

bylaws of the

Eight Streets Neighborhood Association

I.Name

The name of this organization is Eight Streets Neighborhood Association (Eight Streets).

II.Definition

Eight Streets includes Bond; Dwight; Hanson; Milford; Ringgold; Taylor; Waltham (from Tremont to Washington); the odd numbered side of Shawmut and the even numbered side of Tremont, from East Berkeley to the public alley between Waltham and Union Park.

III.Mission

The Eight Streets Neighborhood Association is a non-profit organization established to act as a unified voice representing the concerns of all its residents. We will keep residents informed of pertinent issues and events, respond to issues and concerns regarding our neighborhood and seek out ways to improve the overall quality of life. We will accomplish this through inclusive membership representation, broad outreach programs and collaboration with government and other community groups.

IV.Membership

A.Definition

1. **Resident Member:** Residents of the Eight Streets neighborhood who are eighteen (18) years of age or older may become full members by completing an application and paying dues to the Treasurer.
2. **Associate Member:** Members of the business community and any other interested individuals may become associate members of the Association by completing an application and paying dues to the Treasurer. Associate members may participate fully in meetings and discussions, however, they may not vote.

B.Responsibilities

3. Resident members of the Association shall be the governing and policy-making body of the Association. Members will discuss, debate and vote on issues relating to the Eight Streets. Voting will be completed either by a show of hands, or by secret ballot as determined by the presiding executive committee member.
4. Voting rights for new members will become active the meeting following the payment of their dues. Members from the prior year must pay their dues by November 1st of the current year to maintain voting rights.

C.Dues

2. Resident Membership dues shall be seven dollars (\$7.00) for individuals and ten dollars (\$10.00) for households for the year beginning September 1 and ending August 31. Resident Members joining after March 31st of the current year shall pay a prorated flat rate of five dollars (\$5.00) for either individuals or households.
3. Associate Membership dues shall be twenty-five dollars (\$25.00).
4. A copy of these by-laws will be available to every member of the Association at each meeting.

V.Organization

A.Executive Committee

1. The executive committee shall be made up of the President, Vice-President, Treasurer and Secretary elected from membership for a one-year term from September 1 to August 31.

B.Responsibilities of Executive Committee

1. The President in conjunction with the Vice-President shall:
 - Act as primary contact and public liaison for the association
 - Set meeting agendas
 - Preside at meetings of the association
 - Chair the executive committee meetings
 - Facilitate the creation, monitoring and achievement of yearly goals

- Create and send letters on behalf of the association when required and approved by the association members.
2. The Vice-President in conjunction with the President shall:
 - Fulfill all responsibilities of the President for the remainder of the term, if the President is incapable or unwilling to fulfilling the duties of the position.
 - Share responsibilities listed under President as required and agreed upon with the President.
 3. The Treasurer shall:
 - Receive all association money and pay all association bills
 - Keep records of checking account and bank statements
 - Handle association membership records
 - Provide Budget Management
 - a. Prepare an annual budget for review of the association at the April meeting for vote and approval by the association at the annual May meeting.
 - b. Provide appropriate budget monitoring reports as required by the executive committee or the association.
 4. The Secretary shall:
 - Keep and distribute minutes of the association meetings
 - Keep archive of association documentation as appropriate
 - Assist in other association communications, as needed (meeting agendas, newsletter, etc.)

C. Standing Committees

Through normal course of procedures, the association may elect or authorize the following:

1. Standing committees — These committees shall be made up of members of the Eight Streets Association. They will be established to address a specific issue or activity. They will report to the association on a monthly basis. They may not take action on behalf of the association without association approval.
2. Delegates — A delegate may be appointed by the President from membership volunteers and ratified by membership or elected by the membership to liaison between a specific organization or group and the Eight Streets Association.

VI. Meetings

A. Association

1. Regular meetings shall ordinarily be held on the First Wednesday of the month from September to June. The annual meeting is in May. The officers shall have the ability to cancel in any month except May if there is no agenda, or call special meetings if there is an agenda. All members must be notified of all meetings by the weekend prior to the meetings. The Annual meeting and the first two meetings must be leafleted to the neighborhood.
2. Special meetings may be called by the President upon request of the member(s) or as need requires.

B. Quorum

1. A quorum of this Association is defined as 25 percent or ten paid Resident members, whichever is fewer, of the paid membership, including one member of the executive committee of the Association.

VII. Elections

A. Nominations

1. Nominations for the offices of President, Vice-President, Treasurer, and Secretary may be made from the floor at the regular April meeting (provided consent has been obtained from the person nominated).
2. All members shall be notified of such nominations at least one week in advance of the Annual Meeting in May: or, by the request of membership at the May meeting, a Nominating Committee may be elected by members present.

B. Elections

1. At the Annual Meeting the above-named member of the executive committee shall be elected by a majority vote of the full resident members present and voting in a secret-ballot election.

VIII.Procedure

In any situation not covered by these by-laws the most recent copy of, Sturgis' Standard Code of Parliamentary Procedure shall apply.

IX.Amendments

These by-laws may be amended by a two-thirds (2/3) vote of resident members present provided that amendment proposals have been introduced and debated at the previous monthly meeting of the Association and listed on the agenda.