

NISITA G.

EASTERN QUEENS CIVIC COUNCIL

CONSTITUTION

AND

BY-LAWS



## CONSTITUTION AND BY-LAWS

### CONSTITUTION

#### ARTICLE 1

##### NAME AND PURPOSES

Section 1. The name of this Council shall be Eastern Queens Civic Council.

Section 2. The purposes for which this Council are formed are as follows:

- (a) To unite the tax-paying and property-holding interests of Eastern Queens in a spirit of co-operation, co-ordination and good-will for the protection and promotion of their interests as such.
- (b) To advance the civic development and economic growth of Eastern Queens.
- (c) To support and urge all improvements required throughout Eastern Queens.
- (d) To support the needs of particular communities of Eastern Queens insofar as they do not conflict with other sections or communities in this territory.

Section 3. The principal office of the Council shall be located at a place to be designated by the Board of Governors, in the Borough of Queens, County of Queens, City and State of New York.

#### ARTICLE 11

##### MEMBERSHIP

Section 1. Any civic association whose purposes conform with Article 1, Section 2 of this Constitution is eligible for regular membership by making application in writing.

#### ARTICLE 111

##### DELEGATES

Section 1. Each regular member organization shall be entitled to be represented in the Council by two delegates or their alternates who shall serve and act as such until their respective member organizations shall name and notify the Council of the selection or appointment of their successors. All delegates and alternates must present to the corresponding secretary written credentials signed by the proper officers of their respective membership organizations. No delegate may represent more than one member organization at a meeting and in the transaction of any business in or with the Council. To be eligible as a delegate or alternate, a person must be a citizen of the United States and of the State of New York, and be a property-owner in the area covered by the civic body which they represent as a delegate or alternate in the Council.

Section 2. Each delegate or alternate in place of a delegate shall be entitled to one vote on all matters before the Council ~~at any meeting of the Council.~~



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Section 3. Upon receipt of the proper credentials from delegates and their alternates, their names shall be entered on the roll of delegates and alternates by the recording secretary.

Section 4. Upon the resignation, death or removal of a delegate or alternate for any cause, the name of such delegate or alternate shall be stricken from the roll of delegates and alternates and a vacancy shall be deemed created. If such vacancy occurred as a result of any action taken by the Council, the member organization affected shall thereupon be notified by the Council. It shall be incumbent upon a member organization to fill such vacancy. A delegate or alternate creating such vacancy automatically is deprived of all rights in the Council and of any office in the Council except as otherwise provided for in Article IV, section 3, and Article V, section 2 of this Constitution.

Section 5. Any delegate of the Council who is thereafter elected and qualifies or accepts appointment to enter public office shall therewith forfeit the right ipso facto to continue as an officer of the Council.

ARTICLE IV

BOARD OF GOVERNORS

Section 1. The Board of Governors shall be composed of the officers of the Council, by virtue of their office, and of 6 delegates representing regular member organizations in the Council, who shall be elected for terms of three years.

Section 2. The governors elected at the first annual meeting shall be divided into three classes, two to be elected for one year, two for two years, and two for three years, and thereafter, all are to be elected for terms of three years.

Section 3. A governor whose term of office as a delegate has expired and who has not been redesignated as a delegate by his member organization may continue to serve as a governor of the Council until the next annual election of the Council at which time his successor shall be elected. In the event such a governor is continued in office, such a governor shall be deprived of his vote as a delegate at any meeting of the Council.

Section 4. The President of the Council shall call a meeting annually of the Board of Governors prior to the next regular meeting of the Council following the annual meeting, for the purpose of organization. (Change)

Section 5. The President of the Council shall be the Chairman of the Board of Governors. The Board shall elect a vice-chairman, and make such rules as are necessary for the conduct of its own meetings.

Section 6. Regular meetings of the Board of Governors shall be held monthly, and special meetings upon call, at a place to be designated by the Board, and may be called by the Chairman of the Board or by 3 members of the Board upon 5 days written notice.

SECT. 6. ~~Section 6. A majority~~ of the qualified members of the Board at the time a regularly called meeting is held shall constitute a quorum, and any less number may adjourn from time to time until a quorum be present.



Section 6.7 When any person elected to the Board declines to serve, becomes incapacitated or shall have failed to attend 3 consecutive meetings of the Board without adequate excuse, the Board shall declare such governorship vacant, and the Council shall elect a successor until the next annual election.

ARTICLE V

OFFICERS

Section 1. The officers of this Council shall be a President, two Vice-Presidents, a Corresponding Secretary, a Recording Secretary, a Financial Secretary and a Treasurer, <sup>Secretary</sup> who shall be elected by a plurality vote of the delegates, representing regular member organizations in the Council, present and voting, and shall serve for a full term of one year or until their successors are elected and take office.

Section 2. An officer whose term of office as a delegate has expired and who has not been redesignated as a delegate by his member organization, may continue to serve in his office until the next annual meeting of the Council. In the event such an officer is continued in office, he shall not be entitled to vote at any meeting of the Council.



## BY LAWS

### ARTICLE I

#### Membership

Section 1. Any incorporated or unincorporated organization applying for a regular membership in this Council under Article II, Section I of the Constitution must have on its rolls no less than 25 members in good standing to be eligible for membership in this Council.

Section 2. All regular member organizations must certify to the Council, each year, that such member organization or its board of governors has held no less than two regular meetings during the year.

Section 3. All applications for membership shall be referred by the membership committee to the board of governors and acted upon by the Council on the ~~recommendation~~ recommendation of the board of governors. Applications must be accompanied by one year's dues.

Section 4. Resignations shall be referred to the board of governors and acted upon by the Council on the recommendation of the board of governors.

Section 5. Applications for regular membership under Article II, section 1 of the constitution shall be in written form.

### ARTICLE II

#### *Fiscal Year & Dues*

Section 1. Annual dues of *(five dollars \$20)* shall be payable on the first regular meeting date of each fiscal year.

### ARTICLE III

#### Notices

Section 1. All notices shall be sent by mail at least five days in advance of a meeting unless otherwise provided.

### ARTICLE IV

#### Duties Of Officers

##### President

Section 1. The president shall be the chief executive of the Council and shall preside at all meetings of the Council and of the board of directors; he shall be a member ex-officio of all committees of the Council.

##### Vice-President

Section 2. The vice-presidents, in the order of their rank shall have the same power, authority and duties as the president in his absence.



Duties of Officers(cont.)

Treasurer

Section 3.(a) The treasurer shall receive from the financial secretary, at the close of every meeting, all monies collected for the Council and shall give his written receipt therefor to the financial secretary.

(b) He shall deposit all monies received by him to the account of the Council in the duly designated depository of the Council.

(c) He shall countersign all checks and money orders of the Council after they have been signed by the president.

(d) He shall at all times have his vouchers and records available and upon due demand submit them to the board of governors for examination.

(e) He shall disburse monies only upon due authorization by the Council.

*monthly*  
(f) He shall render a full report of all receipts and disbursements at the ~~annual~~ meeting of the Council and upon request of the president or the board of governors.

(g) He shall keep a complete and accurate system of bookkeeping, which shall reflect the true financial status of the Council. He shall keep an account with each member in a ledger which shall record the correct name and address of each member and the exact amount of its indebtedness to or its credit with the Council.

Financial Secretary

Section 4.(a) The financial secretary shall receive and record all monetary receipts of the Council and shall record all monies paid to the treasurer.

(b) He shall at the end of every meeting or promptly thereafter turn over to the treasurer all monies received and accept the treasurer's receipt therefor.

(c) He shall have his records complete up to the end of each previous meeting, and have them available at all times, and upon demand submit them to the board of governors for examination.

(d) He shall give notice, by registered mail, to all members in arrears in dues, when directed to do so by the board of governors.

(e) He shall give 25 days' advance notice, by mail, to each member when annual dues must be paid.

(f) He shall notify each member when it is three months in arrears in dues within one week thereafter, and such notice shall contain a copy of Article XI, section 2 of the By-laws. He shall advise the board of governors of such action.

(g) He shall report to the board of governors for appropriate action all the members four months in arrears in the payment of dues.

Recording Secretary

Section 5.(a) The recording secretary shall keep complete and accurate minutes of every meeting and proceeding of the Council and board of governors in books provided for that purpose by the Council.

(b) At each meeting he shall call the roll of officers and read the minutes of the previous meeting.



Duties of Officers(cont.)

Corresponding Secretary

Section 6.(a) The corresponding secretary shall send out all notices of meetings as herein provided.

(b) He shall receive and hold all communications, correspondence, applications for membership and property of the Council.

(c) He shall conduct all official correspondence of the Council.

(d) He shall keep an accurate roll of delegates and alternates of each regular member organization which shall contain the name, address, date of enrollment and date when stricken from the roll of the Council.

*2*  
*largest of them*  
*x*  
Section 8. In the event of death or permanent disability of any officers of the Council, the position shall be declared vacant by the board of governors and the Council shall elect a successor for the balance of the unexpired term at its next regular meeting or at a special meeting called for that purpose.

Section 9. When any person elected to an office of the Council declines to serve, becomes incapacitated or shall have failed to attend three consecutive meetings of the Council without adequate excuse, the board of governors shall declare such office vacant and the Council shall elect a successor until the next annual election.

Section 10. All officers shall perform such duties, in addition to those herein specified, as are usual for such an officer to perform and as may be ordered by the board of governors or by the president.

*11*  
Section 11. At the expiration of the term of office of any officer or at the time of his resignation or removal, he shall turn over to the board of governors all records, books, documents and property of the Council in his possession.

ARTICLE V

Duties of Board of Governors

Section 1. The board of governors shall investigate and report on all matters referred to it by the Council, and make a report at the next regular meeting of the Council, unless otherwise ordered. The board shall act in behalf of the Council on all matters referred to it, with power to act, by resolution of the Council.

Section 2. In case of emergency during the interim of meetings, the board shall have the power to act on behalf of the Council. A two-thirds vote of the governors present at a properly called meeting of the board shall be necessary on all matters acted upon during the interim of meetings.

Section 3. The board shall make recommendations to the Council, from time to time, on matters it may deem of importance to the Council.

Section 4. The board shall hear all charges against any member, delegate or alternate.

Section 5. The board shall provide for the audit of the books of the Council at least once each year.



## ARTICLE VI

### Committees

Section 1. The president shall, with the approval of the Council, appoint such standing and special committees, except when otherwise ordered by the Council as are deemed necessary for its proper functioning, and shall prescribe their duties when not specified herein.

Section 2. All committees shall report on all matters referred to them at the next regular meeting of the Council, except when otherwise ordered.

Section 3. No committee shall have power to act for the Council on any matter referred to it unless empowered by the Council or otherwise provided.

Section 4. Members of all committees must be delegates to the Council unless otherwise provided.

Section 5. The president of the Council shall designate the chairman of all committees after appointment, who shall be removable at the pleasure of the president.

## ARTICLE VII

### Nominating Committee

Section 1. The president of the Council shall each year, with the approval of the Council, appoint a Nominating Committee of five delegates not later than February for the election of officers and governors. They shall suggest, prepare and submit to the corresponding secretary, at least seven days prior to the regular meeting in March of each year, a list of candidates for nomination for every office and members of the board of governors to be elected at the annual election. The corresponding secretary shall mail a copy of this list to every delegate at least five days prior to the regular meeting in March.

Section 2. The nomination committee shall report at the regular meeting prior to the annual meeting and present a list of candidates for nomination for every office and members of the board of governors to be elected at the annual meeting.

Section 3. Any delegate of the Council shall be privileged to make other nominations not made by the nominating committee at the meeting preceding the annual meeting.

Section 4. No person not a delegate to the Council shall be eligible to be elected to or hold office or serve on the board of governors of the Council except as provided for in Article IV, section 3, and Article V, section 2 of the Constitution.



## ARTICLE VIII

### Elections

Section 1. The annual elections of the Council shall take place at the annual meeting in the month of April of each year.

Section 2. All elections shall be by paper ballot.

Section 3. The president shall appoint <sup>3</sup> tellers to count the votes. *amended.*



## Elections (cont.)

Section 4. The corresponding secretary of the Council shall prepare and mail a list of all candidates nominated at the regular meeting prior to the annual meeting, to all delegates to the Council with the notice of the annual meeting. *amended*

## ARTICLE IX

### Expulsion

Section 1. Any regular member organization, delegate or alternate may be expelled from the Council for actions detrimental to the best interests of the Council, by a two-third vote of the qualified delegates present and voting at a stated meeting.

Section 2. No action of expulsion can be taken by the Council until charges have been preferred in writing and the accused given a hearing by the board of governors.

## ARTICLE X

### Requests to Address Council

Section 1. All requests of persons not delegates or members of the Council to address the Council or any invitation requesting a person not a delegate or a member to address the Council shall be acted upon by the board of governors or by the Council.

## ARTICLE XI

### Arrears

Section 1. Any member 3 months in arrears in dues shall be notified in writing by the financial secretary of such arrears and the provisions of section 2 of this Article within one week thereafter.

*change* Section 2. No delegate to the Council whose member organization is 4 months in arrears in dues shall be entitled to vote at any election of any office or member of the board of governors, hold office in the Council or be eligible to serve on the board of ~~directors~~ *GOVERNORS* *amendment*

Section 3. Any member who shall be 4 months in arrears in dues shall be reported by the financial secretary or the treasurer to the board of governors for appropriate action.

*X* Section 4. Any member 4 or more months in arrears in dues may be deemed detrimental to the best interests of the Council under Article IX, section 1 of the By-Laws.

## ARTICLE XII

### Quorum

*not less than*  
*change* Section 1. One-third of the ~~delegates representing~~ regular member organizations of the Council shall constitute a quorum for the transaction of business at any meeting of the Council. *amended*



## ARTICLE XIII

### Resolutions

Section 1. Resolutions introduced calling for action or endorsement of the Council shall be referred to the proper committee for report at the next regular meeting of the Council, unless the Council by a two-thirds vote of delegates present, decides otherwise for immediate action.

*change*  
Section 2. All resolutions approved and adopted by the Council shall be submitted to the committee on resolutions for drafting and it shall prepare and submit final drafts of resolutions to the proper officers of the Council for appropriate action. *amended*

## ARTICLE XIV

### Amendments

Section 1. Any amendment to the Constitution and By-Laws must be submitted in writing at a regular meeting and lay over for at least one meeting before adoption.

Section 2. Amendments to the Constitution and By-Laws may be adopted at any meeting of the Council upon the affirmative vote of two-thirds of the delegates present, provided a copy of the proposed amendment shall have been mailed with the notice of the meeting to each delegate at least ten days prior to the date of said meeting.

SECTION 3 (NEW)

SEE NEW SECTION — out.

## ARTICLE XV

### Order of Business

Section 1. The order of business shall be as follows: — *pledge of allegiance*  
Roll Call  
Reading of Minutes  
Report of Treasurer  
Reports of Standing Committees — *Executive Reports*  
Reports of Special Committees  
Communications and Bills  
Applications for Membership  
Unfinished Business  
New Business  
Report of Financial Secretary

Section 2. Robert's Revised Rules of Order shall govern the deliberations of this Council except as otherwise provided by the Constitution and By-Laws.