

Port Jefferson Station Terryville Civic Association, Inc. By-Laws

(Revised and Accepted May 30, 2017)

ARTICLE I – NAME OF ASSOCIATION

The organization shall be known as the Port Jefferson Station Terryville Civic Association, Inc.

ARTICLE II –MISSION, PURPOSE AND MEMBERSHIP OF ORGANIZATION

Section I – Mission

The mission of the Association shall be to study and discuss the needs of the community and to offer a unified voice while working together to enhance the quality of life in Port Jefferson Station Terryville area and in the Union Free School District No. 3.

Section II –Purpose

- a) To cultivate and promote cooperation among its members and members of other organizations in the community, as well as to contribute to the growth of civic pride and involvement in the community.
- b) To furnish and disseminate knowledge and information concerning community activities to its members and the general public.
- c) To do any and all things which shall be lawful and appropriate-
- d) The Port Jefferson Station Terryville Civic Association shall be non-profit and non-political in nature.

Section III – Membership

- a) An individual who has reached the age of eighteen years of age and resides in Port Jefferson Station Terryville 11776 zip code and/or resides in said Union Free School District No. 3 shall be eligible for membership.
- b) Member in Good Standing. An individual shall be determined to be a member in good standing if such a member has attended at least 3

monthly meetings within the previous 12 months and membership dues are current.

ARTICLE III – TERRITORIAL BOUNDARIES OF THE ORGANIZATION

The territorial limits of the Association shall be confined to the 11776 zip code and/or Union Free School district No. 3, Port Jefferson Station Terryville, Town of Brookhaven, County of Suffolk, New York.

ARTICLE IV – ELIGIBILITY OF MEMBERSHIP TO ORGANIZATION

- a) JOINING – Any resident spouse or offspring of same over 18 years of age and residing in the household, situated within said 11776 zip code and or Union Free School District No. 3.
- b) JUNIOR NON-VOTING MEMBERSHIP – any offspring 16-18 years of age, residing in the household of a resident who could qualify as a voting member of the Civic Association. Junior members may be appointed by the President to serve on any and all committees. Junior members may not vote or hold office.
- c) Any officer or director who resigns from office may not be nominated for, nor hold, any office for one (1) year from the date of said resignation.
- d) Any officer who has been removed (by impeachment for just cause) from office upon the vote of three quarters (3/4) of the present members in good standing may not be nominated for, nor hold, any office, elected or appointed, within this organization.
- e) Resignations: Any member who publicly resigns shall not be eligible to rejoin for one (1) year from date of resignation.
- f) As per our Incorporation Agreement, in order to ensure non-political goals of the Association, any member of the Executive Committee shall not run (officially accept an offer to run for an elective post) nor hold any partisan elective or appointed positions which may create a conflict of interest to the Mission and Purpose of the Civic Association.

ARTICLE V – OFFICERS OF THE ASSOCIATION

- a) The elected officers of the Association shall be: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.
- b) The appointed officers of the Association shall be: The Parliamentarian and Sergeant-at-Arms.
- c) No elected officer shall chair more than one committee without the consent of the President.
- d) No person shall hold more than two elective offices at one time.
- e) Request for Leave of Absence – Any officer may request a leave of absence from his/her position for the following reasons:

Medical/health of officer or family

Family emergency

Death of family member

Job Related Issues

Conflict of interest

Leave must be approved by the Executive Committee and $\frac{3}{4}$ of the members present in good standing. Time of leave can be up to 3 months and can be reviewed if more time is needed.

- f) Leave of Absence– Any officer who takes a leave of absence during his/her term shall not attend any Executive Committee meetings, unless invited by the Executive Committee to attend, and may not have any voice in deliberation or Executive Committee decision making during his/her absence. During his/her absence said person cannot independently represent the Civic Association in any capacity.
- g) The term of office for any elected officer shall be two (2) years. Any duly elected officer may hold this office for not more than two (2) consecutive terms, a total of four (4) years; and once having served such, will be ineligible to hold this office for the next two (2) consecutive years.
- h) The outgoing President, upon completion of his term of office, shall receive a plaque, the cost of which shall not exceed \$50.00.

ARTICLE VI –DUTIES OF THE PRESIDENT

- a) To preside at all regular, special and executive meetings of the Association.
- b) To appoint all committees in their entirety, standing and special, after formation has been approved by the Executive Committee, except the Nomination Committee, the formation of which needs no approval.
- c) To fill all vacancies by appointment and to accept all letters of resignation. Appointed officers will fulfill the term of office until date of expired term.
- d) To invite guests to executive meetings, but right to vote shall be given only to those specified in these by-laws.
- e) To sign all contracts with Executive Committee approval and to countersign all checks over \$100; and conduct a quarterly audit.
- f) To appoint Parliamentarian, Sergeant-at-Arms and to appoint special assistants to President with Executive Committee approval. These appointed officers shall serve at the pleasure of the President.
- g) To cast a vote only in the case of a tie.
- h) The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VII – DUTIES OF THE VICE-PRESIDENT

- a) To preside at all meetings of the Association as a whole in absence of the President, and at such times to have the power to appoint committees after approval of formation by the Executive Committee.
- b) To succeed the President in case of resignation, leave of absence or death. The Vice-President shall fulfill the unexpired term of office of the President as specified in these by-laws.
- c) Should the President be unable to perform the duties of the office for any reason, the Vice President shall assume all the duties of the President as stated in Article IV, until such time as the President can resume his/her duties.
- d) Shall keep current a list of membership of the Association, and shall present copies of such list to all officers of the Association at each meeting.
- e) To be a member of the Executive Committee.
- f) To have the right to vote.
- g) The Vice President shall be an ex-officio member of all committees.

- h) The Vice President has to approve a check over \$100 made out to the President or the Treasurer.

ARTICLE VIII – DUTIES OF RECORDING SECRETARY

- a) To keep minutes and agendas of all regular and executive meetings of the Association in a designated minute book bearing his/her signature.
- b) To be custodian of records of the Association, exclusive of those specifically assigned to others.
- c) To record all amendments to the Constitution and By-Laws and their date of adoption.
- d) All minutes of the regular meeting shall be read at the Executive Meeting and at the next scheduled regular meeting in their entirety.
- e) Shall be a member of the Executive Committee.
- f) To preside at all meetings of the Association as a whole in the absence of the President and Vice President and Chairman of the Board of Directors, and at such times to have the power to appoint committees after approval of formation by the Executive Committee.
- g) To have the right to vote.

ARTICLE IX – DUTIES OF THE TREASURER

- a) To receive all monies due the Association and deposit same in a bank in the school district.
- b) To pay all claims orders by the Civic Association and authorized by the President.
- c) To keep checkbook and all records of the financial condition of the Association and give a monthly and annual report.
- d) To prepare an annual budget along with the Executive Committee.
- e) To sign all checks issued and to have them countersigned by the President. Any check over \$100 will require two signatures.
- f) To be a member of the Executive Committee.
- g) To have the right to vote.
- h) To prepare books for audit by an auditing committee or a certified public accountant and present same at the annual meeting.

- i. An Auditing Committee shall make up the audit until such time as the Civic Association can afford a certified public accountant.
 - ii. The audit shall be completed within sixty (60) days after close of the fiscal year.
- i) In the event the organization dissolves or terminates; after paying any outstanding liabilities, all remaining assets will be distributed exclusively for one or more of the purposes set forth in Section 1116 (a) (4) of the New York State Law.

ARTICLE X – DUTIES OF THE CORRESPONDING SECRETARY

- a) To send out proper notices to all called meetings of the organization.
- b) To conduct correspondence of the Association except when otherwise specified by the President. All correspondence shall be subject to the approval of and signature of the President before release.
- c) To maintain files containing current correspondence and literature pertinent to the Civic Association’s business as designated by the President. Past correspondence shall be contained in a repository designated by the President.
- d) To be a member of the Executive Committee.
- e) To have the right to vote.

ARTICLE XI – DUTIES OF THE PARLIAMENTARIAN

The Parliamentarian shall be appointed by the President of the Association, and shall serve at the pleasure of the President. Duties of the office are as follows:

- a. To advise the President and the Executive Committee and civic members, on matters of Parliamentary procedure and protocol.
- b. To have Civic Association’s copy of Robert’s Rules and Parliamentary Procedure At-A-Glance at each public meeting (for reference only).
- c. To be a member of the Executive Committee.
- d. To have a right to vote.

ARTICLE XII – DUTIES OF THE SERGEANT-AT-ARMS

The Sergeant-At-Arms shall be appointed by the President of the Association, and shall serve at the pleasure of the President. Duties of this office are as follows:

- a) Shall assist in the preserving of order as the chairperson may direct.
- b) Shall direct ushers at large meetings where the chairperson directs that such personnel are needed.
- c) Shall, at the direction of the chairperson, handle the physical arrangements of the hall and accept responsibility for seeing the furnishings and equipment are in order.
- d) To be a member of the Executive Committee.
- e) To have the right to vote.

ARTICLE XIII – THE EXECUTIVE COMMITTEE

- a) All Officers, Directors, Chairperson and Co-Chairmen of standing committee shall be members of the Executive Committee.

Standing Committees:

- i. Membership/Fundraising/Scholarship
 - ii. Beautification
 - iii. Traffic and Transportation
 - iv. Auditing
 - v. By-Laws
- b) All members of the Executive Committee shall have the right to vote.
 - c) These committees shall meet as often as needed to conduct necessary business; time and place to be set by the committee.
 - d) All committees shall report current actions at monthly Executive Meeting.
 - e) These Committees shall furnish and disseminate knowledge and information to be recommended to the membership.
 - f) All committee reports will be submitted in writing; one to the President and one to the Chairman of the Directors.
 - g) One third (1/3) of the Executive Committee shall constitute a quorum.
 - h) Town Studies, et.al.

ARTICLE XIV – BOARD OF DIRECTORS

- a) The Board of Directors is the officers of the Association provided for in the Incorporation Agreement.
- b) The Board of Directors is governed by these By-Laws.
- c) The duties of the Board of Directors shall be to exercise general supervision over the affairs and business of the Association and meet at least once a year prior to the March meeting.
- d) The Board of Directors shall oversee the activities of the Association, formulate policies for the guidance of the organization, review By-Laws annually, receive reports of all executive activities and shall carry out such duties as may be provided in the Constitution and By-Laws.
- e) Items of questionable procedure shall be turned over to the Board of Directors for review and decision. In these matters the decision of the Board of Directors shall be binding on the organization.
- f) The Board of Directors shall number no less than three (3) no more than five (5) members.
- g) The Board of Directors is governed by these By-Laws.
- h) The outgoing President, in good standing as stipulated in these By-Laws shall automatically become a two (2) year Director at the conclusion of his or her term of office.
- i) The Chairperson of the Board of Directors shall preside at all meetings of the Association as a whole in the absence of the President, Vice-President and at such times to have the power to appoint committees after approval of the formation by the Executive Committee.
- j) Eligibility for the Board of Directors are: (1) any resident of the Union Free School District #3, and/or in the zip code of 11776, Town of Brookhaven, in good standing as stipulated by the By-Laws for a minimum of one year. (2) Must have held office or chaired a committee for a period of not more than three years prior to this position (must have held office or chaired a Committee within the last three (3) years). (3) May not hold any other elective office.

ARTICLE XV – NOMINATIONS AND ELECTIONS

- a) A nominating committee of no less than three (3) members nor more than five (5) members in good standing all be appointed by the President at the January meeting. The Committee shall include at least one (1) member of the Executive Committee and one (1) other being a member of the Board of Directors.
- b) Nominations of this Committee shall be made at the regular February meeting to fill all vacancies. At this time, nominations may also be made from the floor. Nominations made in February shall be held in abeyance until March meeting when further nominations may be made from the floor.
- c) Elections will be held at the regular March meeting after nominations have been officially closed.
- d) Members of the Nominating Committee are not barred from running for office.
- e) No nominations shall be made without the permission of the nominee.
- f) All elected officers will take office effective April 1st.
- g) All elected officers will sign their Oath of Office upon taking office.

ARTICLE XVI– FISCAL YEAR AND ANNUAL MEETING

- a) The fiscal year shall commence on April 1st of a given year and terminate on March 31st.
- b) The regular March meeting shall be known as the Annual Meeting at which the following events will take place:
 - 1. Election of Officers
 - 2. Reports of Officers
 - 3. Reports of Committees
 - 4. Adoption of budget for forthcoming year.
 - 5. When appropriate, Directors shall give a report on policy changes.

ARTICLE XVII – DUES

All eligible members of the Association shall pay the sum of \$15.00 per family per year.

- a) In the event no paid family membership exists, junior non-voting membership dues shall be \$5.00 per year.
- b) Dues may be paid by mail to the postal box or at each membership meeting.
- c) Annual dues are due January 1st of every year.
- d) Individuals joining after the month of September the \$15 dues will be applied to both the current year and proceeding year.

ARTICLE XVIII– MEETINGS

- a) The regular meetings of the Association shall be held once a month on the fourth Tuesday/Wednesday of the month, (except during July and August when there shall be no meeting) at 7:00 p.m., at a place to be designated, which must be located within the territorial limits of the Association.
- b) A special membership meeting may be called at anytime by one-third (1/3) of the membership of the Association by petition (request) to the Executive Committee. Such a petition shall make it mandatory for the Executive Committee to call a meeting within one week (7 days) after receipt of such petition.
- c) A special meeting of the Executive Committee may be called by two-thirds (2/3) of such committee by written petition to the President. Such meeting shall be called within seven (7) days of presentation of said petition to the President.

ARTICLE XIX – QUORUM

Five (5) or more members in good standing excluding elected officers designated in Article V, shall constitute a quorum.

ARTICLE XX – ORDER OF BUSINESS

- a) Call to order/Confirmation of Quorum
- b) Salute to flag
- c) Reading of minutes of previous meeting
 - 1. Corrections, additions
 - 2. Approval
- d) Executive report
- e) Treasurer's report
 - 1. Questions
 - 2. Approval
- f) Committee reports
- g) Correspondence
- h) Announcements
- i) Old Business
- j) New Business
- k) Adjournment

NOTE: The Order of Business may be changed at any time at the discretion of the chairperson.

ARTICLE XXI – RIGHT TO VOTE

- a) Only members in good standing as stipulated in these By-Laws, have the right to make motions and vote on affairs concerning the Association and the disbursements of its funds.
- b) Anyone in the community, regardless of standing in the Association, may bring a matter to the attention of the Association, but only members in good standing may decide on what action, if any, is to be taken.

ARTICLE XXII – EXPULSION OF ELECTED OFFICERS, MEMBERS AND/OR DIRECTORS.

- a) Any elected officer, member and/or director may be brought up on charges in writing to the President, Chairman of the Board or Executive Committee with a copy to the person charged, by any member qualified to vote.

- b) Said individual must be notified in writing of the charges, by the highest ranking official not involved in the charges, within 30 days of receipt of the same.
- c) Notification will be sent to all members in good standing as stipulated in these By-Laws regarding the upcoming vote for removal of said individual prior to the next scheduled general meeting.
- d) The individual will be expelled if the majority of members in good standing vote for removal at a scheduled general meeting. The vote shall be by secret ballot and effective immediately.
- e) The highest ranking individual not involved in the charges will nominate a replacement with the majority approval of the Executive Committee. Such replacement shall be confirmed by the majority membership at the next scheduled general meeting.

ARTICLE XXIII – USE OF ASSOCIATION NAME

Any unauthorized use of name of the Port Jefferson Station Terryville Civic Association, Inc., without the consent of the membership, by any person or persons is prohibited and such persons shall be publicly denounced at a regular meeting of the Association, and a letter shall be sent to such person(s) demanding that this practice be stopped immediately.

ARTICLE XXIV – AMENDMENTS TO THE BY-LAWS

All amendments must be submitted in writing and read at a regular meeting of the Association. They must be held in abeyance until the next regular meeting, read once more and voted on by the membership.

- a) All members are to be notified in writing, prior to the meeting at which a proposed amendment is to be voted on.
- b) Two-thirds (2/3) of all members in good standing present a regular meeting are needed for adoption of an amendment to the By-Laws.
- c) Amendments and changes may be submitted at any regular meeting, in writing, by any member, to the Association other than junior members. However, all such amendments and changes will be held in abeyance until

the annual By-Laws Revision Meeting or as set by the President, at which time they shall be presented along with the proposed revisions of the By-Laws Committee.

ARTICLE XXV – REVISION TO BY-LAWS

- a) The President shall appoint a committee of members in good standing, at least one (1) of which shall be a member of the Executive Committee, for the purpose of revising these By-Laws.
- b) The committee having been appointed and a date for submission of revised By-Laws having been set, the membership must be notified in writing that the report of the By-Laws Committee will be given at the next regular meeting and acted on at that time. This will be all the notice required.
- c) The report of the committee on revision of By-Laws will be treated as any other report. The appointment of this committee by the President is notice that the committee will submit a new set of By-Laws which will be open to amendments as fully as if the Association were adopting By-Laws for the first time.
- d) The one word “Amend” or “Revision” covers any change whatsoever to the Constitution and By-Laws of this Association.
- e) A vote of two-thirds (2/3) of the members present is required for adopting amendments or revisions of the By-Laws.

**Anything not covered in Article I through Article XXV of
aforementioned By-Laws, the Incorporation Agreement and
Constitution shall prevail.**