

# **By-Laws for the Great River Community Association**

**Approved on February 19, 2014**

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## **Article I: Name**

The name of this organization shall be the Great River Community Association hereinafter referred to as the Association, or should the Association be incorporated; it shall thereafter be the Great River Community Association, Inc.

## **Article II: Mission and Purpose**

The purpose of the Great River Community Association is to foster, promote and protect the civic and community interests of the residents of Great River, subdivision of the Town of Islip. We the members of the Association shall do this by:

- Encouraging and expecting the participation and support of the residents of Great River
- Collecting dues and raising funds to protect, promote, improve and foster common community interests
- Including all people and ideas, respecting the rights of individuals and honoring our differences
- Acting in a fiscally responsible manner and being accountable to the membership
- Representing the community of Great River to the Town of Islip and to all of its departments and other governmental agencies
- Acting as a catalyst for the discussion of neighborhood civic issues and community development plans and participating in the resolution of problems concerning such matters
- Serving as an educational instrument for communicating issues to the residents and business establishments within the community
- Assisting membership in measuring the impact of town and county planning on the community served by the Association

## **Article III: Membership/Dues**

- Membership in the Association shall be limited to residents and business~~ES~~ within the boundaries of the zip code 11739.
- Annual dues for membership shall be determined and established by the Board of Directors by a majority vote and announced at the Annual Meeting. The dues applicable for the year immediately preceding shall automatically continue for *the* following year. Membership shall run from January 1<sup>st</sup> through December 31<sup>st</sup> and entitle each paid individual, household or business in good standing to one (1) vote. No proxy

voting shall be permitted. No member shall be subject to or liable for any financial obligations incurred by the Association in excess of his/her annual dues.

- The membership fee is waived for all active Great River Fire Department members.

## **Article IV: Board of Directors and Officers**

- The affairs of the Association shall be under the general care and management of the Board of Directors and officers, up to fourteen (14) persons. Directors shall serve a two (2) year term. Elections to fill Board positions shall be held at the annual meeting when terms have expired. For the stability of the Association, election for board members will be held on odd years. All Directors shall hold office until their successors shall be elected and take office. A quorum for the Board shall consist of one-third of the Directors for the purpose of conducting business. The Board may fill vacancies in its number for the balance of an unexpired term.

- Officers of the Association shall be members of the Board of Directors. The officers of the Association shall consist of a President, a Vice President, a Recording Secretary, a Corresponding Secretary and a Treasurer. The membership shall elect the officers at the annual meeting to serve a two (2) year term. For the stability of the Association, election of officers will be held on even years. The term shall begin on the first of January and end on the thirty-first of December. Officers may be elected for additional terms at the next election. The President may not succeed him/herself in that office unless no other candidate is nominated. Vacancies occurring among the officers may be filled for the unexpired term by the Board of Directors at their meeting and announced at the next general meeting.

## **Article V: Committees**

- The standing committees shall be Membership, Welcome, Finance, Environment, Fund Raising and Events, By-Laws and Government Relations. The Board of Directors and/or the President may establish additional committees as necessary.

- The officers of the Association shall be known as the Executive Committee to act when the Board is not in session and to exercise any and all powers of the Board which may be lawfully delegated.

- The affairs of the Association shall be under the general care and management of the Executive Committee. The duties of the Executive Committee shall be:

- to establish policy for the operation of the Association and its meetings
- to develop and implement the strategic plan for the Association
- to manage the fiscal operations of the Association
- to represent the Association in its dealings with outside organizations
- to perform other functions as appropriate to the Executive Committee

- The Nominating Committee shall be chaired by the Vice President and shall consist of at least three (3) members of the Association. The Nominating Committee shall nominate one or more candidates, eligible and willing to serve, for each office of the Association and shall report its nomination to the Association at the annual meeting held in the last quarter of the year. Nominations may also be made from the floor with the nominees present or their written permission received prior to placing their names in nomination. A vote for each officer shall be taken by secret ballot, if called for, or, by a show of hands immediately after the nominations for that office have been closed.

## **Article VI: Duties of Officers**

- The President shall preside at all meetings at which he/she is present; shall exercise general supervision over the affairs and activities of the Association; shall appoint committee chairpersons and special committees; and shall serve as member ex-officio on all standing committees except the Nominating Committee.

- The Vice President shall assist the President and shall, in the absence of the President, assume the duties and responsibilities of that office. The Vice President shall serve as chairperson of the Nominating Committee.

- The Recording Secretary shall keep the minutes of all general meetings and board meetings of the Association, which shall be an accurate and official record of

all business conducted. The Recording Secretary shall be the custodian of Association records.

- The Corresponding Secretary shall be responsible for notifying the membership of the time and place of Association meetings, shall prepare and distribute all official correspondence of the Association at the direction of the Board of Directors or the duly elected officers.

- The Treasurer shall collect all dues and keep an accurate account thereof, shall deposit all funds in the bank account of the Association; shall report at each meeting concerning the receipts and disbursements of the Association funds and shall file such financial reports as needed.

- The affairs of the Association shall be under the general care and management of the Executive Committee. The Executive Committee will establish policy for the operation of the Association and its meetings; develop and implement the strategic plan for the Association; manage the fiscal operations of the Association; represent the Association in its dealings with outside organizations; perform other functions as appropriate to the Executive Committee.

## **Article VII: Meetings**

- General meetings shall be held a minimum of two times per year.

- Special meetings may be called by the President or the Board of Directors at such times as may be advisable. Posted notice must be given. Business conducted SHALL be only for the announced purpose of the meeting.

- The Annual Meeting shall be in the fourth quarter of each year. Elections shall take place at the Annual Meeting. Only members in good standing may vote. Notice of the Annual Meeting shall be given to all members stating the time and place of the meeting and shall be delivered at least two weeks prior to the date of the meeting.

- Robert's Rule of Order shall govern the conduct of all meetings unless such are in conflict with these By-Laws. In general, the Order of Business at general meetings shall be as follows:

- Call to order
- Approval of minutes of previous meeting
- Reports of Treasurer, officers, standing committees and committees

- Old Business
- New Business
- Adjournment

## **Article VIII: Finances**

- Association funds shall be disbursed only upon the approval of a majority of board members present and voting upon the expenditures. The President and the Treasurer may authorize disbursements with board approval. If the president is unavailable, the board of directors shall designate another officer or board member to provide the second signature on the check.
- Any funds disbursed by the Board or the President and Treasurer shall be reported to the membership at the next general meeting.
- The fiscal year of the Association shall commence on the first day of January of each year and conclude on the final day of December of that year.

## **Article IX: Quorum/Voting**

- A quorum at any meeting of the Association for the purpose of transacting business shall consist of those members actually present.
- Only members in good standing and who are present at meetings shall be entitled to vote. There shall be no proxy voting. Members are defined as one vote per *paid* membership.

## **Article X: Procedures for Presentation of Issues**

- Time permitting, any issue affecting the Great River community will be first presented to the membership via posting. At the next General or Special Meeting, the issue will be presented to the Association members present and a vote taken to determine the course of action for the Association.

## **Article XI: Amendments**

- Any amendments to these By-Laws shall be proposed by post or discussed at a preceding general or special meeting. The amendment can then be adopted by a majority of those present and voting at the following general or special meeting.

## **Article XII: Unforeseen Circumstances**

- For the benefit of the Association, any section of these by-laws may be overridden by a two thirds (2/3's) vote of both the Board of Directors and the Officers. This process will be carried out and reported to the membership during a general or special meeting of the Association. This action will not be construed as a permanent change to the by-laws.