

ELMONT EAST END CIVIC ASSOCIATION

BYLAWS 2026

Article I – Name

The name of this organization shall be the Elmont East End Civic Association.

Article II – Mission

To improve the quality of life in the East End of Elmont through advocacy, beautification, safety, education, community engagement, partnerships, and civic participation.

Article III – Membership

Membership is open to residents, business owners, property owners, and supporters. Annual dues shall be established by the membership. Members in good standing may vote after 30 days of membership and payment of dues, during 2028 Annual Election.

Article IV – Board of Directors

To establish the Civic Association and allow it to operate effectively during its initial organizational period, the Board of Directors shall initially consist of the following officers:

- President
- Vice President
- Secretary

During the initial organizational period, the **Emeritus President and Emeritus Vice President** shall have the authority to select the initial President, Vice President, and Secretary. This initial selection is intended solely to establish the Civic Association, organize its operations, and ensure that the Association can begin conducting business and serving the community.

Once the Civic Association has been formally organized and is prepared to conduct regular membership elections, all future officers shall be elected by the membership in accordance with these Bylaws.

As the Civic Association grows and its needs develop, the Board may recommend the addition of the following positions, subject to approval and election by the membership:

- Treasurer

- Community Outreach & Hospitality Chair
- Beautification Chair
- Membership Chair
- Additional Directors, as approved by the membership

All elected officers shall serve **two-year terms** and shall stand for election at the conclusion of each term. Officers may be re-elected to subsequent terms in accordance with these Bylaws.

The Board may recommend the creation of additional officer or director positions when deemed necessary for the effective operation, growth, and service of the Civic Association. Any additional permanent positions shall require approval by the membership.

The initial organizational structure is intended to provide the Civic Association with the necessary leadership to become operational while allowing flexibility to expand the Board as membership participation and community needs increase.

Article V – Officer Duties

President: Presides over meetings, appoints committees, serves as spokesperson, and oversees the Association.

Vice President: Assists the President and coordinates committees.

Secretary: Maintains minutes, attendance, membership records, notices, correspondence, and official records.

2028-Treasurer: Maintains bank accounts, collects dues, deposits funds, issues approved payments, prepares monthly and annual financial reports, develops the budget, and maintains financial records.

Article VI – Meetings

Regular meetings shall be held on the first Wednesday of each month. Special meetings may be called by the President or a majority of the Board. The Annual Meeting shall be held in September. A quorum shall consist of a majority of seated Board members.

Article VII – Standing Committees

As of 2028-Standing Committees include Membership, Treasurer, Secretary, Community Outreach & Hospitality, Beautification, Public Safety, Youth, Events & Fundraising, Communications, and Community Partnerships. Committee Chairs shall submit reports at Board meetings.

Article VIII – Board Eligibility

Board members must be members in good standing, support the mission of the Association, remain current on dues, and attend meetings regularly.

Article IX – Removal and Vacancies

Any Board member missing three consecutive meetings without good cause or engaging in misconduct, ethical violations, or conduct detrimental to the Association may be removed by a two-thirds vote of the Board after notice and an opportunity to respond. Vacancies shall be filled by Board appointment until the next election.

Article X – Elections

A Nominating Committee shall be appointed at least 60 days before elections. Nominations may also be made from the floor with the nominee's consent. Elections shall be by secret ballot when contested. A majority vote elects. Newly elected officers assume office at the conclusion of the Annual Meeting.

Article XI – Financial Controls

The fiscal year is September 1–August 31. The Board shall approve an annual budget. Checks or withdrawals over an amount established by the Board require two authorized signatures. Financial reports shall be presented monthly. An annual financial review or audit shall be conducted.

Article XII – Ethics and Conflict of Interest

Board members shall disclose conflicts of interest, abstain from voting on matters where a conflict exists, avoid personal financial gain from Association decisions, and uphold the highest ethical standards.

Article XIII – Member Grievance Procedure

Member concerns shall first be submitted in writing to the Board. The Board shall review the matter and provide a written response within a reasonable period. Appeals may be heard by the membership if appropriate.

Article XIV – Parliamentary Authority

Meetings shall be governed by the current edition of Robert's Rules of Order Newly Revised when not inconsistent with these bylaws.

Article XV – Amendments

These bylaws may be amended by a two-thirds vote of members present at a regular or special meeting after at least fourteen days' written notice.

Article XVI – Dissolution

Upon dissolution, all remaining assets shall be distributed to one or more nonprofit organizations consistent with applicable federal and New York State law.

Article XVII – Emeritus Officers

To preserve institutional knowledge and recognize distinguished service, the Association may confer the honorary titles of Emeritus President and Emeritus Vice President by a two-thirds vote of the Board of Directors. Emeritus officers are non-voting advisors unless separately elected to the Board.

Emeritus President

The Emeritus President shall:

- Serve as a trusted advisor to the President and Board.
- Preserve the history, traditions, and mission of the Association.
- Provide mentorship to current and future officers.
- Attend Board and membership meetings when available.
- Serve on advisory committees and strategic planning initiatives.
- Represent the Association at community functions when requested.
- Assist with leadership transitions.
- Offer guidance without interfering with the authority of the elected President.
- Hold no voting authority unless also serving in an elected position.

Emeritus Vice President

The Emeritus Vice President shall:

- Support the Emeritus President and elected leadership as an advisor.
- Mentor committee chairs and new Board members.
- Provide recommendations on governance, policies, and procedures.
- Assist with special projects, community partnerships, and civic initiatives.
- Help strengthen relationships with elected officials, community organizations, and residents.
- Participate in strategic planning sessions when requested.
- Encourage leadership development and succession planning.
- Serve in an advisory capacity only and hold no voting authority unless separately elected to the Board.