

# Sixteen Acres Civic Association, Inc. By -Laws

## Article I Name and Purpose

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

Section 2 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 that maintain and improve conditions in Sixteen Acres

## Article II Membership

Section 1 Any person is interested in the betterment of the Sixteen Acres community and living within Sixteen Acres, as defined in Article II, section 4, is eligible for membership in the Association, after having paid membership dues for the current fiscal year. Single member household has one (1) vote and a dual member household maximum of two (2) votes per membership per fiscal year.

Section 2 Annual dues amount shall be determined by Board of Directors

Section 3 Any person outside the boundaries of Sixteen Acres or a business within the boundaries, as defined in Article II, section 4, is eligible for a non-voting membership (one membership per household or business) after approval of the Board of Directors and having paid dues for the current fiscal year

Section 4 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 fiscal year is January 1st to December 31<sup>st</sup>

## Article IV Officers

Section I The officers of the Association are President, Vice President, Secretary, and Treasurer

Section 2 The President, Vice President, Secretary, and Treasurer as well as Directors are elected by a majority vote of the membership on even numbered years. President, Vice President, Secretary and Treasurer are also Directors of the Association. Officers so elected hold office for two (2) years respectively and/or 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 must be familiar with Association By-Laws and Roberts Rules of Order

Section 5 No elected or appointed city official shall be an officer or director of The Association. Immediate resignation or removal of this individual required by the Board of Directors

Section 6 Any Director missing three (3) unexcused consecutive regular monthly membership meetings and/or directors meetings during their term of office shall be subject to removal per this Section

## Article V Duties of Officers

Section 1 PRESIDENT Duties of the President include, but not limited to:

- officiate at meetings in a professional manner and assure order be strictly enforced per Roberts Rules of Order
- determine that motions are properly stated, recorded, and voted upon
- with the aid of the Vice President prepare agenda in advance of each meeting; agenda items subject to board approval prior to all membership meetings
- President chairs all Board of Directors meetings and supervises standing committees; ex-officio member of all committees
- upon completion of term of office, the President serves ex-officio, non-voting member of the Board of Directors for one year following his/her term

Section 2 VICE PRESIDENT shall

- assist President in his/her duties
- assume duties of the President in the absence of the President
- ex officio, non-voting, member of all committees
- keep President abreast of his/her actions

Section 3 SECRETARY shall

- record the proceedings of all Board of Director meetings
- record proceedings of membership meetings membership meeting, the motions, by whom made and seconded, and result of the vote
- with the aid of a designee be responsible for sending out notices, including agenda for all membership meetings
- copy all official communication of the Association maintained by the Secretary
- count all hand or ballot votes and report outcome 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

Written Communication

All official communication from the Association requires the approval of the Board of Directors. A copy of all official communication must be forwarded to the Secretary

Section 4 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
- make all payments and disbursements for the Association as approved by the Board of Directors
- keep or cause to be kept a complete and accurate book of accounts which shall at all times show the condition of the finances of the Association and its business doings and transactions
- prepare and present at each monthly meeting a statement of the receipts and disbursements, which statement set forth with reasonable detail, all assets and liabilities of the Association and shall show with reasonable accuracy its financial condition
- 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's business without prior Board of Directors approval

Section 6 Order of Priority

If the President unable to chair a meeting the order of responsibility for chairing meetings is as follows:

- Vice President shall chair, if unable
- Secretary' shall chair the meeting
- If none of the above can chair, the Treasurer shall chair the meeting
- If no Officer can chair an official meeting it cannot take place

## 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 must 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 (\$1000) dollars

(b) Donations shall not exceed fifty (\$50.00) dollars to any single entity

Section 5 Meetings of the Board of Directors open to the community. 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, email 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 4, 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 Removal from Office 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

Section 3 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 even number years, at the Annual Meeting. The term of office for all Officers and Directors shall commence on July 1 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, with aid of a designee, 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 Process

Section 1 The President of the Association appoints 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 candidates' interest for office. The nominating committee is determined at March monthly Directors' 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 Officers and Board of Directors elected on a biennial basis at the May membership meeting of the Association.

Section 2 All elections under the direction of the nominating committee

## Article XI Committees

Section 1 General

- The President and Vice President are ex-officio members of all committees except the nominating committee
- Roberts Rules of Order guide for questions of procedure regarding conduct of all meetings
- The President, subject to Board approval, appoints chairman of each standing committee, who is a director of the Association
- Chair of each committee recruits members of the Association to be members of said committee

Section 2 Standing Committees

Nominating committee defined Article IX, Section 1 and 2 for authority and responsibilities

Scholarship Committee Chair appointed by President: two (2) members recruited

- recommend dollar amount and number of annual awards to the Board for approval
- implement annual fund raising approved by Board
- review and/or update application form used for scholarship award
- market and /or recruit applicants for scholarship
- recommend applicant(s) to Board vote on final scholarship recipient

Program Committee chaired by Vice-President and two (2) members of the Association approved by the Board which shall

- recruit individuals from the area as suggested by the Board to present information at designated monthly Member meetings
- assure appropriate presentation equipment set up for the meeting and stored safely after meeting

Membership Committee Chair appointed by President, recruits two (2) members

- Works with Treasurer to assure membership is sustained and/or growing
- Has access to necessary member data from Treasurer to effectively fulfill responsibilities
- Communicates with lapsed members to maintain promote participation
- Works with Marketing/Media Committee to develop and implement marketing materials, participate in annual effectiveness review

Marketing-Media Committee Chair appointed by President, recruits three (3) members

Includes website team

- works closely with website team to develop and implement Association messaging
- responsible for setting and getting marketing message to 16 Acres residents
- annual review of messaging/recruiting outcomes with Membership Committee
- annual report to Board of Directors

Land Use and Zoning Committee Chair appointed by President, two (2) members

- Monitors and reports to Board any activity that may challenge quality of life in Sixteen Acres neighborhood
- Provide solution options to Board for improving such situation or removing cause of negative impacts
- represent 16 Acre Civic Association per President/Board approval at city and other organizations to provide liaison and information to Board in timely, objective manner

Ad Hoc Committees

Special or temporary (ad hoc) committees appointed by the President, with an assigned Director as chairperson, and subject to approval of the Board on an as needed basis

## 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 By-Law committee formed to review By-Laws at least every five (5) years

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

## Article XIII Order of Business

Section 1 Order of business at regular monthly Association Member meetings:

Opening  
Minutes of the previous meeting- Secretary  
Treasurer's report.  
Report of Committees  
Unfinished business  
New business  
Guest Speaker  
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, March 2016,  
May 2023