

**JOHN W. MCCORMACK CIVIC ASSOCIATION  
BY-LAWS**

**Article I  
NAME**

The name of this organization shall be the JOHN W. McCORMACK CIVIC ASSOCIATION (hereinafter referred to as “the Association”).

**Article II  
ADDRESS**

The principal office and business address of the Association shall be that of the Treasurer then in office. The address as of the amended by laws dated September 02, 2014 shall be 72 Roseclair Street, Dorchester, MA 02125.

**Article III  
BOUNDARIES**

The boundaries of the Association shall be the area, located within the City of Boston, bounded by the Southeast Expressway and Von Hillern Street, the north side of Columbia Road, the east side of Massachusetts Avenue, Allstate Road ( including the South Bay Shopping Center) north to Boston Street extension ramp to Boston Street and north on Boston Street to Power Street (South Boston border), then east to the Southeast Expressway.

**Article IV  
PURPOSE**

The purpose of the Association is to promote the quality of life in the local community, to protect the rights of individuals within the community as a group, to encourage members of the community to participate in all civic and community activities, and to provide such members with the opportunity to work together for comprehensive community improvement, in all aspects of civic, charitable, educational, safety, and welfare endeavors. The Association shall refrain from endorsement of any political party or candidate for elective office.

**Article V  
MEMBERSHIP, DUES, AND ASSESSMENTS**

Section 1. All residents eighteen (18) years or older within the Association’s above-described boundaries, whether renters or owners, shall qualify to be members of the Association. Residents must be current in dues to qualify as a member. Business owners shall qualify for membership and shall receive one vote per business; however, if the business owner is also a resident and voting member of the Association, the business shall not receive an additional vote.

Section 2. Resident members shall pay annual dues of \$5.00 or \$10.00, depending on ability. Business members shall pay annual dues of \$25.00. Membership extends twelve (12) months from the month dues are paid.

## **Article VI** **VOTING**

Section 1. Executive Board and membership votes shall not be shared by proxy.

Section 2. A member shall not be permitted to vote at the first meeting upon which annual dues have been paid, but shall attain the right to vote at the next meeting following the month that member has paid his/her dues. A member must be current with dues to vote.

Section 3. A member of the Executive Board shall be permitted to raise a motion to continue a scheduled vote for one month. In order for a continuance to be granted, that motion must be seconded by another member of the Association. In the event that an external deadline prohibits a continuance, Association membership may agree to defer a vote to the appropriate committee to vote on behalf of the membership, provided that the membership has been fully informed of the proposal in question and votes affirmatively to do so.

Section 4. A majority of votes by Association membership in attendance is required for the passage of a proposal. In the event of a tie vote, a proposal will be deemed not to have been approved.

Section 5. In the event of an emergency or an immediate deadline, or in the interest of safety, the Executive Board may initiate a vote on behalf of Association membership when the general membership cannot convene in time to vote on a matter that would cause an imminent threat or negative impact on the quality of life of the neighborhood.

Section 6. In the event an item or topic impacts the quality of life of our membership whether such item is within or outside our boundaries a motion can be heard to present such item for a vote.

## **Article VII** **GOVERNING STRUCTURE**

Section 1. The Association shall be governed by the Executive Board of the Association, as directed by the membership. The Executive Board shall consist of up to nine (9) members of the Active membership.

A quorum of the Board shall consist of a five of the current number of Board members. Except where otherwise provided, decisions of the Board require a majority of the quorum, or those in attendance, whichever is greater, as may be applicable.

Section 2. The Executive Board shall ensure that the following obligations and activities are carried out and may allocate such obligations and activities in any reasonable manner consistent with the aims and responsibilities of the Association:

- A. Conducting the regular monthly meetings of the Association. Duties include notifying the membership, as through flyers, planning the agenda and determining in advance which member(s) of the Executive Board shall preside at each meeting. The person(s) chosen to preside may vary from month to month and must be member(s) of the Board. However, such Board member(s) may be assisted by other member(s) of the Association. The Board as a whole shall assist those chosen to preside to prepare for such meetings and to carry out the decisions of the membership pursuant to such meetings.
- B. Keeping a record of the meetings and the material decisions of the membership at such meetings.
- C. The Executive Board reserves the right to withdraw into executive session if necessary during a regular meeting.
- D. Designating a member of the Executive Board to serve as Corresponding Secretary on behalf of the Association. Correspondence shall include notifications of, and communications with, members and outside entities, as may be necessary or prudent. Correspondence of the Association shall be as permitted by the Executive Board consistent with these articles, and/or as voted by the active membership at a regular or special meeting of the Association, and, as appropriate, may be written, telefaxed, electronic, telephonic or verbal. All records pertaining to membership, other than fees, shall be maintained by the Corresponding Secretary.
- E. Designating a member of the Executive Board to serve as Treasurer. The Treasurer shall be responsible for receiving and disbursing the funds of the Association as directed by the Active membership in furtherance of the aims and responsibilities of the Association. The Treasurer shall keep an accurate record of the Association's funds in

such bank account(s) as the membership shall direct. The Treasurer shall report the state of such accounts at the monthly meeting of the Association, or as otherwise agreed upon by the membership. All records pertaining to membership fees shall be maintained by the Treasurer.

- F. Conducting meetings of the Executive Board on a monthly basis. The meetings shall be held on the first Tuesday of each month at Blessed Mother Teresa of Calcutta Parish Hall in Saint Margaret Church or at such other place and time as the Executive Board may agree upon. Meetings shall convene promptly at 7:00 p.m. The meetings are open to the public. The members of the board may determine, in their discretion, the manner in which the meetings are conducted. The Board may select a Chair for any term within the term of the Board and may designate the responsibilities of the Chair.
- G. Maintaining contacts and communication with elected and appointed officials and governmental entities as may be in the interests of the Association. Such contacts may include, without limitation, City of Boston officials, including the Mayor's and City Councilors' Offices, the State Representative's and Senator's Offices, and the policing authorities for the area encompassed by the Association.

Section 3. Committee chairs who (1) are not otherwise elected members of the Board or (2) have not been appointed mid-term to fill a vacancy on the Board shall not be eligible to vote. Committee chairs shall assist the Executive Board in its oversight role with respect to :

- a. Attending and/or chairing abutters meetings.
- b. Meeting with local authorities on neighborhood issues of public safety.
- c. Discussing and planning items/events with elected officials.
- d. Attending/testifying at public meetings on topics impacting neighborhood.
- e. Other duties, as necessary, impacting the neighborhood and membership

The committees shall meet as often as required and as the committee considers appropriate. The committee shall maintain minutes or other records of its meetings and activities and report to the Board on any actions it takes not later than the next Board meeting.

Section 4. Vacancies: Vacancies on the Executive Board which occur between annual meetings of the Association may be filled for the remainder of the term by a vote of the majority of the Executive Board. All other changes to board membership shall result automatically by virtue of elections and changes in committee chairs, including the addition and deletion of committees.

Section 5. Attendance: Members of the Executive Board shall attend Executive Board

meetings and regular meetings. Absence from either three (3) consecutive Executive Board meetings or three consecutive (3) regular meetings, without good cause, shall necessitate resignation from the Executive Board.

### **Article VIII** **COMMITTEES**

- Section 1. The Executive Board shall establish all committees and shall designate a member of the Executive Board to act as an ex officio member of each committee established. The Executive Board shall also have the power to immediately disband any committee, subject to the subsequent ratification of the membership at the next regular monthly meeting of the Association, in the event that the Board reasonably believes that the committee is no longer needed or is acting contrary to the aims and responsibilities of the Association and the membership.
- Section 2. All Committees and their meetings shall be open to all members. The Executive Board shall appoint a *pro tem* chair for all committees until such committees meet and select their own chair (who must be an Active member).
- Section 3. Any committee may be asked to report its status and progress at any regular meeting and/or meeting of the Executive Board, and may also be requested to submit written reports. No committee member may represent the Association in any capacity without the express permission of the Executive Board or the membership as a whole. Except in the event of an emergency or an immediate deadline, or in the interest of safety, no communication shall be transmitted on behalf of the Association or on its letterhead without the approval of the membership.
- Section 4. All committees automatically expire as of the annual meeting of the Association. Notwithstanding this provision, a majority of the membership may vote to permit any committee to continue on such terms as it may designate, and the Executive Board, in its discretion, may vote to reappoint any committee on such terms as may be desirable and consistent with the aims of the Association.

### **Article IX** **NOMINATIONS AND ELECTIONS**

- Section 1. At the May meeting of the membership, nominations for members of the Executive Board will be taken. Any eligible active member may nominate him/herself or any other eligible active member. Those nominating others should secure the permission of the proposed nominees in advance.
- Section 2. At the June meeting of the membership, the elections shall be held. In the event of insufficient elections to constitute a Board of nine (9) members, excluding committee chairs, the deficiency shall remain until the next election.
- Section 3. The regular June meeting shall be the Annual Meeting of the Association.

**Article X**  
**MEETINGS**

- Section 1. Regularly scheduled meetings of the Association shall be held on the third Tuesday of each month at Blessed Mother Teresa of Calcutta Parish Hall in Saint Margaret Church or at such other place and time as the membership may agree upon at least one meeting in advance. Meetings shall convene promptly at 7:00 p.m. and shall adjourn no later than 9:00 p.m., unless otherwise decided by the membership.
- Section 2. Special meetings may be called by a majority of the Executive Board, or upon written request of no fewer than five (5) Active members. Upon such request, the Executive Board shall call the special meeting at the time and place specified in such request, as may be possible.
- Section 3. Not less than three (3) days' notice of any special meeting shall be given to the membership, stating the purpose, date and time of such meeting. General distribution of flyers within the boundaries of the Association shall constitute sufficient notice for purposes of this section.
- Section 4. Any proposal for an agenda item shall be in writing and received by the Executive Board no later than three (3) business days prior to the corresponding Executive Board or membership meeting. Proposals shall be emailed to mccormackcivic@aol.com or mailed to the address listed in Article II.
- Section 5. A member of the Executive Board shall be designated to take minutes at each regular meeting.
- Section 6. Minutes shall be posted within a reasonable amount of time on the Association's website. Results of all votes taken at a meeting shall be read at the end of that meeting, and results shall also be posted on the website. Ballots shall be kept by a designated member of the Executive Board for a period of one year following a vote.

**Article XI**  
**PROCEDURE**

- Section 1. All meetings of the Association shall be conducted in accordance with *Roberts Rules of Order* (revised) unless otherwise stated in these bylaws.
- Section 2. The agenda of all regular meetings of the membership shall be as follows:
1. Call to order
  2. Housekeeping, including a review of voting procedure and norms
  3. Representatives' Reports/Updates
  4. Correspondence/agenda items

5. Collection of ballots (if any) and counting of ballots
6. Committee Reports
7. Old Business
8. New Business
9. Reading of vote results
10. Adjournment

**Article XII**  
**AMENDMENTS TO BY-LAWS**

All proposed amendments to the By-laws must first be submitted in writing and read to the members at a regular monthly meeting of the Association.

Members shall be notified of pending By-law changes, if at all possible, prior to the meeting at which such changes will be discussed. Voting on such proposed amendment(s) shall occur no less than one (1) month nor more than three (3) months after the submission of the proposed changes. The By-laws may be amended by a two-thirds (2/3) vote of the paid-up Active membership present and voting at a regular meeting.