

Ridge Civic Association

Bylaws of the Ridge Civic Association

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Article I. Name and Objectives

Section 1. Name

This association shall be known as Ridge Civic Association, Inc.

Section 2. Objectives

The objectives of Ridge Civic Association shall be to:

1. Encourage civic and democratic engagement from a broad range of Ridge residents
2. Develop and maintain an informed and productive membership, dedicated to serving the interests of civic and social affairs in the greater Ridge community
3. Enhance the quality of life in Ridge, including protecting, maintaining, and improving our natural surroundings and public spaces
4. Promote the general welfare and safety of our neighborhoods, encouraging unity and pride in our hamlet
5. Educate and inform Ridge residents about a variety of issues that may impact our region
6. Obtain and distribute information about events and activities of interest to the greater Ridge community.

Article II. Membership, Dues, Meetings

Section 1. Membership and Dues

A. Regular Membership

Regular membership is limited to full-time residents of the hamlet of Ridge as defined by its U.S. Census designation. Regular members must be at least eighteen (18) years of age.

Regular members pay dues of \$10 per member per year and shall enjoy one vote per member. Dues are payable on July 1 each year. Members joining in the last three months of the fiscal year (April, May, June) shall be fully paid until June 30 of the following year.

B. Business Membership

A nonresident owner of a business in Ridge may join Ridge Civic Association as a business member.

Business members pay dues of \$15 per business per year and are entitled to one vote per business and to hold the floor. Dues are payable on July 1 each year. Business members joining in the last three months of the fiscal year (April, May, June) shall be fully paid until June 30 of the following year.

C. Student Membership

Student membership is limited to full-time residents of Ridge who are between the ages of twelve (12) and eighteen (18) years. Student members pay no dues and are not entitled to vote.

D. Honorary Membership

A person rendering valuable service to the taxpayers of Ridge may become an honorary member of Ridge Civic Association upon the vote of the majority of members present at any meeting during which said proposal is made. Honorary members pay no dues and have the privilege of the floor but are not entitled to vote.

E. Voting Eligibility and Standing

To be eligible to vote, a regular or business member must be in good standing for three (3) continuous months immediately preceding casting any vote. Good standing is predicated upon being paid in full and not having had membership suspended. Only regular or business members in good standing shall be permitted to vote.

F. Suspension of Membership

Ridge Civic Association shall suspend or expel members for cause at the instruction of the membership, after a member has been given ten (10) days' notice by registered mail of the date on which a hearing on the charges against them will be held and at which hearing they may defend themselves.

Nonpayment of annual dues for a period of three (3) months, unless an explanation of the cause for such nonpayment is provided, may automatically terminate membership after proper notification.

Section 2. Meetings

A. Regular Meetings

Ridge Civic Association shall meet monthly, on the third Wednesday at 7:30 pm, unless notified otherwise and with the exception that July, August, and December meetings are optional. Members shall receive notification of regular meetings by mail.

B. Special Meetings

Special meetings shall be called by the president when deemed necessary or upon written request of nine (9) members of Ridge Civic Association, to be given at least five (5) days before such meeting.

C. Annual Meeting

The annual meeting of Ridge Civic Association shall be conducted in June of each year. Notice of such meeting shall be mailed to each member in good standing at least seven (7) days prior to the date of the meeting.

D. Quorum

A quorum for any regular, special, or annual meeting of Ridge Civic Association shall consist of a simple majority of the members in good standing in attendance at that meeting.

E. Executive Board Meetings

1. Regular meetings of the executive board (defined in Article III.1.A below) may be held at such time and place as may be determined by executive board members, but at least four such meetings shall be held in each fiscal year.
2. Notice of board meetings shall be given to each board member at least five (5) days before the date of such meeting, including the date, time, place, and purpose thereof.
3. It is the responsibility of executive board members—officers, trustees, and directors—to attend regular meetings of the board. Nonattendance at three (3) consecutive meetings, unless reasonable explanation for cause of such absence is provided, may be cause for that board member to be relieved from office.
4. A majority vote of all four officers shall be required to remove a board member from office; this will not affect that individual's membership in Ridge Civic Association. Notice of removal from office shall be duly sent by certified mail to the individual by the secretary. At that time, the president shall appoint a member to fill the vacancy in accordance with Article III.1.D below.

Article III. Executive Board

Section 1. Title, Election, and Terms

A. Executive Board

The affairs of Ridge Civic Association shall be governed by an executive board consisting of four (4) officers, three (3) trustees, and no fewer than seven (7) directors.

Executive board members shall serve without compensation and take office at the close of the meeting at which they are elected.

B. Election of Board

1. The officers, trustees, and directors of Ridge Civic Association shall be elected at the annual meeting. Candidates must be U.S. citizens.
2. A candidate for president must be a member in good standing for the past twelve (12) months; all other candidates must a member in good standing for the past three (3) months.
3. A nominating committee of at least three (3) members shall volunteer at each annual meeting and elect a chair from the committee. The chair will present a slate of at least one individual for each office, provided consent has been obtained from each nominee.
4. Nominees may also be made from the floor, provided consent has been obtained from the nominee.
5. Voting shall be by secret ballot except that when there is only one nominee for an office, the nominating committee chair shall declare the nominee elected by acclamation.

C. Terms

1. Officers

- a. The officers shall each be elected for a term of one year.
- b. Officers may succeed themselves for more than one term.
- c. The president may succeed herself or himself in office for five (5) consecutive terms. If after serving five consecutive terms, there is no other candidate for president, the incumbent president may continue to seek re-election.

2. Trustees

- a. The trustees shall each be elected for a term of three (3) years.

- b. Trustees may succeed themselves for more than one term.
- c. One trustee's term shall terminate each year so there will always be two incumbent trustees in office.

3. Directors

- a. The directors shall each be elected for a term of two (2) years.
- b. Directors may succeed themselves for more than one term.
- c. In even-numbered years, the majority of directors shall be elected. In odd-numbered years, the balance of directors shall be elected.
- d. Directors shall continue to hold office until their successors are elected.

D. Vacancies

If the position of any trustee, director, or officer (other than president) shall become vacant by reason of death, resignation, retirement, disqualification, removal from office or otherwise before the expiration of their term of office, the president with the approval of the executive board shall appoint a trustee, director, or appropriate officer to serve until the next annual election of the association as provided in the bylaws. At said annual election, a new trustee, director, or officer shall be elected to fill the unexpired term of office.

Section 2. Duties

A. President

The president shall

- 1. Preside over all regular, special, and annual meetings of Ridge Civic Association
- 2. Enforce the bylaws of Ridge Civic Association
- 3. Serve as the public representative of Ridge Civic Association
- 4. Provide the deciding vote on all questions on which there may be an equal division of votes, except on appeals from the chair
- 5. Prepare meeting agendas in consultation with the vice president
- 6. Appoint directors in case of vacancies and seek approval of the executive board.

B. Vice President

The vice president shall

1. Assume the duties of the president in the absence or disability of that officer
2. Fill the unexpired term if a vacancy occurs in the office of president
3. Assist the president in the performance of their duties
4. Prepare meeting agendas in consultation with the president
5. Serve as ex-officio member of all standing and *ad hoc* committees

C. Secretary

The secretary shall

1. Record, correct, keep, and publish minutes of general, special, and annual meetings as well as executive board meetings
2. Conduct correspondence, issue all notices as required, and notify new members of their acceptance into Ridge Civic Association; all correspondence involving Ridge Civic business or policies shall bear the approval of the executive board
3. Be custodian of all Ridge Civic Association documents, including bylaws and minutes.
4. Ensure, in collaboration with the treasurer, that there is an accurate, current listing of all Ridge Civic Association members.

D. Treasurer

The treasurer shall

1. Be custodian of all funds, disbursing them as directed by the association
2. Present a financial statement at each regular meeting and as requested by the board
3. Prepare financial records for the annual audit by the trustees
4. Keep a record of all dues after receipt and deposit all funds in a bank approved by the membership, utilizing an account in the name of Ridge Civic Association, Inc.

E. Trustees

The trustees shall

1. Attend scheduled executive board meetings

2. Conduct an annual audit of the Ridge Civic Association books and report findings at the annual meeting
3. Adhere to decisions in which a simple majority of trustees serves as quorum.

F. Directors

The directors shall

1. Attend scheduled executive board meetings
2. Have general supervision of the affairs of Ridge Civic Association
3. Help establish policy and adopt rules as needed to carry on the business of the board, provided such rules are not in conflict with these bylaws or any special rules adopted by the association
4. Approve all standing and *ad hoc* committee charges and appointments
5. Uphold Ridge Civic Association bylaws and ensure none of its acts shall conflict with the action taken by the association
6. Adhere to decisions in which a simple majority of directors serves as quorum.

Section 3. Committees

Committees for various functions shall be appointed by the president with approval of the executive board. Such committees include standing committees and *ad hoc* committees, as below, and shall include a membership committee whose purpose shall be to welcome new residents and provide information about the community.

A. Standing Committees

Standing committees shall provide a report at each regular monthly meeting and shall include the following:

1. Membership
2. Events
3. Community park
4. Downtown beautification
5. Ridge Schoolhouse
6. Scholarship
7. Nominating

B. Ad Hoc Committees

Ad hoc committees may choose to provide a report at any regular monthly meeting and shall include the following plus others that arise as necessary and are approved by the executive board:

1. Community cleanup
2. Brookhaven National Lab

Article IV. Funds and Contracts

Section 1. Funds

- A. All funds of Ridge Civic Association shall be raised by membership dues, donations, or such enterprises duly approved and passed by a majority vote of the membership present at any meeting.
- B. No part of the funds of Ridge Civic Association shall inure to the benefit of or be distributable to its members, officers, trustees, directors, or other private persons, except that the association is authorized to make reimbursement for approved expenses on behalf of Ridge Civic Association.
- C. No expenditure on behalf of Ridge Civic Association in an amount greater than \$250.00 may be spent without approval of the executive board.

Section 2. Contracts

No individual member, officer, trustee, or director of Ridge Civic Association, either elected or appointed, may enter into any agreement of contract, either written or oral, on behalf of the association, involving funds belonging to the association, except as approved by a majority of the membership attending any regular, special, or annual meeting.

Article V. Rules of Procedure

Section 1. Meeting Agendas

The following shall be the recommended order of business at any regular meeting:

1. Call to order
2. Reading of the minutes
3. Financial report
4. Unfinished business
5. New business
6. Member concerns
7. Committee reports
8. Adjournment

Section 2. Parliamentary Authority

In matters on which these bylaws are silent, the rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings of this association in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the association may adopt and any statutes applicable to this organization. *Robert's Rules* shall be the basis for the conduct of all meetings.

Article VI. Amendments

Amendments to these bylaws must be presented in writing, signed by three (3) members in good standing, read at the current meeting at which they are proposed, and notification given immediately of a vote to be taken at the next following meeting. Any amendment requires a two-thirds (2/3) vote of the membership, present and voting, at any regular, special, or annual meeting.

Article VII. Dissolution

If, at any time, it is apparent that the purpose of the Ridge Civic Association can no longer be fulfilled, such decision to be made by at least nine (9) remaining members in good standing, a special meeting shall be called to determine the feasibility of continuing as an Association. Any decision to dissolve the Association shall be by majority vote of the remaining membership, present and voting.

Any remaining assets of Ridge Civic Association shall be distributed to any or all civic associations within the Longwood School District, at the vote and determination of the remaining members present and voting at a meeting at which the decision to dissolve is considered.