

BY LAWS of the Eastside Community Association

ARTICLE I. BOUNDARIES

The area encompassed by this Association shall be: NORTH - N & W
Railroad
SOUTH - Pontiac Street and the Penn Central Railroad
EAST - Edsall Street (west side only)
WEST - Anthony Blvd. and Wayne Trace

ARTICLE II. ANNUAL MEETING

The Annual meeting of the Association for the election of the Board of Directors shall be held on the third (3rd) Saturday in November of each year. Regular meetings shall also be held on the third (3rd) Saturday, monthly. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meeting of the Board without other notice than such resolution.

ARTICLE III. STANDING COMMITTEES

Standing committees of not less than three (3) members each may be appointed as follows: membership, projects, publicity, entertainment, community planning. A member of the Board of Directors shall be the chair of any standing committee. Members of each committee shall be appointed by the respective chair.

ARTICLE IV. PROCEDURAL AUTHORITY

Robert's Rules of Order shall not supersede these by-laws but shall be utilized as the governing rules regarding all questions of parliamentary procedures not detailed herein.

ARTICLE V. AMENDMENTS

Amendments to these by-laws maybe made by a majority vote of members present at any meeting of the membership of the Association, or by a majority vote of the Board of Directors

ARTICLE VI. MEMBERSHIP DUES

Membership dues are payable through the calendar year November one (1) to the last day of October. The amount of dues payable by each family or freeholder who are members of this Association is \$3.00 per year. Paid dues shall insure membership privileges through the last day of October of the year in which they are paid.

ARTICLE VII. BOOKS AND RECORDS

All books and records of the Association maybe inspected by any member, or his/her agent or attorney, for any proper purpose at any reasonable time. Such books and records shall be audited at least once a year by an auditing committee of the Association other than the Secretary or Treasurer.

CONSTITUTION of the EASTSIDE COMMUNITY ASSOCIATION

ARTICLE I. THE NAME of the Association shall be the East Side Community Association. Herein referred to as the Association.

ARTICLE II. • ITS PURPOSE AND FUNCTIONS shall be the improvement and development of the neighborhood area encompassed by this Association and the solution of community problems in Allen County through collaboration with other individuals and groups. It shall function as a non-partisan, non-sectarian, and non-profit organization to promote social welfare and neighborliness among its members.

ARTICLE III. MEMBERSHIP any person living within the area encompassed by this Association and all free holders there- in, shall be eligible for membership in this Association.

ARTICLE IV. BOARD OF DIRECTORS

Section A.

Structure:

- a . Any officer or board member must be a current paid member of the Association.
- b . Four (4) officers plus five (5) members elected at- large constitute the Board of Directors.
- c . Two (2) board members shall hold office for two (2) years beginning at the first Board of Directors meeting following the Annual meeting or until succeeded by election or appointment.
- d . Three (3) board members shall hold office for one (1) year beginning at the first Board of Directors meeting following the Annual meeting or until succeeded by election or appointment.
- e . They shall determine by lot which three (3) of their number shall serve for only one (1) year
- f . Three (3) elected at-large board members plus two (2) officers represent a quorum for the transaction of board business.
- g . The Board of Directors shall fill vacancies arising on the board. Persons so selected shall serve during the remaining part of the term of the person replaced.
If a partial term is served, said person may run for a full term during the next election...

Section B.

Duties of the Board:

- a. The Board shall direct and oversee the ongoing affairs of the Association.
- b. The Board shall investigate any matters affecting the Association or the general welfare of the neighborhood.
- c. The Board shall approve by majority vote all petitions or contracts sponsored by the Association.
- d. The Board shall assess dues as they seem necessary with the Association membership approval.

Section B.

- e. The Board shall meet once a month prior to monthly neighborhood meetings and prepare the agenda for said meetings.
- f. The Board shall prepare an annual budget, to be approved by the general membership. The Board shall not incur any debt or liability in excess of that budget.
- g. If a Board member is going to be absent from a meeting, they must notify the President or Vice-President. No notification constitutes an unexcused absence.
- h. If a Board member has two (2) unexcused Board meeting absences in a row, that member shall be deemed to have resigned. At the first meeting following the two (2) unexcused absences, the vacancy shall be filled by the process established in ARTICLE IV, Section A.

ARTICLE V. OFFICERS

- Section A.
- a. The officers of the Association shall be the President, Vice-President, Secretary and Treasurer.
 - b. The officers shall be elected every two (2) years. The elections to be held by ballot at the Annual November meeting.
 - c. Officers hold office for two (2) years beginning the first Board of Directors meeting following the Annual meeting or until succeeded.
 - d. No officer shall run for the same office more than two (2) consecutive terms.
 - e. Vacancies shall be filled by the Board of Directors. Officers so selected shall serve only during the remaining part of the term of the person replaced. Any person serving a partial term may run for a full term of office during the next two (2) elections.

Section B. Duties of the Officers:

PRESIDENT- the President shall preside at all meetings of the Association and/or Board of Directors meetings; shall appoint committees and act as an ex-officio member of each committee; shall enforce the by-laws; shall generally administer the affairs and preserve the assets of the Association.

VICE PRESIDENT- the Vice President shall work with the President and assist him/her in carrying out his/her duties; shall preside at meetings of the Association at large and/or Board meetings in the absence of the President; if the President is unable to complete his/her term of office, shall serve the remainder of the term.

SECRETARY- the Secretary shall keep minutes of all meetings, shall file such reports as may be required by law or requested by the President or the Board of Directors; shall issue notices and file petitions; shall keep all records except that of Treasurer; shall conduct the general correspondence of the Association; shall maintain a file

ARTICLE V,
Section B.

of committee descriptions and a record of all members serving on each committee; shall keep an attendance record of members at all meetings; shall keep a record of members who are eligible to vote; and turn over to a successor all records in his/ her keeping.

TREASURER- it shall be the duty of the Treasurer to receive all money collected from dues or specific projects and to pay all fixed bills. All other disbursements must be made only on the request of the Board, and/or bills must be turned into the Treasurer before disbursements will be made. In the event the Association opens a checking account, the President will counter
•sign with the Treasurer, the checks; shall keep adequate records and turn over to a successor all funds and records in his/her keeping; shall issue a financial statement monthly and at the close of the term of office or as such time as maybe requested by the Board of Directors. The records of the Treasurer shall be audited once a year; the Treasurer shall draw up an itemized statement to be read at the monthly meetings.

ARTICLE VI. QUORUM for the transaction of business at any regular or special meeting of the Association shall be twenty
(20) members present.

ARTICLE VII. MEETINGS of the membership shall be held at such times as maybe directed by the by-laws. Special meetings of the Association maybe called at any time by the President.
Special meetings must be called by the President, (or in his/her absence, by the Vice President or Secretary) upon written request of a majority of the Board of Directors or upon written request of not less than ten (10) members of the Association. Ten (10) days notice of any special meeting must be given to the members of the Association, and the notice must state the object of the meeting. Said special meetings maybe called for good reason with less than ten (10) days notice if so recommended in the written requests and approved by the President or his/her alternate.

ARTICLE VIII. VOTING adult members, defined as 18 years of age or older, of the Association residing within the boundaries of this Association, and have paid their annual dues, shall have the right to vote at regular and special meetings of the Association. Freeholders residing outside the boundaries of this Association are not entitled to vote regardless of the amount of property owned.

ARTICLE IX. THIS CONSTITUTION MAYBE AMENDED by a three-fourths (3/4) vote of the members present at any regular or special meeting of the Association, providing the proposed amendment is submitted in writing by at least five (5) members at a preceding meeting held not less than thirty (30) days previously and further provided that

ARTICLE IX.

at least twenty (20) days written notice is given to the members.

ARTICLE X.

THE ANNUAL DUES for members of this Association: shall be stated in the by laws. Special assessments, may only be levied by proper vote of the Association at special meetings called for that purpose.

Constitution adopted November 15, 1986 by the general membership.