

**BYLAWS FOR
SANDY POINT NEIGHBORHOOD ASSOCIATION, Inc.
Revised to September 14, 2024**

ARTICLE I. PURPOSE

Section 1 **NAME OF ORGANIZATION:** The name of the Association shall be: Sandy Point Neighborhood Association, Inc., hereinafter referred to as the Association.

Section 2 **PURPOSE:** The purposes for which the Association is organized are:

- a. To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies, other neighborhood associations, and the general public.
- b. To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
- c. To do and perform all of the activities related to said purposes, to have and enjoy all of the powers granted, and to engage in any lawful activity for corporations that may be organized under Connecticut non-profit law.
- d. To be organized exclusively for educational, scientific and charitable purposes. Notwithstanding any statement of purpose or powers aforesaid, this association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purposes.

ARTICLE II. MEMBERSHIP

Section 1 **MEMBERSHIP:** Membership in the Association shall be open to all residents and property owners located within the boundaries of the Association as defined in Article XII of these bylaws, as well as any businesses that serve or support the neighborhood. To become a member, a membership application must be completed and filed with the Association Secretary and annual dues must be paid. A “membership year” begins on August 1 and ends on July 31. A member must be in good standing one month prior to the annual meeting in order to vote. To encourage participation by supportive individuals who live outside of these boundaries, the Board shall also create a group called the “Friends of the Sandy Point Neighborhood Association.” Members of this group will receive notice of all Association functions and be invited to participate in them, but will not have voting privileges.

ARTICLE III. FUNDING

Section 1 **DUES:** Annual dues will be set forth by a resolution of the Board of Directors.

Section 2 **CONTRIBUTIONS:** Voluntary contributions will be accepted.

ARTICLE IV. MEETINGS

Section 1 **GENERAL MEMBERSHIP MEETINGS:** There shall be at least one general membership meeting yearly held on a date decided upon by the majority vote of the Board of Directors. Notification for all meetings shall require seven days advance written or telephone notice to all members of the Association.

Section 2 **ANNUAL MEETING:** There shall be one annual meeting per year, which may serve as a general membership meeting as well. At this meeting:

- a. The President shall report on the state of the association
- b. The Treasurer shall give an annual financial report
- c. Elections for Members of the Board shall be held

Section 3 **SPECIAL MEETING:** A special meeting of the membership may be called by the President or by a majority of the Board of Directors as deemed necessary. Notification and purpose of the special meeting shall require seven days advance written or telephone notice to all members of the Association.

Section 4 **AGENDA:** The President shall prepare the agenda for general and special meetings of the membership. Any member may suggest an item to be added to the agenda by submitting the item in writing to the Board of Directors at least seven days in advance of the membership meeting. Any member of the Association may make a motion to add an item to the board, general or special agendas at those respective meetings. Adoption of that motion requires a second and majority vote.

Section 5 **QUORUM:** A quorum for any general or special meeting of the Association shall be four Board members. Unless otherwise specified in these bylaws, decisions of the Association shall be made by a majority vote of those members present at any meeting.

Section 6 **VOTING:** All members, 18 years of age or older, shall have one vote each to be cast during attendance at any general or special meeting.

Section 7 **PROCEDURES:** The Association shall follow Roberts Rules of Order (revised) in all areas not covered by the bylaws.

ARTICLE V. BOARD OF DIRECTORS

Section 1 **COMPOSITION OF THE BOARD:** The Board of Directors, hereinafter referred to as the Board, shall be composed of seven members.

Section 2 **DUTIES OF THE BOARD:**

- a. **MANAGEMENT:** The Board shall manage the affairs of the Association in the interim between general meetings. The Board shall be accountable to the membership; shall seek the views of those affected by any proposed policies or reactions before adopting any recommendation on behalf of the Association; and shall strictly comply with these bylaws.
- b. **VACANCIES:** The Board may fill any vacancy on the Board or a committee by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term.
- c. **BOARD MEETINGS:** The Board shall meet four times a year and at least fourteen days prior to any general or special meeting or at any other time the President may designate. These meetings shall be open session; however, only Board members may vote. A quorum for board meetings shall be a minimum of four members; decisions shall be made by majority vote. Directors shall be notified of board meetings in writing or by telephone in advance. A majority of Board members may call a board, general or special meeting as deemed necessary.
- d. **EMERGENCY POWERS:** In such cases where the Board is required to provide neighborhood response before the question is presented to the membership, the Board must indicate to the questioner that this is the case, and shall present the action taken at a special or general meeting within 30 days, or within a reasonable time for ratification by the membership where circumstances dictate.

ARTICLE VI. ELECTION OF BOARD MEMBERS

- Section 1 **ELIGIBILITY:** Only members shall be qualified to hold a position on the Board of Directors. Individuals who serve in an elected government position at the local, State or Federal level are not eligible to serve on the Board while sitting in that elected position.
- Section 2 **TERM OF THE BOARD:** Members of the Board shall be elected to serve for one year.
- Section 3 **METHOD OF ELECTION:** Elections shall be held at the annual meeting. Candidates may be nominated from the floor. If two candidates are nominated, election requires a majority vote of the membership present. If more than two candidates are nominated, a plurality of the vote will be sufficient.
- Section 4 **IMPEACHMENT:** Any board member may be removed and replaced by a two-thirds vote at a general or special meeting of the membership.

ARTICLE VII. OFFICERS

- Section 1 **TITLES:** The Board shall elect from among its members a President, Vice-President, Secretary and Treasurer at the first board meeting following the annual election.
- Section 2 **DUTIES OF THE OFFICERS:**
- a. **PRESIDENT:** The President shall prepare the agenda and preside at all meetings of the board and membership; shall appoint chairs of committees with majority approval of the Board.
 - b. **VICE-PRESIDENT:** The Vice President shall assist the President and preside at meetings in the absence of the President.
 - c. **SECRETARY:** The Secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence for the Association; shall make records of the Association available for inspection for any proper purpose at a reasonable time.
 - d. **TREASURER:** The Treasurer shall be held accountable for all funds and shall give an accounting at each Board meeting and general meeting, including latest available bank statements; shall receive, safekeep and disburse the

Association funds, but such disbursement shall be made only after approval of the Board.

ARTICLE VIII. COMMITTEES

Section 1 **STANDING COMMITTEES:** The following Standing Committees shall be instituted to be responsible for programs and activities of the Association of a long-standing nature. The chairman of each committee shall be appointed by the President with the agreement of the Board of Directors and may be dismissed without cause by the President with the agreement of the Board. Standing Committees of the Association shall be:

Neighborhood Safety and Dumping

Beautification

Membership

Grievance

Events

Media/Public Relations/Newsletters

Grants

Environmental

Section 2 **AD HOC COMMITTEES:** The President shall institute with the agreement of the Board of Directors such other committees as are deemed necessary to transact the business of the association. The chairman of the committee shall be appointed by the President with the agreement of the Board and may be dismissed without cause by the President with the agreement of the Board.

ARTICLE IX. GRIEVANCE PROCEDURE

Section 1 **PERSON OR GROUP ADVERSELY AFFECTED:** A person or group adversely affected by a decision or policy of the Association may submit in writing a complaint to any member of the Grievance Committee.

Section 2 **RECEIPT OF COMPLAINT:** Within seven days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will in writing, within thirty days, recommend a resolution of the grievance to the Board.

Section 3 **FINAL RESOLUTION:** The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, Board and membership. If the committee, Board and petitioner cannot reach an agreement, final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

ARTICLE X. PROCEDURE FOR CONSIDERATION OF PROPOSALS

Section 1 **EXECUTION:** The Board shall be responsible for the execution of this article.

Section 2 **SUBMISSION OF PROPOSALS:** Any person or group, inside or outside the boundaries of the Association, and any city agency, may propose in writing items for consideration and/or recommendation to the Board. The Board shall decide whether proposed items will appear on the agenda of either the Board, standing or special committees, or general or special meetings.

Section 3 **NOTIFICATION:** The proponent and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed, not less than seven days in advance.

Section 4 **ATTENDANCE:** The proponent may attend this meeting to make a presentation and answer questions concerning the proposal.

Section 5 **DISSEMINATION:** The Association shall submit recommendations and dissenting views as recorded from the meeting to the proponent and other appropriate parties.

ARTICLE XI. ADOPTION AND AMENDMENT OF THE BYLAWS

Section 1 **ADOPTION OF THE BYLAWS:** Adoption of these bylaws shall require a two-thirds vote of the members present at a general meeting.

Section 2 **AMENDMENT OF THE BYLAWS:** Amendments to the bylaws shall be made at any general or special meeting after the members have been notified of all proposed amendments to the bylaws by a minimum of at least seven days advance written

or telephone notice. Adoption of amendments shall require a two-thirds vote of the members present at the meeting.

ARTICLE XII. BOUNDARIES

Section 1 **BOUNDARIES:** The boundaries of the Association shall be defined as follows:

North: Brown Street

South: Beach Street

East: First Avenue

West: Washington Avenue

All properties within these boundaries and all properties having street frontage on these boundaries shall be considered part of the Neighborhood Association boundaries.

Certificate of Secretary

I, the undersigned, certify that I am the presently elected and acting Secretary of Sandy Point Neighborhood Association, Inc. a Connecticut nonprofit organization, and the above bylaws, consisting of seven pages, are the bylaws of this corporation as adopted by the members of the Association on the 14th day of September, 2024.

By: Bonnie Posick, Secretary