or carrying out of these By-Laws. The Committee shall report to the membership at a regularly scheduled general meeting no later than six (6) months after their appointment.