

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

**Approved on November 14, 2022**

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## **Article I: Name**

The name of this organization shall be the Great River Community Association, presently organized as a 501(C)(4).

## **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 businesses within the boundaries of Great River zip code 11739.
- Annual dues for membership shall be determined and established by the Officers 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 1st through December 31st and entitle each individual, household or business member 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 Basic membership fee is waived for all Association Officers and active Great River Fire Department members upon submission of a completed membership form.

## **Article IV: Officers**

- Officers of the Association shall be members of the Association Governing Board.
- 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.
- The term shall begin on the first of January and end on the thirty-first of December, 2(two) calendars years hence.
- 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 another member of the community by a vote of the remaining Officers and announced at the next general meeting.

- An Officer may only hold 1(one) elected position.
- An Officer may Chair a Committee.
- The affairs of the Association shall be under the general care and management of the Officers.
- The duties of the Officers 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 Association

## **Article V: Committees**

- The standing committees shall be Membership, Welcome, Finance, Environment, Fund Raising and Events, By-Laws and Government Relations. The governing board may establish additional committees as necessary.
- 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. No write-in votes will be counted. A vote for each officer shall be taken by secret ballot, if called for, or, via a show of hands immediately after the nominations for that office have been closed.
- The nominating committee need only be staffed during election years.
- The By-Laws Committee need only be staffed when the Officers or general membership are requesting amendments.
- The Officers may establish additional committees as necessary.
- Each Committee consists of a Chair and as many members as necessary.

- Each Committee Chair shall attend Monthly Officer meetings.
- Each Committee shall generate a plan of goals and a necessary budget yearly for approval. Budget requests are due to the Treasurer by September for the following year.

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

- The President shall establish the agenda and 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 President shall also have signature authority for all treasury disbursements.
- 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 is the chair of the nomination committee.
- The Recording Secretary shall keep the minutes of all general meetings and governing 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 Recording Secretary shall also incorporate all Committee minutes into the appropriate records, and be responsible for distribution of all minutes within 1 week after the associated meeting to the involved parties.
- The Corresponding Secretary shall be responsible for notifying the membership of the time and place of Association general or special meetings, shall prepare and distribute all official correspondence of the Association to the membership or Government officials as necessary at the direction of the duly elected officers. The Corresponding Secretary shall monitor all written and electronic inquiries to the Association and provide responses coordinated with the 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 and tax documents as needed. The Treasurer shall maintain control of all electronic financial accounts. The Treasurer shall prepare and maintain the budget for the Association with input from the officers and committee chairs.

## **Article VII: Meetings**

- Officer meetings shall be held monthly
- General meetings shall be held a minimum of two times per year.
- Special meetings of the Community may be called by the President under advice of the officers at such times as may be necessary or advisable. Posted notice (website, E-blast, and Bulletin Board) must be given at least 1(one) week prior to the meeting. 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 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 2 (two) weeks prior to the date of the meeting.
- Robert's Rules 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 special committees
  - Old Business
  - New Business
  - Adjournment

## **Article VIII: Finances**

- Association funds above the approved budget shall be disbursed only upon the approval of a majority of the officers present and voting upon the expenditures. The President and the Treasurer may authorize approved disbursements with officer approval.

- Any funds disbursed by the President and Treasurer shall be reported to the membership at the next general meeting.
- Any unbudgeted expense greater than \$2500 (twenty-five hundred dollars) shall require membership approval via a special 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.
- A budget shall be prepared and submitted to the officers by the treasurer by September for the new year. The budget shall be approved by the general membership at the Annual meeting.

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

- A quorum at any meeting (officer, general, special) 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 membership fee.

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

- Any member may bring an issue in line with our mission statement to the attention of the officers for resolution. This can be via any of our available electronic or written addresses. Issues may be surfaced at a general meeting for future discussion.
- Time permitting, any issue affecting the Great River community will be first presented to the membership via posting (bulletin board, Eblast, website). 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 a special meeting.

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

## **Article XII: NonPerformance**

- Any officer or Chairperson who does not perform the duties of their office or position may be relieved of their role by a majority vote of the Officers.
- Any officer who feels they cannot fulfill their obligation shall give written notice to the president.
- Nominal criteria: failure to attend a minimum of 60% of all meetings per year or failure to attend at least 50% of Community events per year without notifying the President prior to the event.