

# The ABC Streets Neighborhood Association By-Laws

## **ARTICLE I            Name**

The name of the Association is the ABC Streets Neighborhood Association, Inc.

## **ARTICLE II            Boundaries**

The boundaries of the neighborhood and the association shall be the East side of Culver Road from Park Avenue to Harvard Street, Colby Street, Park Avenue from Culver Road to East Avenue, Harvard Street from Culver Road to Colby Street, and the A-B-C Streets which run between Park Avenue and Harvard Street.

## **ARTICLE III           Objectives**

1. To foster a sense of community within the neighborhood through friendship, communication and positive action.
2. To serve as a voice representing the needs and concerns of the community.
3. Seek to improve the quality of living, residences and the character and appearance of the neighborhood.

## **ARTICLE IV           Membership**

1. All members who reside in the neighborhood or that own, lease or rent property in the neighborhood are eligible for a basic membership in the association. A basic free membership includes receiving communications from the neighborhood association through e-mails and newsletters.
2. Members who pay yearly dues receive all benefits of basic membership, plus free admission to all neighborhood association social events and to cast votes for board members and other issues at the ABC Streets Neighborhood Meetings or via e-mail.
3. Membership dues follow the calendar year (January 1 to December 31). The yearly dues are:
  - a. \$10.00 per property owner household
  - b. \$5.00 per tenant household
  - c. \$10.00 per business

**ARTICLE V            The Neighborhood Association Board**

1. The ABC Streets Neighborhood Association Board shall conduct the affairs of the Association. The board shall consist of:
  - a. President
  - b. Vice President
  - c. Treasurer/Membership Director
  - d. Secretary
  - e. Up to five additional “at large” board members from the ABC Streets Neighborhood.

**ARTICLE VI           Meetings**

Board Meetings

1. Board meetings shall be held monthly. Board meetings can take place with a majority of board members present.
2. All members of the board can vote on issues at the monthly board meetings. A majority vote of the current board is needed to advance an issue. Board members who are absent from a meeting can vote on an issue within 3 business days before or after the meeting.

ABC Streets Neighborhood Meetings

1. Shall be held bi-annually. (Two meetings occurring each year usually held in April and October though the meeting schedule can be adjusted by the ABC St. Board if needed).
2. Additional meetings may be held as requested by Members or the ABC St. Board.

**ARTICLE VII           Elections**

1. Elections for President, Vice President and the five “at large” board members shall be held at the April ABC Streets Neighborhood Meeting in odd-numbered years.
2. The term of office shall be 2 years from May 1 to April 30 of the second year.
3. Individuals in the offices of President and Vice President may not serve more than two consecutive 2-year terms, unless no other candidates for those offices have come forward and the current office holders is/are willing to serve an additional term.

### Nomination Process and Voting

1. Any paying member may nominate only a paying member (including themselves) for a board position. The Treasurer/Membership Director shall confirm proposed nomination with nominee (when nominated by another person).
2. Nominations for board members shall be announced by the Treasurer/Membership Director via e-mail and ABC St. website 45 days before the scheduled date of the April ABC Streets Neighborhood Meeting.
3. Announced candidates shall be made public to the membership by the Treasurer/Membership Director through e-mail and ABC St. website 30 days before the April ABC Streets Neighborhood Meeting.
4. All paying members, 18 years and older as of the date of the April ABC Streets Neighborhood Meeting, may vote in the election.
5. Members can vote by: (1) e-mail to the Treasurer/Membership Director before Election Day (2) paper ballot if e-mail is not accessible (3) in person at the April ABC Streets Neighborhood Meeting.
6. The Treasurer/Membership Director shall finalize the ballot 15 days before Election Day and allow paying members to vote via e-mail/paper ballot if desired. The ballot shall contain the names of the nominated persons for each office.
7. The Treasurer/Membership Director shall verify the membership status of all votes cast and disregard any votes from members at the “basic free membership” level. The Treasurer/Membership Director shall then count all qualifying votes.
8. A majority of votes cast shall be sufficient to elect the board members.
9. The Secretary shall review the vote results and certify the election.
10. In the event of a tie vote for a given office, a coin flip shall decide the winner.
11. In the event that only one candidate has been nominated for an office, the Secretary can call for a “voice vote” among paid members to cast a single “yes” or “no” vote for the candidate.

### **ARTICLE VIII      Duties of Board Members**

1. President
  - a. Leads the Association. This includes setting agendas for and leading the board and ABC Streets Neighborhood Meetings, signing of all official

correspondence that is communicated by the association to other entities and attending community events/meetings on behalf of the association.

- b. Appoints the positions of Treasurer/Membership Director and Secretary upon election to office. (Note: These board members shall serve at the discretion of the President or until their resignation.)
- c. May appoint board members to fill positions that become vacant after an election.
- d. May delegate their authority to other members of the board as desired.
- e. Can call special meetings of the board and/or ABC Streets Neighbors as needed.
- f. Co-signs association checks drafted by the Treasurer.

2. Vice President

- a. Shall fulfill any Presidential duty in the absence of the President
- b. Shall record meeting minutes when Secretary is unavailable.

3. Treasurer/Membership Director

- a. Shall accept, record and deposit all monies concerning the Association.
- b. Withdraw monies from the association account with approval of the board.
- c. Maintains records by budget line item.
- d. Report on the state of finances at all meetings.
- e. Shall draw up the yearly budget.
- f. Draw-up and co-sign association checks.
- g. Maintains all membership information and records.
- h. Handles all logistics surrounding the election process.

4. Secretary

- a. Records “meeting minutes” at all board and ABC Streets Neighborhood meetings.
- b. Prepares and distributes meeting minutes within 10 days of meeting.
- c. Certifies election results.
- d. Shall fulfill Treasurer/Membership Director duties in the absence of said person.

**ARTICLE IX            Amending of By-Laws**

1. Suggestions for changes can come from the board or any paying member.
2. The President shall write the proposed updates to the by-laws; a majority vote by the board approves the updated by-laws for ABC Streets Neighbors approval.
3. Revised by-laws are e-mailed to the general membership for review. By-laws are then presented and voted on at the next ABC Streets Neighborhood Meeting. Paying members may vote via e-mail (before the meeting) or at the meeting. A majority of votes cast is needed for approval.

### By-Laws Revision History

Version	Date Changes Made	Date Changes Approved	Summary of Changes
1.0	Unknown	Unknown	Original version of by-laws.
2.0	1/14/11	1/20/11	Major revision of original by-laws. Streamlined sections on "Meetings" and "Elections."
3.0	2/1/12	5/3/12	Added "Inc." after ABC Streets. Clarified candidate nomination process. Allowed voting/approval of by-laws by members via e-mail (in addition to voting in person at quarterly meetings).
4.0	4/21/13	5/2/13	<ol style="list-style-type: none"> <li>1. Change "General Membership Meeting" to "ABC Streets Neighborhood Meeting."</li> <li>2. Changed quarterly requirement for ABC Streets Neighborhood Meetings to bi-annually (two a year).</li> </ol>