

# Sixteen Acres Civic Association, Inc. By-Laws

## **Article I - Name and Purpose**

**Section 1:** The association shall be known by the name of SIXTEEN ACRES CIVIC ASSOCIATION, INC. (hereinafter the "Association").

**Section 2:** It shall have a corporate seal bearing the name of the Association, and such other device or inscription as the Board of Directors may determine.

**Section 3:** The purpose of the Association is to serve, in the best interests of the residents, as a liaison between the Community of Sixteen Acres and city government or other bodies. The Association will, through various committees, work with the Community to implement projects to maintain and improve conditions in Sixteen Acres.

## **Article II - Membership**

**Section 1:** Any person who is interested in the betterment of the Sixteen Acres community and living within Sixteen Acres as defined in Article II, Section 3 is eligible for membership in the Association, after having paid membership dues for the current fiscal year. Membership dues are twelve dollars (\$12.00) for a single member household and fourteen dollars (\$14.00) for a dual member household (maximum of 2 adults per membership) per fiscal year.

**Section 2:** Any person outside the boundaries of Sixteen Acres or a business within the boundaries (as defined in Article II, Section 3) is eligible for a non-voting membership (one membership per household or business) after having been approved by the standing Board of Directors and having paid dues for the current fiscal year. Membership dues are fourteen dollars (\$14.00) per year.

**Section 3:** For the purpose of the Association, Sixteen Acres shall be defined as within the following boundaries:

- East- Wilbraham Town Line.
- North- From Wilbraham Town Line down Fernbank Road to Flint Street to Dewitt St. to Ellery Street to Parker Street south to North Branch Pkwy, then to Grayson Drive to Breckwood Circle to Putnam Street, then in a straight line to Reeds Landing, located at 807 Wilbraham Road.
- West- From Reeds Landing in a line south to Watershops Pond and then in an easterly direction along Watershops Pond to include all streets north of the Pond and then to Bradley Road southerly to Allen Street.
- South- Allen Street and Bicentennial Highway to Cooley Street, then south on Cooley Street to Allen Street, then easterly along Allen Street to the East Longmeadow Town Line.

## **Article III - Fiscal Year**

The Association shall be on a January 1st to December 31st fiscal year.

## **Article IV - Officers**

**Section 1:** The officers of the Association shall be a President, a Vice President, a Secretary, and a Treasurer.

**Section 2:** The President, Vice President, Secretary, and Treasurer shall be elected by a majority vote of the membership on a biennial basis. The President, Vice President, Secretary and Treasurer so elected are also directors of the Association. The officers so elected shall hold office for two years respectively and until their successors are duly elected.

**Section 3:** The officers of the Association must be current residents of Sixteen Acres and members in good standing as defined in Article II.

**Section 4:** All officers shall be familiar with the Association By-Laws and Roberts Rules of Order.

**Section 5:** No elected or appointed official shall be an officer or director of the association.

## **Article V - Duties of the Officers**

**Section 1:** PRESIDENT: The duties of the President are those ordinarily designated to this office, i.e., Officiate at meetings in a professional manner and determine the Rules of Order be strictly enforced. The President is to determine that motions are properly stated, recorded, and voted upon. The President shall with the aid of the Vice President prepare an agenda in advance of each meeting. All agenda items shall be subject to board approval prior to any and all membership meetings. The President is an ex-officio member of all committees. The President shall chair all Board of Directors meetings and shall supervise the standing committees. Upon completion of term of office, the President shall serve as an ex-officio, i.e., non-voting, member of the Board of Directors for one year following his/her term.

**Section 2:** The VICE PRESIDENT shall assist the President in his/her duties and shall assume the duties of the President in the absence of the President. The Vice President is also an ex-officio, i.e., non-voting, member of all committees. The Vice President shall keep the President abreast of his/her actions.

**Section 3:** The SECRETARY shall be responsible for the recording the proceedings of all membership meeting, the motions, by whom made and seconded, and result of the vote. The Secretary with the aid of a designee shall be responsible for sending out notices, including the agenda for all membership meetings. A copy of all official communication from the Association shall be maintained by the Secretary. All hand or ballot votes shall be counted by the Secretary and reported to the membership. In the absence of the Secretary at a meeting, the President shall appoint a member to assume the duties of the Secretary for that meeting.

**Section 4:** The TREASURER shall receive and safely keep all monies, notes, checks, and negotiable papers belonging to the Association including committees of the Association, in such manner and upon terms and conditions as the directors of the Association shall deem proper. The Treasurer of the Association shall make all payments and disbursements for the Association as approved by the Board of Directors. The Treasurer shall keep or cause to be kept full and accurate books of account which shall at all times show the condition of the finances of the Association and its business doings and transactions. The Treasurer shall prepare and present at each monthly meeting a statement of the receipts and disbursements, which statement shall set

forth with reasonable detail, all assets and liabilities of the Association and shall show with reasonable accuracy its financial condition. The Treasurer may be required to give bond for the faithful performance of the Treasurer's duties. The Treasurer shall deposit all funds of the Association to its credit in its corporate name with such banking corporations as the directors shall approve, to be drawn upon only by checks signed on behalf of the Association by the President or the Treasurer.

**Section 5:** The President, Secretary and Treasurer can each spend up to and including one hundred (\$100.00) dollars for Association business without prior Board of Directors approval.

**Section 6: ORDER OF PRIORITY-** The order of responsibility for chairing meetings is as follows: if the President is unable to chair the meeting, the Vice President shall chair. If the President and the Vice President are unable to chair, the Secretary shall chair the meeting. If none of the above can chair the meeting, the Treasurer shall chair the meeting. If no Officer is present an official meeting may not take place.

**Section 7: WRITTEN COMMUNICATION-** All official communication from the Association shall require the approval of the Board of Directors. A copy of all official communication shall be forwarded to the Secretary.

## **Article VI - Board of Directors**

**Section 1:** The Board of Directors shall be elected by a majority vote of the membership on a biennial basis and shall consist of five (5) to seven (7) members, in addition to the four officers of the Association. Directors shall be residents of Sixteen Acres and members in good standing.

**Section 2:** The affairs of the Association shall be managed and directed by the Board of Directors elected on a biennial basis and shall have the following authority:

- (a) so far as permitted by law, delegate any of its powers to any committee, officer or agent.
- (b) Such other powers as are vested in them by operation of these by-laws.

**Section 3:** At all meetings of the Board of Directors, five of the directors shall be present to constitute a quorum. The Board, by a majority, may vote to adopt policy or actions to be taken by the association. With regard to major issues, a membership meeting must be held within thirty (30) days of the Board meeting to affirm or deny the decision of the Board. Major issues are defined as zone change requests, special permit requests, by-law revisions and such other matters as the Board may vote to send to the membership for consideration. In order to vote, a member must belong to the Association for at least thirty (30) days prior to the vote.

**Section 4:** The Board, by a majority, may vote to make monetary donations to individuals, groups and organizations, subject to the following limitations:

- (a) The total amount that can be donated in any fiscal year shall not exceed one thousand (\$1,000.00) dollars.
- (b) Donations shall not exceed fifty (\$50.00) dollars to any single entity.

**Section 5:** Meetings of the Board of Directors shall be open to the public. The Board of Directors may meet in executive session on the vote of a majority of the Board present and voting.

**Section 6:** In the event of an emergency, all board members must be contacted in person or by telephone, if necessary, for a majority vote, as stated by Roberts Rules of Order.

## **Article VII - Successors**

**Section 1:** In case of death, resignation, disability, removal, re-location of residence outside of the Sixteen Acres as defined in Article II, Section 3, or refusal to act of any officer of the Association, a successor may be elected by a majority vote of the Directors present at a meeting duly called for that purpose subject to approval by the membership at the next scheduled meeting. In case of the death of one of the officers, the next officer in order of priority shall assume the vacated office, assume those duties along with their own until the Board of Directors can be convened and a replacement named. In the event of the Treasurer's death, the President shall assume those duties until a replacement is named.

**Section 2:** So far as permitted by law, the Directors may at a meeting of the Board, duly called for that purpose, or at a regular monthly meeting of the Association, remove from office any Officer or Director originally elected by the membership. The removal from office requires a majority vote of the Directors and Officers. Such a vacancy shall be filled by ballot taken at a meeting of the Board of Directors called for that purpose, or at a regular meeting of the Association. The person to be removed shall be notified in writing at least seven (7) days prior to such meeting. Due process shall consist of a hearing before the Board. Any Director missing three (3) unexcused consecutive regular monthly membership and/or directors meeting and/or not attending a minimum of five (5) unexcused regular monthly membership meetings during their term of office is subject for removal as defined in this Section.

## **Article VIII - Meetings of the Association**

**Section 1:** The Annual Meeting of the Association shall be held on the third Tuesday of June at a place to be designated by the Board of Directors. Elections shall be held on a biennial basis, in odd number years, at the Annual Meeting. The term of office for all Officers and Directors shall commence on July 1<sup>st</sup> following the biennial election and shall be for a term of two (2) years.

**Section 2:** Regular meetings of the Association shall be held on the third Tuesday of every month, or whenever directed by the presiding officer or upon request in writing, submitted to the Secretary, by a majority of the Board of Directors.

**Section 3:** The Secretary shall give notice of the annual meeting to each member, officer and director at least seven (7) days prior to the annual meeting.

**Section 4:** Five (5) of the Directors and Officers shall constitute a quorum for the transaction of business.

**Section 5:** Regular monthly meetings of the Association shall be open to the public. The presiding officer shall recognize any of the attendees who wish to speak. All members in good standing shall be allowed to vote. Each member must be present to vote.

## **Article IX - Nomination**

**Section 1:** The President of the Association shall appoint a nominating committee chairman. The nomination committee chairman shall appoint a committee to consist of a minimum of three (3) with a maximum number of five (5) members who shall be responsible for securing nominees for Officers and for the Board of Directors and set up the ballot and procedure for voting. A member of the nominating committee is not disqualified for nomination. It shall be the duty of the nominating committee to verify the candidates' desire for office. The nominating committee shall be formed at the March monthly meeting.

**Section 2:** Nothing herein contained shall restrict the right of members of the Sixteen Acres Civic Association, Inc. to offer nominations for Officers and for the Board of Directors from the floor at the April meeting. All nominees must belong to the Association for at least one (1) calendar year prior to the May vote.

## **Article X - Elections**

**Section 1:** The Officers and Board of Directors shall be elected on a biennial basis at the May membership meeting of the Association.

**Section 2:** All elections shall be under the direction of the nominating committee.

## **Article XI - Committees**

### **Section 1: General:**

1. The President and Vice President are ex-officio members of all committees except the nominating committee.
2. Roberts Rules of Order is to be used as a guide when questions of procedure arise regarding the conduct of all meetings.
3. The President, subject to Board approval, shall appoint the chairman of each standing committee who shall be a director of the Association. The standing committees shall consist of Beautification, Land Use and Zoning, Membership and those deemed necessary by the Board of Directors.
4. The committee shall study and make a recommendation to the Board of Directors before a vote on the same is taken by the Board of Directors.

**Section 2:** Special or temporary (ad hoc) committees may be appointed by the President, with an assigned Director as chairperson, and subject to approval of the Board.

**Section 3:** The chairperson of each committee shall appoint the members of the committee who shall be members of the association.

## **Article XII - Amendments**

**Section 1:** The By-Laws may be amended at any meeting of the Association after review by a By-Laws committee appointed for that purpose, provided that notice of such proposed amendment shall be given in writing to members, ten (10) days prior to such meeting. All amendments shall be adopted by affirmative vote of two-thirds, and not less than fifteen, of the members present.

**Section 2:** A By-Law committee shall be formed to review the by-laws at least every five (5) years.

**Section 3:** The By-Law committee shall consist of a minimum of three (3) directors. One of the directors shall be assigned as chairperson.

## **Article XIII - Order of Business**

**Section 1:** The order of business at regular monthly meetings of the Association shall be as follows:

1. Opening
2. Guest Speaker(s)
3. Minutes of the previous meeting- Secretary
4. Treasurer's report.
5. Report of Committees
6. Unfinished business
7. New business
8. Adjournment

**Section 2:** All business not otherwise provided for shall be transacted according to Roberts Rules of Order.

Adopted May 1976. Revised April 1982, December 1984, April 1987, October 1988, October 1989, July 1996, December 2001, June 2003, May 2007, June 2011, May 2012 and March 2016.