

Columbia-Savin Hill Civic Association

Proposed By-Laws

Submitted to:
CSHCA Membership

Submitted by:
Ed Geary Jr.

September 11, 2006

Dear CSHCA Members,

The By-laws are the heart and soul of an organization and a well-structured organization can't operate efficiently without them. As we have witnessed throughout many recent meetings, the Columbia Savin-Hill Civic Association By-laws needed to be reviewed.

Some time ago, the By-Laws Committee was created to examine the existing By-laws and make recommendations on how to revise them. The committee has finished its final review and has proposed a total overhaul and modernization of the existing By-laws.

On behalf of the committee, I want to officially submit the proposed By-laws for the review of the Columbia Savin Hill Civic Association. I believe we did a great job on making the changes needed to better serve the members of the Columbia-Savin Hill Civic Association for years to come.

As the committee chairperson, I want to take this opportunity to acknowledge and thank all the members that worked over the past few months to prepare the By-laws on the subsequent pages. A special thank you goes out to John Cavanaugh, Joe Chaisson, and Gloria-Ann Vieira for all their help.

Please take time over the next few weeks to review these proposed By-laws. The proposed changes will be discussed at the October general meeting with the potential for a vote by the membership.

In an attempt to help expedite this process, if you have any questions or suggestions about the By-laws, please e-mail me at egeary@verizon.net providing the information found on the form in the back of this packet or fill out the enclosed form and send it through the US Postal Service prior to the October general meeting.

Respectfully yours,

A handwritten signature in black ink, appearing to read "Ed Geary Jr.", written in a cursive style.

Ed Geary Jr.
Chairperson
By-Laws Committee

Columbia-Savin Hill Civic Association

Constitution and By-Laws

Preamble

We, the concerned residents and friends of the area encompassing the Columbia-Savin Hill Civic Association (C.S.H.C.A.), realizing the worthwhile results of well-organized planning and discussions pertinent to maintaining a viable neighborhood, hereby join together to assist each other and actively participate to use whatever means and resources are available to make our section of Dorchester a better place to live and raise our families.

Article I – Name/Location/Boundaries

Section 1 - Name

The name of this organization shall be the Columbia-Savin Hill Civic Association, hereinafter referred to as CSHCA.

Section 2 – Location

The principal office and business address of CSHCA shall be the address of its President.

Section 3 - Boundaries

The CSHCA shall include in its concerns and programs the area bounded by Freeport Street, Morrissey Boulevard to Kosciusko Circle, along the Southeast Expressway to Rawson Street, then via the Southeast Expressway to the Midland Branch of the New York-New Haven Railroad to Dudley Street, Stoughton Street, Pleasant Street, Hancock Street thence to Dorchester Avenue, connecting again with Freeport Street. (Map attached.)

Article II - Purpose

The purpose of this organization shall be to work toward the establishment of the finest neighborhood possible. In order to accomplish this objective, we shall:

- a. provide an effective voice and efficient vehicle for united community action for all people of the community;
- b. encourage people now residing here to remain and by welcoming new residents; and
- c. refrain from endorsement of any political party or any candidate for elective office.

Article III – Membership/Dues/Funds

Section 1 – Membership

Membership in the organization is open to any person interested in the goals and aims of the CSHCA; all residents of the area are defacto members. Voting privileges at the general membership meeting shall be restricted to residents 18 years of age or older, who live within the boundaries of the CSHCA as defined in Article 1, Section 3, whose dues will have been paid at least 30 days prior to or paid their dues at the previous meeting to which they are voting.

Section 2 – Membership Dues

Dues of five (\$5.00) dollars per person shall be paid concurrent with the calendar year (Article 4). The payment of dues shall entitle a member to one vote and one monthly newsletter. Failure to pay dues shall result in the suspension of the right to be a voting CSHCA member or hold office. All residents of the CSHCA area as defined in Article 1, Section 3, have the right to present motions from the floor subject to the approval of the chair at the general membership meeting.

Section 3 – Merchant Membership Dues

Dues of twenty-five (\$25.00) dollars per merchant shall be paid concurrent with the calendar year (Article 4). The payment of dues shall entitle a merchant member to have their business contact information published in the monthly newsletter. The merchant member will also receive a monthly newsletter and have the opportunity to advertise only job openings on the CSHCA website subject to the approval of the executive board. A merchant membership is a non-voting membership.

Section 4 - Collection & Expenditure of Funds

Any committee that collects funds under the auspices of the CSHCA shall submit quarterly reports for review at an executive board meeting.

Section 5 – Donations made on CSHCA behalf

Any monetary donations made in the name of the CSHCA need to come before the membership and be voted upon at a general meeting for approval.

Section 6 – Office Holders

No member holding elective public office is eligible to hold office in the CSHCA. Any CSHCA officer who becomes a candidate for elective public office must resign his/her CSHCA office. All senior staff members of elected officials are generally discouraged from pursuing elected positions in the CSHCA, except for the executive board.

Article IV- Fiscal Year

The fiscal year of the association is the calendar year, January 1st to December 31st.

Article V - Officers

Section 1 - Officers

A President, Vice President, Secretary, and Treasurer who shall be elected at the annual meeting for a term of one year shall constitute the offices of the CSHCA. In the absence of the President, the Vice President shall preside over CSHCA meetings. In the absence of both the President and Vice President, the Secretary shall preside. In the absence of the Secretary, the Treasurer shall preside. If no officers are present, the President shall at his/her discretion appoint someone to fill in during his/her absence.

Section 2 – Duties of Officers

A) President

The President shall be the presiding officer of the organization. The President shall have the authority to cast a deciding vote in the case of a tie. The President also appoints all committee chairs and is an exofficio member of all committees.

B) Vice President

The Vice President shall act in the absence of the President and shall assist the President in carrying out the duties of that office.

C) Secretary

The Secretary shall keep the minutes and records of the meetings and maintain the Corporate Seal and shall serve as Clerk of the Corporation. The Secretary will execute correspondence of the association at the direction of the President.

D) Treasurer

The Treasurer shall be responsible for receiving and disbursing the funds of the association as directed by the membership and shall keep an accurate record of the association's financial transactions; shall deposit the association's funds in such bank accounts as the membership shall direct; and shall submit monthly reports to be part of the official meeting minutes. All records pertaining to membership shall be maintained by the Treasurer.

Section 3 - Vacancies

In case of a vacancy in any office, except the Presidency, the vacancy shall be filled by the nomination from the President, subject to a quorum (as defined in Article IX section 1B or 2A) at the next meeting from when the vacancy occurred. In the case of a vacancy in the Presidency, the Vice President shall assume the President's office and shall nominate a successor for the position of Vice President for the duration of the term. The office of Vice President shall be filled by an executive board member, subject to a quorum (as defined in Article IX section 2A) at the following executive board meeting from which the nomination occurred. All interim appointees shall serve for the duration of the vacated office.

Article VI - Executive Board

Section 1 – Executive Board Members

There shall be an executive board, chaired by the CSHCA President, consisting of the four officers of the association, the chairs of all committees, and a minimum of five (5) members to be voted upon at large, as defined in Article VIII, Section 4. If an at large member of the executive board misses 3 unexcused consecutive meetings, the President shall appoint a replacement. If a committee chair misses 3 unexcused consecutive meetings, he/she shall be removed from the executive board. Executive board meetings are open to all members, but voting shall be open to board members only. All absences from meetings must be approved by the President or the committee chair.

Section 2 - Meetings

The executive board shall meet on the second Monday of every month, except under extenuating circumstances as deemed by the President. The September meeting will be held on the third Monday.

Section 3 - Responsibilities

The executive board shall be responsible for the content and publishing of the CSHCA newsletter, “*The Neighbors*.” The executive board shall determine the agenda for the monthly general membership meetings and have the authority to address important issues that affect the CSHCA neighborhood before the next scheduled meeting. The executive board will be responsible for overseeing the website of the CSHCA.

Article VII - Committees

Section 1 - Committees

The President shall establish, subject to a quorum (as defined in Article IX section 1B) of a general membership meeting, during the current term, all committees and shall be an exofficio member of all such committees.

Section 2 - Eligibility

Committee meetings are open to all members, however only an appointed committee member on that specific committee is eligible to vote.

Section 3 – Chair of Committee

The committee chair will be a voting member of the committee he/she chairs. The committee chair shall make known their appointed committee members at the next following general membership meeting. The size of the committee shall be under the discretion of the chair.

Section 4 – Committee Members

If a committee member misses 3 unexcused consecutive meetings, the chair shall appoint a replacement. All absences from meetings must be approved by the President or the committee chair.

Article VII – Committees (cont.)

Section 5 – Requirements

The committee chair shall report back to the membership at the next general meeting of the association. Minority reports may be submitted to the President. Any committee may be asked to submit a written report for the records by the executive board.

Article VIII – Nominations/Elections

Section 1 - Elections Committee

At the March general meeting of the membership, the President will name a Nominations/Elections Committee. Any member wishing to be a candidate for a CSHCA office should submit his or her name to the Elections Committee. At the April general meeting, the Elections Committee will submit a list of nominees to the membership for the offices of President, Vice President, Secretary, and Treasurer. Other nominations may be made from the floor at this meeting. Nominations for offices will permanently close at the end of the April general meeting. No member of the Elections Committee shall be eligible for nomination to any office, except for the executive board.

Section 2 - Elections

Contested CSHCA offices shall be voted upon by written ballot. Uncontested offices shall be recorded by the Secretary as one vote for re-election of the uncontested offices.

Section 3 - Annual Meeting

The general monthly meeting of the members held in May of each year shall be the annual meeting.

Section 4 – Executive Board Elections

The executive board shall be nominated and elected in May by the voting members at the annual meeting.

Section 5 – Absentee Voting Rights

Absentee / proxy voting will not be allowed.

Article IX – Meetings/Notices/Quorums

Section 1 - General Meetings

General meetings of the association shall be held on the first Monday of each month. There will be no general meetings in July and August. The executive board meetings will continue through the summer. The general meeting in September shall be held on the second Monday.

A) Schedule

General meetings shall be convened promptly at 7:00 p.m. and shall adjourn no later than 9:30 p.m. unless otherwise decided by the membership.

B) Quorum Requirements

A quorum for the transaction of business at any general meeting shall consist of not less than fifteen (15) voting members, two (2) of whom shall be officers.

Section 2 – Executive Board Meetings

Executive board meetings of the association shall be held on the Monday following the general meeting.

A) Quorum Requirements

A quorum for the transaction of business at any executive board meeting shall consist of not less than three (3) voting members, one (1) of whom shall be an officer.

Section 3 - Special Meetings

Special meetings may be called by the President or upon written request signed by no fewer than ten (10) voting members, as defined in Article III, Section 1. Upon such written request, the President shall call the special meeting at the time and place specified in such request or petition.

A) Special Meeting Requirements

Not less than five (5) days notice of any special meeting shall be given to the membership; such notice must state the purpose, date, time, and place of such meeting.

B) Quorum Requirements

A quorum for the transaction of business at any special meeting shall consist of not less than eight (8) voting members, two (2) of whom shall be officers.

Section 4 - Meeting Cancellations

Any cancellation of a meeting, due to an emergency nature, shall be made at the discretion of the President or the committee chair. Any scheduled agenda item will be taken up at the next meeting.

Article X - Contracts

Section 1 – Contracts

No officer or member of this organization shall have the authority to make any contract or to use the name of the CSHCA in any way or to commit the association to any course of action without the expressed prior authorization of the membership at a general meeting.

Section 2 - Indemnification

All officers of the association, past and present, shall be indemnified by the association for any actions they take on behalf of the association, provided they have acted in good faith, in the best interest of the CSHCA.

Section 3 - Records and Membership Lists

Records and the membership list or file may not be used or distributed for any reason.

Article XI - Procedure

Section 1 – Meeting Procedures

All meetings of the association shall be conducted under the guidance of Roberts' Rules of Order.

Section 2 - Meeting Agenda

The general meeting agenda of the CSHCA is as follows:

1. Call to order
2. Approval of the minutes
3. Treasurer's report
4. Public Safety reports
5. Correspondence
6. Committee reports
7. Guest Speaker(s)
8. Old business
9. New business (New agenda items must be first mentioned at the current meeting and will be discussed at the next meeting)
10. Adjournment

Article XII - Amendments to By-Laws

Section 1 – By-Laws Amendments

All proposed amendments to the by-laws must first be submitted in writing and read to the members at a general monthly meeting.

Article XII - Amendments to By-Laws (cont.)

Section 2 - Pending By-Laws Changes

Members shall be notified of proposed by-laws changes prior to the meeting at which such changes will be discussed. Voting on the amendment(s) to the by-laws shall occur no sooner than one (1) general membership meeting and no more than three (3) general membership meetings after the submission of the change(s). The by-laws may be amended by a quorum (as defined in Article IX section 1B) of a general membership meeting.

Article XIII – Dissolution

Section 1 - Dissolution

Prior to the dissolution of the CSHCA, the executive board, after disposing or making provisions for the disposal of all of the liabilities of the association, shall donate the remaining assets of the association exclusively to the Little House, or “ due to non existence of Little House”, to additional non-profit charitable or educational organizations, as determined by the executive board.

Section 2 – Funds

No part of the net earnings of the association shall accrue to the benefit of, or to be distributed to its members, officers or other private parties except that the association shall be authorized and empowered to pay reasonable compensation for services rendered.

