

BYLAWS OF THE HOLMESBURG CIVIC ASSOCIATION

ARTICLE I

NAME AND PURPOSE

Section 1: The Organization, to be known as the Holmesburg Civic Association (HCA) shall be organized exclusively for community purposes, more specifically to protect and promote the best interest of the residents within its jurisdiction, to represent the community in those matters pertaining to the safety and maintenance of the area, and to assure that Holmesburg will continue to be a desirable area in which to live.

Section 2: The HCA boundaries are as follows:

Beginning at Cottman Ave at the Delaware River; then along the north side of Cottman Ave to Frankford Ave; then along the east side of Frankford Ave to Sheffield Ave; then along the north side of Sheffield Ave to Pennypack Creek; then along the winding courses of Pennypack Creek to the Delaware River; then along the west bank of the Delaware River to the beginning.

Note: Frankford Ave addresses south of Sheffield Ave are excluded.

ARTICLE II

MEMBERSHIP

Section 1: Voting membership shall consist of the residents and/or property owners, 18 years of age or older, who reside and/or own property within the boundaries specified in Article 1, Section 2. In order to be a member in good standing and eligible to vote on any issue before the HCA, the member must have a paid membership and attended a minimum of four (4) general meetings within the last twelve (12) months.

The membership year begins and ends with the November general meeting. Membership fee is five (\$5.00) dollars per person per membership year. Associate members from outside the HCA boundaries are also accepted for the same five (\$5.00) dollars per person annual fee. Associate members shall enjoy all of the privileges of a regular member with the exception of voting eligibility.

All general meetings are open to the public and a membership is not required to attend the general meetings.

ARTICLE III

MONTHLY MEETINGS

Section 1: Monthly Meetings. The date of the regular monthly meetings shall be set by the Executive Board (Board) who shall also set the time and place. All meetings shall begin on time.

Section 2: Procedure. Any rules of the meeting not specifically detailed in these By-Laws shall be governed in accordance with Robert's Rules of Parliamentary Procedure.

Order of Proceedings at Meetings

1. Call to Order
2. Reading of Minutes
3. Reading of Communication(s)
4. Report of Executive Board
5. Report of Committees
6. Report of Treasurer
7. Unfinished Business
8. New Business
9. Adjournment

The President shall put all questions, when duly seconded, to a vote and announce their disposal.

During the meeting in which election of officers is part of the business, such election shall be held immediately following the report of the Treasurer.

Section 3: Speaker(s). The placement of speaker(s) in the agenda at the general membership meetings shall be at the discretion of the President or whoever is in charge of the meeting.

Section 4: Special Meetings. Special meetings may be called by the President and/or the Executive Board.

Section 5: Notice. Notice of each meeting shall be given to each voting member, by email and/or mail, not less than five (5) days before the meeting.

ARTICLE IV

EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected officers and additional members as recommended by the President and approved by the Board. Other Board members shall include a volunteer Correspondence Secretary. The Board is responsible for overall policy and direction of the HCA. The Board shall designate the bank for the deposit of all funds. Checks may be drawn on the HCA's account upon signature of any two (2) of the four (4) elected officers. The board receives no compensation other than reasonable expenses.

Section 2: Meetings. The Board shall meet monthly.

Section 3: Special Meetings. Special meetings of the Board shall be called upon the request of the President or one-third of the Board. Notices of special meetings shall be sent out by the Secretary to each Board member two weeks in advance.

Section 4: Quorum. A quorum must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed

Section 5: Board Elections. The acting President shall solicit nominations for the various offices at the regular September meeting. The nominations and seconding of the nominations from the floor shall be conducted at the regular October membership meeting. No nominations will be accepted after the regular October membership meeting. Only members in good standing may be nominated for office. The election of officers shall be conducted at the regular November meeting.

The election of the President and the Secretary shall be conducted in odd numbered years. The election of the Vice President and the Treasurer shall be conducted in even numbered years.

Section 6: Terms. All board members shall serve two year terms but are eligible for re-election.

Section 7: Voting Protocol. Only members in good standing shall be permitted to vote, there shall be no voting by proxy, there shall be no write-in votes, and a majority of votes cast shall determine the election. If more than one nominee is running for an office, such election shall be held by secret ballot.

Section 8: Officers and Duties. The officers of the board shall consist of a President, Vice-President, Secretary, volunteer Correspondence Secretary and Treasurer. Their duties are as follows:

The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the executive committee to preside at each meeting in the following order Vice President, Secretary and Treasurer.

The Vice President shall assume the duties of the President in case of the President's absence and shall assist the President in any present duties as required.

The Secretary shall be responsible for keeping records of Board actions, including the taking of minutes at all board and regular meetings, sending out meeting announcements, and the distribution of the minutes and agenda.

The volunteer Correspondence Secretary shall read, report and maintain a log of all communications pertaining to the business of the HCA.

The Treasurer shall receive or collect all funds that are the property of the HCA and to provide a receipt thereof. The Treasurer shall keep a record book of the monies received showing the source thereof and a record of the bills and expenditure to whom paid. The Treasurer shall make a report at each meeting. Treasurer shall assist in the preparation of the budget and make financial information available to Board members and the public.

Section 9: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if s/he has three unexcused absences from Board meetings in a year. An elected officer may be removed for other reasons by attending members in good standing. A Board member may be removed for other reasons by a three-fourths vote of the remaining directors.

At the termination of election to any office or appointment to any committee, the outgoing member shall transfer any books, papers, documents, funds and other property of the HCA entrusted to his/her care to the successor.

Section 10: Vacancies. Offices vacated between elections shall be filled by appointment of the President with the approval of the Board until an election is held.

ARTICLE V

COMMITTEES

Section 1: The Board may create committees as needed. The President appoints all committee chairs.

ARTICLE VI

AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements

These Bylaws were approved at a meeting of the Executive Board of the Holmesburg Civic Association on August 17, 2011.

These Bylaws were approved at a meeting of the General Membership of the Holmesburg Civic Association on _____