



**WECA**  
WEST END CIVIC ASSOCIATION

## **WEST END CIVIC ASSOCIATION BY-LAWS**

**Adopted by Membership June 8, 2004**

### **Article I: Name**

The name of this organization shall be THE WEST END CIVIC ASSOCIATION, INCORPORATED.

### **Article II: Nature and Objectives**

THE WEST END CIVIC ASSOCIATION, INCORPORATED shall be a non-profit, non-religious, non-partisan neighborhood organization dedicated to promoting the welfare and best interests of the West End and the City of Hartford. The Association shall also be the Problem Solving Committee for the West End, and the Executive Board shall be the Neighborhood Revitalization Zone Committee for the West End. The West End is defined as that geographical area of Hartford bounded by the North Branch of the Park River on the north and east; the City Line on the west and Capitol Avenue on the south, provided that the Executive Board may modify these boundaries for purposes of the Neighborhood Revitalization Zone Act.

To include and to represent the diversity of the West End, the Association shall make every effort to find membership and develop leaders who reflect the demographic composition of the community (including ethnicity, race, nationality and other cultural characteristics) and the housing status of the residents (tenant, homeowner).

### **Article III: Membership and Fees**

#### **A. Membership**

1. Resident: Any person 16 or older residing within the West End may become a voting member by completing the annual membership form.
2. Business & Institutional: Any individual, partnership, corporation, institution or

company not eligible under Article III, A. 1 who has an interest by reason of ownership of property or conduct of business in the West End may become a member by completing the annual membership form. Under this provision, the individual, partnership, corporation, institution or company shall have one vote.

3. Non-Resident: Any individual active in community affairs in the West End may with the permission of the Board become a voting member by completing the annual membership form.

4. A list of all members and their membership categories shall be kept by the chair of the Membership Committee with the assistance of the Administrative Assistant.

B. Fees

There is no membership fee required to become a member of WECA. New and renewing members are invited to make a membership donation.

**Article IV: Governing Body and Committees**

A. Governing Body

1. The Governing Body shall be the Executive Board which shall have the authority to recommend policy, plan meetings, hold special meetings, delegate authority to officers, staff and committees, authorize disbursements from the treasury not to exceed amounts on hand or expected, authorize and distribute publications and press releases, and serve as the Neighborhood Revitalization Zone Committee for the West End. The Executive Board shall have the authority to act between meetings of the membership, subject to regular reports at the membership meetings. With any such act, final authority shall be in the membership at duly constituted meeting.
2. The Executive Board shall consist of the following voting members: the officers of the Association, chairs and co-chairs of standing committees, and representatives from each of the 5 sectors of the West End as follows:
  - North Sector: All that area north of Elizabeth Street (one representative)
  - West Central Sector: All that area between Elizabeth Street and Farmington Avenue, Whitney Street and the City Line (one representative)
  - East Central Sector: All that area between Elizabeth Street and Farmington Avenue, Whitney Street and the North Branch of the Park River (two representatives)
  - Southwest Sector: All that area south of Farmington Avenue and west of South Whitney Street (two representatives)
  - Southeast Sector: All that area south of Farmington Avenue and east of South Whitney Street and on the east and wide sides of South Whitney

Street (four representatives)

3. The Executive Board may invite a community organization, defined as a 501c3 corporation, in the West End to name a representative to serve on the board as a voting member.
4. The Executive Board shall include as non-voting members the chairs and co-chairs of ad hoc committees, the Association's representatives to related organizations, the communications and newsletter coordinators, and such others as may be designated by the Board.
5. Sector representatives shall reside in the sector which they represent. Each sector also may have one or more alternate representatives who shall be non-voting members of the Board but may vote in the absence of the sector representative.
6. For voting members of the Executive Board, absentee voting is allowed only on specific motions that have been circulated in advance of the meeting at which the vote is held, and only when the absentee's vote has been conveyed in advance to one of the officers. Blanket proxies are not permitted. If a sector representative is absent, the alternative representative for that sector shall have voting rights; if no alternate is present, the absent representative's absentee vote, if any, shall be counted.
7. As the Neighborhood Revitalization Zone Committee, the membership of the Executive Board shall also satisfy the requirement of Connecticut General Statute 7-601(a), as amended, that it include tenants and property owners, community organizations and representatives of businesses located in the neighborhood or which own property in the neighborhood. If the membership of the Executive Board does not satisfy such requirement, the Executive Board may add additional members so as to satisfy such requirements.
8. Vacancies existing among the elected officers, except the office of the President, shall be filled by the Executive Board. Vacancies existing among Sector representatives shall be filled by the President with approval by the Board until the next annual meeting. The affected Sector may petition the Board for a special election with ten or more member signatures. A special election will be conducted by the president with reasonable notice to that Sector.
9. Executive Board meetings shall be open to the membership of the Association, but the President, or presiding officer, may limit the privilege of voice and vote to duly constituted members of the Executive Board.
10. All Executive Board activities shall be subject to regular reports to the Association membership.

B. Committees

1. The Association shall maintain, as required, standing and ad hoc committees to deal with problems of concern and importance to the West End.
2. The President, with approval of the Executive Board, shall appoint and may remove all committee chairs.
3. Any member of the Association may become a member of a committee except where the size of the committee is limited by the Board. Chairs of the specific committees may limit the privilege of vote to members who regularly attend the committee's meetings. Chairs may remove, with approval of the Executive Board, members of the committee.

C. Delegates

The President, with the approval of the Executive Board, shall appoint and may remove delegates to other organizations.

**Article V: Officers and their Terms and Duties**

A. The officers consist of a President, up to two Vice Presidents, Secretary, and Treasurer. The term of each office shall run for one year from their election or until such later date as a successor has qualified.

B. The duties of the officer shall be as follows:

1. The President shall be the chief officer and shall preside at all meetings of the Executive Board and of the Association. The President shall be the official spokesperson for the Association, reflecting the official policy of the Executive Board and/or the Association. The President shall be responsible for the coordination of staff functions for the Association with the advice and consent of the Executive Board.
2. The Vice President(s) shall perform such duties as assigned by the President and the Executive Board. Included in these duties may be the coordination of the committees of the Association. In the absence of the President from any meeting, a Vice-President shall perform the duties of the President. In case the office of the President becomes vacant, a Vice President, selected by the Executive Board, shall automatically succeed the President to the office for the remainder of the term. When the membership chooses to elect two Vice Presidents, one shall reside from north of Farmington Avenue, including the north side of the avenue; one shall reside from south of Farmington Avenue, including the south side of the avenue.
3. The Secretary shall keep the minutes of all meetings of the Association and the

Executive Board. The Secretary shall have custody of all corporate records and documents. The Secretary shall perform the duties of the President in the absence of the President and Vice President(s). In such case, the Secretary shall appoint a temporary secretary for that meeting. The Secretary is responsible for all communications of the organization, including but not limited to special meeting notices.

4. The Treasurer shall have custody of the funds of the Association, keeping them in their appropriate bank accounts, shall collect all membership fees and shall, under the direction of the Executive Board, disburse funds. The Treasurer shall present quarterly, to the Executive Board, a record of the finances of the Association. Furthermore, the Treasurer shall report at the Annual Meeting, an accounting of the receipts and disbursements for the year. Checks shall be signed by the Treasurer, or in his absence, the President. In the absence of the President, Vice President(s) and Secretary, the Treasurer shall preside at any meeting. In the event all officers are absent, the members present may designate a presiding officer.

#### **Article VI: Meetings and Quorum**

##### **A. Meetings**

1. Regular meetings of the organization shall be held a minimum of two times a year and on an as needed basis in excess of that number determined by the Executive Board, or petitioned by 10 percent of the membership.
2. The Annual Meeting for the purpose of election of officers and sector representatives shall be held at the time when such terms have expired.
3. The Executive Board shall meet monthly on call by the President except in July and August. Special meetings of the Executive Board may be called by the President or on the request of three members of the Executive Board to the Secretary.

##### **B. Quorum**

1. One-third of the officers, committee chairs, and sector representative offices filled will constitute a quorum at an Executive Board meeting.
2. Fifteen percent of the membership shall be a quorum for purposes of voting at meetings of the Association. The presiding officer may adjourn the meeting if the attendance falls below a quorum.

#### **Article VII: Elections**

A. Nominating Committee

Prior to the annual election meeting, the President with approval of the Executive Board shall appoint at least 3 members of the Association to serve on a Nominating Committee.

B. Officers

The Nominating Committee shall select from resident members of the Association at least one candidate for each officer position, obtaining consent of those members to serve if elected. In the case of the Vice President position, if there are no candidates from the appropriate portion of the West End for one of the two positions, there will be no nominee for that position. Notification of the election shall be made at least one month prior to the election date and nominations shall be submitted to the Secretary ten days prior to the annual meeting. Nominations will also be accepted from the floor.

C. Consensus Building Decision Making

The Executive Board shall follow a process for consensus building decision making. Before voting on any issue on which there is a difference of opinion, the Executive Board shall make reasonable efforts to find solutions upon which all members can agree. If, after reasonable efforts, no such agreement can be reached, and if at least four members formally object, the President shall appoint a sub-committee which shall meet separately to make recommendations on the action and present those recommendations to the Executive Board but not later than the next meeting of the Executive Board. The Board may act by majority vote.

D. Sector Representatives

1. At the annual meeting members of each sector shall caucus for the purpose of electing sector representatives and alternates. For the purpose of conducting each sector caucus, the president shall designate a member of each sector to serve as chair for said caucus.
2. The term of office of each sector representative shall run for one year from the time of election, or until such later date, as a successor has been qualified.

E. Voting

Voting for officers shall be by secret ballot. In order to vote, a member must be present. Rules of conduct of the voting shall be proposed by the president at the beginning of the annual meeting, and approved by the majority of the members present and voting. An unopposed slate or office may be elected by a voice vote.

### **Article VIII: Fiscal Policies**

- A. No officer, committee or member shall have the authority to incur any debt on behalf of the Association, its members, committees or officers, except as authorized by the Executive Board.
- B. The Corporation shall indemnify, and advance expenses to, its directors, officers, employees, and agents to the maximum extent permitted by the Connecticut Revised Nonstock Corporation Act, as amended.

### **Article IX: Amendments By-Laws**

- A. An amendment to these By-Laws may be proposed by Resolution of the Executive Board or by petition of ten percent of the members of the Association filed with the Secretary. Amendments shall take effect immediately upon adoption unless otherwise provided.
- B. An amendment proposed by Resolution or petition as provided shall be presented to the membership in full in the notice of the next regular meeting of the Association, provided a copy of the proposed amendment shall be filed with the Secretary at least three weeks prior to that meeting. Notice of the amendment shall be repeated in full or in summary form in any subsequent meeting notice until final action is taken.
- C. An amendment shall be adopted only if it is approved by a majority of the members present and voting at the next regular membership meeting.

### **Article X: Voting**

- A. Eligibility

The members eligible to vote at any meeting shall be those who became members no later than one month prior to the meeting.

- B. Approval of Matters

- 1. No business may be approved or adopted at any meeting except by a majority of the members present and voting.
- 2. Business not included in the notice of the meeting may be voted upon only with the prior approval of two-thirds of the members present and voting.

### **Article XI: Parliamentary Procedures**

- A. Unless otherwise provided, Robert's Rules of Order shall be the rules of conduct at all meetings. The President may appoint a parliamentarian to advise the President on all questions of procedure raised during any meeting.

## **NOTES**

(July 20, 1997)

- Gender specific references are not meant to be limited to one gender, and are intended to include he/she, him/her, his/hers, etc.

(November 11, 1997)

- At its November 11, 1997 meeting, the WECA Executive Board established the membership year of September 1 to August 31.

(April 4, 2007)

- At its April 3, 2007 meeting, the WECA Executive Board established the membership year of January 1 to December 31, effective January 1, 2008.