

n 1	Constitution & By-Laws	n 1	Constitution & By-Laws
2	Columbia-Savin Hill Civic Association	2	Columbia-Savin Hill Civic Association
n 3	Constitution and By-Laws	n	
4		3	
5	Preamble	4	Preamble
n 6	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.	n 5	We, the concerned residents and friends of the area encompassing the Columbia-Savin Hill Civic Association, realizing the worthwhile results of well-organized planning and discussions pertinent to maintaining a viable neighborhood and city, 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, do business, and raise our families.
7		6	
8	Article I	7	Article I
9	Name / Location / Boundaries	8	Name / Location / Boundaries
10		9	
11	Section 1: The name of this organization shall be the Columbia-Savin Hill Civic Association, hereinafter referred to as CSHCA.	10	Section 1: The name of this organization shall be the Columbia-Savin Hill Civic Association, hereinafter referred to as CSHCA.
12		11	
13	Section 2: The principal office and business address of CSHCA shall be the address of its President.	12	Section 2: The principal office and business address of CSHCA shall be the address of its President.
14		13	
n 15	Section 3: The CSHCA shall include in its concerns and programs the area bounded by Freeport Street, Morrissey Boulevard to Kosciuscko 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. * View color area map.	n 14	Section 3: The CSHCA shall include in its concerns and programs the area bounded by Freeport Street, Morrissey Boulevard to Kosciuscko 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.
16		15	
17	Article II	16	Article II
18	Purpose	17	Purpose
19		18	
20	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:	19	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:

21		20	
n 22	a. provide an effective voice and efficient vehicle for united community action for all people of the community;	n 21	a. provide an effective voice and efficient vehicle for united community action for all people of this diverse community;
23		22	
n 24	b. encourage people now residing here to remain and welcome new residents to stay; and	n 23	b. encourage people now residing here to remain and welcome new residents to stay.
25			
26	c. refrain from endorsement of any political party or any candidate for elective office.		
27		24	
28	Article III	25	Article III
29	Membership / Dues / Assessments	26	Membership / Dues / Assessments
30		27	
31	Section 1: The fiscal year is the calendar year, January 1st to December 31st.	28	Section 1: The fiscal year is the calendar year, January 1st to December 31st.
32		29	
n 33	Section 2: Membership in the organization is open to any person interested in the goals and aims of the CSHCA; all residents of the area are de facto members. Voting privileges shall be restricted to 18 year old residents, 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 the meeting at which they are voting.	n 30	Section 2: Membership in the organization is open to any person interested in the goals and aims of the CSHCA; all residents of the area are de facto members. Voting privileges shall be restricted to residents aged 18 years and 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 the meeting at which they are voting.
34		31	
n 35	Section 3: Dues of ten (\$10.00) dollars per person shall be paid concurrent with the fiscal year. 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 hold office. All residents of the CSHCA area as defined in Article 1, Section 3, have the right to entertain motions and open discussions from the floor subject to the approval of the Chair.	n 32	Section 3: Dues of ten dollars (\$10) per person shall be paid concurrent with the fiscal year. Dues shall be five dollars (\$5) for anyone who claims a hardship. Dues shall be paid in September to include the rest of the current year and for the upcoming year. The payment of dues shall entitle a member the right to vote and monthly email updates. Failure to pay dues by January 1st shall result in suspension of the right to hold office and the right to vote. All residents of the CSHCA area as defined in Article 1, Section 3, have the right to entertain motions and open discussions from the floor subject to the approval of the Chair.
36		33	
n 37	Section 4: No member holding elective public office is eligible to hold office in CSHCA. Any officer who becomes a candidate for public office must resign the CSHCA office.	n 34	Section 4: No member holding elected public office is eligible to hold office in CSHCA. Any officer who becomes a candidate for public office must resign from the CSHCA office.

		35	
		36	Section 5: All Merchant Members shall have their business posted on the website and in the monthly e-updates. Merchant Members do not have voting rights. Merchant membership dues are paid annually in an amount at the Merchant's discretion based on the levels below. Merchant members who live in the area may also join as an individual member with voting rights. The merchant's level shall be displayed on the website.
		37	
		38	Merchant Membership Levels
		39	Basic: \$50 - \$99
		40	Bronze: \$100 - \$249
		41	Silver: \$250 - \$499
		42	Gold: \$500 - \$999
		43	Platinum: \$1,000 - \$4,999
		44	Diamond: \$5,000+
38		45	
39	Article IV	46	Article IV
40	Officers	47	Officers
41		48	
n	Section 1: The CSHCA shall be governed by a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and IT Manager who shall be elected at the Annual Meeting for a term of one year.	n	Section 1: The CSHCA shall be governed by a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and IT Manager who shall be elected at the Annual Meeting (see Article VII) for a term of one year.
42		49	
43		50	
n	Section 2: The President shall be the presiding officer of the organization. No President shall serve for more than three times consecutively.	n	Section 2: The President shall be the presiding officer of the organization and shall hold office for one year and until a successor is chosen and qualified. No President shall serve for more than three times consecutively. The President shall represent the CSHCA and communicate positions voted on by general membership with assistance from other members of the Executive Board (see Article V). The president may delegate some of their responsibilities to other Executive Board members. The President shall organize, publicize, and manage the monthly membership and Executive Board meetings. The President ensures that monthly announcements and voting results are sent out. The President coordinates with committee Chairs to ensure that the membership is appropriately updated on their efforts. The President, in conjunction with the
44		51	

			Executive Board, ensures there is follow-up on action items and votes. The President shall report results of action items to membership.
45		52	
n 46	Section 3: The Vice President shall act in the absence of the President and shall assist the President in carrying out the duties of that office.	n 53	Section 3: The Vice President assists the President in carrying out the duties of that office and shall act in the absence of the President.
47		54	
n 48	Section 4: The Recording Secretary shall keep the MINUTES and records of the meetings and maintain the Corporate Seal and shall serve as Clerk of the Corporation.	n 55	Section 4: The Recording Secretary shall keep the minutes of the meetings and records of the association, file all official documents, maintain the Corporate Seal, and serve as Clerk of the Corporation.
49		56	
n 50	Section 5: The Corresponding Secretary shall execute all correspondence of the association.	n 57	Section 5: The Corresponding Secretary shall assist with correspondence for the association and submit copies of all letters to the Recording Secretary to file with the association's records.
51		58	
n 52	Section 6: 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 make written monthly reports to be part of the official meeting minutes. All records pertaining to membership shall be maintained by the Treasurer.	n 59	Section 6: 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; ad hoc expenditures between monthly meetings may be drawn without membership authorization when deemed necessary, but not to exceed fifty dollars (\$50); shall deposit the association's funds in such bank accounts as the membership shall direct; and shall make written quarterly reports to be part of the official meeting minutes, including committee expenses (see Article VI, section 5). All records pertaining to membership shall be maintained by the Treasurer.
53		60	
n 54	Section 7: The IT manager's primary responsibility is to make sure that the CSHCA IT infrastructure is functional. The IT manager will control access and coordinate updates to existing tools (i.e. website/ software/ databases/ platforms) while making recommendations and implementing new IT tools that help the CSHCA better accomplish its goals.	n 61	Section 7: The IT manager's primary responsibility is to make sure that the CSHCA IT infrastructure is functional. The manager will control access and coordinate updates to existing tools (i.e. website/ software/ databases/ platforms) while making recommendations and implementing new tools that help the CSHCA better accomplish its goals. The IT Manager assists officers in managing technology, setting up virtual meetings, and troubleshooting tech issues. The manager, in conjunction with the treasurer, shall review and tally votes. Votes shall be communicated to membership within one week.

55		62	
56	Article V	63	Article V
57	Executive Board	64	Executive Board
58		65	
n	Section 1: There shall be an Executive Board consisting of the five officers of the association, the chairs of all committees, and five (5) members to be voted at large by the association. If a member of the Executive Board misses 3 consecutive meetings, the President shall appoint a replacement. The Executive Board is coterminous with the President. Meetings of the Executive Board are open to all members.	n	Section 1: There shall be an Executive Board (hereinafter referred to as E-board) consisting of the six Officers of the association, the Chairs & Co-chairs of all committees, and five members. The Officers and five members shall be voted at large by the association. Meetings of the E-board are open to all members.
59		66	
60		67	
n	Section 2: The Executive Board shall meet on the second Monday of every month, except under extenuating circumstances as deemed by the President, except that the September meeting will be held on the third Monday.	n	Section 2: If a member of the E-board misses three consecutive meetings, the President shall appoint a replacement. A member of the E-board may be asked to resign at any point after a two thirds vote by the E-Board followed by a two thirds vote at the next general membership meeting.
61		68	
62		69	
n	Section 3: The Executive Board shall be responsible for the publishing of the CSHCA Newsletter, The Neighbors.	n	Section 3: The E-board shall meet monthly, at a date and time agreed to by a majority of E-board members at the first E-board meeting after elections, except under extenuating circumstances as deemed by the President.
63		70	
		71	
		72	Section 4: The E-board shall work with the President and Vice President to follow through on specific actions and ensures CSHCA membership concerns are actively addressed. The E-board shall collaborate with the President to actively communicate meeting minutes, action items, and updates to all general members on the website.
		73	
		74	Section 5: Each month, members of the E-board shall discuss and propose an agenda for the next general membership meeting.
		75	
		76	Section 6: At large E-board members are encouraged to participate and/or volunteer in community activities.
64		77	
65	Article VI	78	Article VI

66	Committees	79	Committees
67		80	
n 68	Section 1: The President shall establish, subject to the approval of the membership, during the current term, all committees and shall be an ex officio member of all committees. All committees are coterminous with the President.	n 81	Section 1: Any member can propose to form a committee, subject to approval of the membership. To establish a committee, a member must submit a mission statement and descriptive purpose to the President, who shall share it with the E-board. The purpose and mission shall be presented at the next general membership meeting, at which time membership shall vote on whether the committee will be added to the association.
69		82	
n 70	Section 2: All committees shall be open to all members with voting rights. The President shall appoint a pro term Chair for all committees until the committee members meet and elect their own Chair.	n 83	Section 2: All committees shall be open to all members. The member presenting a new committee shall serve as pro tempore Chair until the committee members meet and elect a permanent Chair or Co-chairs. The committees shall meet within one month of establishment to elect permanent Chair(s).
71		84	
n 72	Section 3: The Committees shall meet within one month of establishment to elect a permanent Chair. The Committee shall keep a written record of the occurrence of all meetings. The Chair shall report back to the President at the next regular meeting of the Association. The Chair will be a voting member. Minority reports may be submitted to the President. Any committee may be asked to submit a written report for the records.	n 85	Section 3: The President shall be an ex officio member of all committees.
		86	
		n 87	Section 4: A committee becomes inactive if it fails to meet for six consecutive months. If a committee that becomes inactive wishes to reactivate, a member must re-establish the committee and present to general membership for a vote.
		88	
		n 89	Section 5: The committee shall keep a written record of the occurrence of all meetings. Committee Chairs shall report all donations and expenditures to the Treasurer. Chairs are expected to give committee updates at the general membership meetings. Any committee may be asked to submit a written report for the records. Chairs shall be responsible for posting meeting minutes, action items, and updates on the website.
		90	

		91	Section 6: With the approval of the E-board, ad hoc committees may be formed to assist the association, E-board, and established committees with special projects, research, or circumstances as they arise. These committees shall not be considered official under CSHCA. Ad hoc committees shall cease to exist once the project has ended and shall not exist for more than six months.
73		92	
74	Article VII	93	Article VII
75	Nominations / Elections	94	Nominations / Elections
76		95	
n 77	Section 1: At the March meeting of the membership, the President will name an Elections Committee. Any member wishing to be a candidate for Office should submit his or her name to the Elections Committee; at the April meeting of the members, the Elections Committee will submit a list of nominees to the membership for the offices of President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Other nominations may be made from the floor at this meeting. No member of the Elections Committee shall be eligible for office as an officer.	n 96	Section 1: At the March meeting of the membership, the President shall name an Elections Committee. Any member wishing to be a candidate for Office should submit his or her name to the Elections Committee; at the April meeting of the members, the Elections Committee shall submit a list of nominees to the membership for the offices of President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and IT Manager. Other nominations may be made from the floor at this meeting. No member of the Elections Committee shall be eligible for office as an officer.
78		97	
n 79	Section 2: All elections shall be by written ballot at the Annual Meeting.	n 98	Section 2: All elections shall be by ballot at the Annual Meeting. If there are no seats that are contested, a motion can be made to accept the slate and vote on as presented - one vote for the slate of officers and a separate vote for the slate of the E-board.
80		99	
81	Section 3: The regular monthly meeting of the members held in May of each year shall be the Annual Meeting.	100	Section 3: The regular monthly meeting of the members held in May of each year shall be the Annual Meeting.
82		101	
n 83	Section 4: The Executive Board shall be nominated and elected in May.	n 102	Section 4: The E-board shall be nominated in April and elected in May. Nominations may continue to be accepted up to the vote in May.
84		103	
85	Article VIII	104	Article VIII
86	Meetings / Notices / Quorums	105	Meetings / Notices / Quorums
87		106	
n 88	Section 1: Regular meetings of the association shall be held on the first Monday of each month. There will be no regular meetings in July and August. The	n 107	Section 1: General Membership meetings of the association shall be held on the first Monday of each month. When there is a holiday on the first Monday, the

	Executive Board meeting will continue in the summer. The meeting in September shall be held on the second Monday.		meeting will be held on the second Monday. There will be no regular meetings in July and August unless the membership votes in June to schedule them. The E-board meeting will continue in the summer. General Membership meetings shall be convened promptly at 7:00 p.m. and shall adjourn no later than 9:00 p.m. unless otherwise decided by the membership.
89		108	
n 90	Regular 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.	n	
91			
92	Section 2: Special meetings may be called by the President or upon written request signed by no fewer than ten (10) dues paying members, as defined in Article III, Section 2. Upon such written request, the President shall call the special meeting at the time and place specified in such request or petition.	109	Section 2: Special meetings may be called by the President or upon written request signed by no fewer than ten (10) dues paying members, as defined in Article III, Section 2. 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 may be called, if a vote is necessary in July or August. All Planning Committee meetings in June, July, and August shall be considered special General Membership meetings.
93		110	
94	Section 3: Not less than five (5) days written notice of any special meeting shall be given to the membership; such notice must state the purpose, date, time, and place of such meeting.	111	Section 3: Not less than five (5) days written notice of any special meeting shall be given to the membership; such notice must state the purpose, date, time, and place of such meeting.
95		112	
96	Section 4: A quorum for the transaction of business at any membership meeting shall consist of not less than fifteen (15) voting members, two (2) of whom shall be officers.	113	Section 4: A quorum for the transaction of business at any membership meeting shall consist of not less than fifteen (15) voting members, two (2) of whom shall be officers.
97		114	
n 98	Section 5: Any cancellation of a meeting, due to an emergency nature, shall be made at the discretion of the President. Any scheduled agenda item will be taken up at the next meeting.	n 115	Section 5: Any cancellation of a meeting, due to an emergency nature, shall be made at the discretion of the President and/or Vice President. Any scheduled agenda item will be taken up at the next meeting.
99		116	
100	Article IX	117	Article IX
n 101	Contracts	n 118	Contracts / Public Relations
102		119	
n 103	No officer or member of this organization shall have the authority to make any contract or to use the name	n 120	Section 1: No officer or member of this organization shall have the authority to make any contract or to use



	of the association in any way or to commit the association to any course of action without the expressed prior authorization of the membership. Records and the membership list or file may not be used for any non-association purpose or promotion.		the name of the association in any way or to commit the association to any course of action without the expressed prior authorization of the membership. Records and the membership list or file may not be used for any non-association purpose or promotion.
		121	
		122	Section 2: An officer or member of the organization may not speak on behalf of the CSHCA without the prior support of the membership.
		123	
		124	Section 3: The association shall not endorse any political party or any candidate for elected office.
104		125	
105	Article X	126	Article X
n 106	Procedure	n 127	Meeting Procedure
107		128	
108	Section 1: All meetings of the association shall be conducted in accordance with Roberts' Rules of Order.	129	Section 1: All meetings of the association shall be conducted in accordance with Roberts' Rules of Order.
109		130	
n 110	Section 2: Meeting agendas	n 131	Section 2: General Membership Suggested Agenda
111		132	
112	Call to order	133	Call to order
n		n 134	Police report
113	Reading of the minutes	135	Approval of the minutes
114	Treasurer's report	136	Treasurer's report
n 115	Correspondence	n 137	Announcements & Correspondence
		138	Voting Items
116	Committee reports	139	Committee reports
n		n 140	Agenda Items
117	Agenda Items/Guest Speakers	141	Guest Speaker(s)
118	Old Business		
119	New Business: New agenda items must be first mentioned at the current meeting and will be discussed at the next meeting.	142	New Business: New agenda items may be presented at the current meeting to be discussed at the next meeting.
120	Adjournment	143	Adjournment
n		n 144	
		145	Section 3: Executive Board Suggested Agenda
		146	

		147	• Plan agenda for the following month's General Membership meeting. Any additional general membership meeting agenda items should be submitted to the President before the General Membership meeting.
		148	• Put together monthly general membership communication updates
		149	• Discuss Committee concerns and updates
		150	• Discuss Old & New Business. Items should be submitted to the President before the E-board Meeting.
		151	
121	Article XI	152	Article XI
122	Amendments to By-Laws	153	Amendments to By-Laws
123		154	
n 124	All amendments to the By-Laws must first be submitted in writing and read to the members at a regular monthly meeting.	n 155	All amendments to the By-Laws shall first be submitted in writing to the E-board.
125		156	
t 126	Members shall be notified of pending 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) month and no more than three (3) months after the submission of the change(s). The By-Laws may be amended by a two-thirds vote of the paid-up members present and voting at a meeting of the members duly called in accordance with the By-Laws.	t 157	After the E-board's review, members shall be notified of pending 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) month and no more than three (3) months after the submission of the change(s). The By-Laws may be amended by a two-thirds vote of the paid-up members present and voting at a meeting of the members duly called in accordance with the By-Laws.