



BYLAWS

Approved by the Board of Directors on January 31st, 2024

Article 1- Name, Geography, Principal Office, Fiscal Year.

Name: The name of this Corporation is the Forest Park East Civic Association, Inc.

1. Geography: The East Forest Park section of the City of Springfield is the area presently defined by the planning board of said city and as the same may change from time to time by said Planning Board.
2. Principal Office: The principal office of this Corporation shall be located in the designated East Forest Park section of Springfield, Mass.
3. Fiscal Year: The fiscal year of the Corporation shall run from November 1 and end October 31 of each year.
4. The corporate Seal: The Board of Directors shall have the power to adopt and alter the seal or the logo of the Association

Article II - Purpose

The purpose of the EFPCA is to represent the residential and commercial interests of the East Forest Park section in the City of Springfield as that area presently defined as east of the railroad tracks crossing Sumner Avenue and Allen Street, south of Watershops Pond/ General Edwards Bridge, west of Schneelock Brook abutting Bradley Road, and north of the town line of East Longmeadow.

1. To protect, improve and preserve the quality of life in East Forest Park.
2. To act as a clearing house for concerns and problems with traffic patterns, zoning changes, code enforcement, sanitation, and social services.
3. To work with other civic organizations and associations for the betterment of the City of Springfield.
4. To promote legislation consistent with the aims of this Corporation and help defeat legislation adverse to these aims.
5. To help in planning and making changes and improvements in the neighborhood of East Forest Park by entering into discussions with federal, state, county, local authorities.
6. To engage in programs and activities to preserve and improve the quality of life in East Forest Park.
7. To help educate and inform the residents of East Forest Park of their rights and responsibilities as residents.
8. To promote and assist with economic development in the neighborhood.

This Corporation shall be a non-profit corporation. It will not endorse any candidate for a political office.

Article III – Membership

There shall be three classes of membership:

1. General Membership: The General Membership shall consist of all residents of the East Forest Park Springfield area as defined by the Planning Department.
2. Voting Membership: The Voting Membership shall consist of all residents of the East Forest Park area 18 or over, who have applied for a membership and residence and paying such dues as the Board may from time to time set for the voting members.
3. Business Membership: The Business Membership shall consist of all businesses in the East Forest Park area that have applied for membership on a form approved by the Board of Directors, stating the business name, address, telephone, and paying such dues as the Board may from time to time set. Each Business Membership is entitled to one vote per business entity.
4. In order to be a member of the EFPCA one must reside in East Forest Park neighborhood, be at least eighteen years of age, and pay the annual dues. This must be done during the Membership Drive starting in September when nominations for the Board of Directors is held in order for a new member to be eligible to vote for the Board of Directors at the October Meeting. The Membership Drive starts September 1st – June 30th. When nominations for the Board of Directors is held, in order for a new member to be elected as a director at the October meeting; they must be an active member of the EFPCA the prior year to run for office.

The Corporation shall have the right to deny membership to any applicant who fails to satisfy the eligibility requirement for any class of membership, provided, however, the applicant have been advised of the proposed denial and given an opportunity to submit proof in support of his eligibility for membership.

Article IV- Director and Terms, Authority, Elections and Vacancies.

1. The term of a board of Director shall be one year.
2. The Board of Directors will consist of 11 elected members from the voting membership.
3. Not more than one family member (spouse, father, mother, sibling, children, etc.) shall hold a Board of Director seat simultaneously.
4. All affairs of the Corporation will be managed by the Board of Directors who have and may exercise all lawful powers of the Corporation to effectuate the purpose of the Corporation as set forth in the Articles of Organization.
5. The members of the Board of Directors shall be nominated by the voting membership of the Corporation during September of each year. The October election shall be conducted in accordance with nomination and voting procedure approved by the Board of Directors.

6. Methods of Voting: When in person, all members will vote by Ballot. For members that can't attend in person, mail in voting is permitted. Any member in good standing with dues paid can request that a mail in ballot be mailed to their address on file. Members can request a vote by mail option from the clerk as early as the September meeting. The deadline for the Board of Directors to receive mail in ballots is September 31st of that year. An example of the ballot will be available to view on the association's web page and social media platforms. Proxy voting is not allowed.
7. Any vacancy on the Board of Directors shall be filled by the remaining Directors still in office, by the election of a successor to hold such office for the unexpired term or until the next scheduled election, whichever comes first. If no such nominees are available, the Board of Director may elect any voting member of the Corporation to fill such a vacancy for the unexpired term. Notice of vacancy and pending appointment must be given at the previous meeting.
8. Any member of the Board of Directors may resign by delivery of a written letter of resignation to the Corporation at the principal office, or to the Corporation Clerk. Unless otherwise provided in such letter, the resignation shall not take effect until the successor is elected or appointed in accordance with the provisions of the by-laws, as stated previously.
9. Any member of the Board of Directors who misses 3 consecutive meetings or 4 meetings in a fiscal year, including special Board meetings, will lose his/her office and will be replaced by the Board of Directors. A Director who loses his/her office may appeal in writing to the Board of Directors within 20 days of such loss for reinstatement upon showing good cause. A $\frac{3}{4}$ vote is needed from this Board to reinstate.

Article V - Committees, Special Committees

1. Each committee shall consist of a minimum of 3 members, of the voting membership.
2. The President will appoint a chairperson and co-chairperson from the Board of Directors.
3. All committee members must be approved by the Board of Directors.
4. The term of the office of each committee shall be designated at the time of appointment and reviewed annually.
5. The chairperson of each committee shall make a report to the Board at each meeting.
6. The Board of Directors shall appoint any committees as may be deemed necessary.

Article VI - Meetings

1. Annual Meeting of Members: The annual meeting of the Association shall be hold in September. If the annual meeting is omitted, the next regular meeting will be considered the annual meeting.
2. Regular Meetings: The meetings of the Association will meet in addition to the annual meeting, at time such as indicated by the Board of Directors.

3. Board of Directors Meetings: All regular meetings of the Board of Directors shall be held on each month at a meeting place to be determined by the Board. Any business may be conducted at said meeting.
4. Special Meetings: Special meetings of the Board of Directors may be called by the President and Secretary with at least 3 days notice to each member of the Board of Directors.
5. Quorum: At all Board of Directors meetings 6 members shall constitute a quorum. Voting: When a quorum is present at any meeting a majority of the Directors or membership present and voting shall decide any questions unless otherwise stated in these by-laws. At any time, if a quorum is met and the number of Directors present shall fall below 6, a unanimous vote shall be mandatory for all passage of votes. In the event of a tie in a vote the President presiding shall invoke a decision.

Article VII – Officers of the Corporation (title), Terms, Selection, Removal and Vacancies.

1. Officers: The Officers of the Corporation shall consist of a President, Vice-President, Secretary, Treasurer, and such Officers the Directors may from time to time elect. Officers of the Association will be nominated by the Board of Directors following the annual meeting.
2. All members of the Board of Directors are eligible to be elected to any office of the Association.
3. A majority of the Directors present and voting shall elect each officer.
4. Term: Each Officer shall serve one year from the date of election or until his/her successor is elected or appointed. Selection: The Officers shall be elected by Board of Directors by written secret ballot during odd-numbered years at the first Board meeting subsequent to the annual elections of the Corporation.
5. Removal: Removal of any officer must be voted on by written secret ballot and approved by a majority of the full Board of Directors. Notice of this proposed action must be given at the previous meeting of the Board.
6. If the officer is to be removed with cause, he shall first be notified in writing of the cause and be given an opportunity to appear before and be heard by the Board of Directors in his/her defense before the Board votes on the issues of his removal.
7. Vacancies: The Board of Directors shall elect a replacement Officer by written secret ballot to fill a vacancy on a majority vote. Such replacement Officer shall serve the unexpired term of his/her predecessor. Notice of this proposed action must be given at the previous meeting.

Article VIII – Duties of Officers

President:

The President shall preside over all meetings of the Board of Directors, the members, and Executive Committee..

1. The President shall have all Board members notified of all meetings. (regular or special).
2. The President shall prepare the agenda of all Board meetings and General Meetings.
3. At such meetings the President shall:
 - Open the meeting at the appointed time, having ascertained that a quorum is present.
 - Announce each item of business in its proper order.
 - Recognize speakers who are entitled to the floor.
 - State and put to vote all motions and announce the results of each vote.
 - Enforce the rules of debates and quorum, thus protecting the rights of each member.
 - Maintain decorum by insisting that all discussions go through the chair.
 - Unless he gives up the chair for that purpose, not debate any matter under discussion, but he may vote thereon.
 - Declare the meeting officially adjourned.
4. The President shall call special meetings in accordance to the by-laws.
5. The President shall be an ex-officio member of all committees of the Corporation with voting power.
6. The President shall be the official spokesperson of the Board of Directors.
7. In his absence, the Vice President shall preside.

Vice-President:

1. The Vice-President shall perform such duties as may be assigned from time to time by the President and the Board of Directors of the Corporation. In the event of a temporary inability of the President to perform the duties of his/her office resulting from illness, absence or any other reason, the Vice-President shall perform all duties of the office of the President until such time as the incumbent is able to resume the duties of the office.

Secretary:

1. The Clerk shall be responsible for the preparation of all minutes of the meetings of the Board of Directors and General Membership; The maintenance and safe-keeping of all records of the Corporation and the serving of publication of all notices required by these by-laws concerning any meeting or any other matter applicable from time to time by the President and the Board of Directors or which may be required by law.

Treasurer:

1. The Treasurer shall have, subject to the direction of the Board of Directors, general charge of the financial affairs of the Corporation and shall keep full and accurate records thereof which shall be kept at all times within the Commonwealth of Massachusetts and which shall be subject to inspection by the Directors as requested. He shall render to the Board of Directors at regular board meetings thereof, or whenever they may reasonably require it, a statement of the transactions as Treasurer:

the deposits and expenses of the financial condition of the Corporation. The Treasurer has a discretionary spending limit of \$100 for which Board approval is not required, anything over \$100 must be approved in advance by the Board of Directors.

Article IX – Duties of Board Members

1. All Board Members shall attend regular Board Meetings each month or as needed.
2. If an issue exists, the Board Member shall listen to the complainant. Board Members and others concerned will review the issue and work with the assigned person(s) to solve it.
3. Board Members shall speak or send correspondence on behalf of the Board of Directors only when designated to do so by the President and/or a Board vote.
4. Any Board Member who speaks or writes as an individual will publicly disclose that he/she does not represent the views of the Forest Park East Civic Association.
5. Board Members shall represent the wishes of the residents of the East Forest Park neighborhood and those wishes are contrary to individual feelings.
6. Board Members shall be responsible for the gathering and dissemination of information relative to issues of the council as assigned. This may include door-to-door canvassing, flyers, phone contacts, etc., to gather citizen input.
7. Board members, as committee chairperson, shall attend meetings (City Council, other) concerning issues within their jurisdiction and make appropriate reports to the Board.
8. Board members shall be appointed by the President to chair committees as necessary and no elected member of this Corporation shall be persuaded to accept a position that they do not desire.
9. Above all, The East Forest Park Civic Association, Inc., does not make any decision concerning neighborhood issues without the input of the community. This Council shall represent the wishes of the residents of East Forest Park at all times.

Article X – Parliamentary Authority

1. The Newly Revised (1970) Roberts Rules of Order shall be the parliamentary authority for the Corporation on all questions not covered by these by-laws and such standing rules as the Board of Directors may adopt.

Article XI – Amendments

Suggested changes to The By-Laws to be amended or repealed may be made at any regular or special meeting. These By-Laws may be amended by a 2/3 vote of the Board Members in attendance. Any suggestions made that will directly impact membership shall be announced at the next meeting.

Article XII – Dissolution

1. The Corporation may be dissolved in accordance with Massachusetts General Laws, Chapter 180. Upon any dissolution of the Corporation, the funds and assets of the Corporation shall be distributed as determined by the Board of Directors to or among the following: The United States of America, The Commonwealth of Massachusetts, any

political subdivision thereof, or any organization exempt from income taxation under the provisions of Section 501(c) (1), (3), (4), (5) and (6), of the United States Internal Revenue Code of 1954 and amended and provided such distribution is not prohibited by law.

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