

## **By Laws of the Terrytown Civic Association**

(As Adopted Feb. 4, 1976)

(As Revised Dec. 20, 1992)

(As Revised Oct. 6, 2010)

The following group of rules and regulations shall be hereafter known and referred to as The Terrytown Civic Association By Laws and these By Laws shall govern all actions by the Association and its officers and directors except where expressly amended or where in violation of the Articles of Incorporation or any City, Parish, State or Federal Law.

### **ARTICLE I – MEMBERSHIP**

**Section 1.** Any adult whether they be emancipated or eighteen (18) years of age and a resident or property owner of the area designated "Terrytown" as identified in Jefferson Parish Council Resolution #65137 dated October 25, 1989, shall be entitled to membership as specified in Article IV of The Articles of Incorporation of the Association.

**Section 2.** Dues shall be specified by the Board of Directors and shall include both husband and wife for a twelve (12) month period. Dues payment shall grant voting membership to two (2) named adults of any (1) family or household, and each individual member shall be entitled to a certificate of membership for the twelve (12) month period for which dues are paid. Any membership for which dues have not been paid on or before the second meeting of each succeeding twelve (12) month period shall be declared non-renewed and shall lose voting privilege. Dues must be paid by other adult individuals living in said household as well for membership entitlement.

**Section 3.** There shall be designated two classes of associates.

- a. Business associates shall be non-voting. Their dues are specified by the Board of Directors.
- b. Individuals living in contiguous unincorporated areas of Jefferson Parish (Terrytown 5th Fire District) shall be non-voting with annual dues specified by the Board of Directors.

### **ARTICLE II – MEETINGS**

General membership meetings shall be held once each calendar month. Meetings shall commence at a regular time and place as designated and approved by the Board of Directors. Notice of the time and place of the meetings as required by Article VII of The Articles of Incorporation of the Association shall be via the official Association publication.

## ARTICLE III – BOARD OF DIRECTORS

**Section 1.** The Board of Directors shall consist of the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer and four Directors, each having one vote.

Any officer or member of the Board of Directors who is absent from three consecutive regular meetings of the Board of Directors shall be removed from the individual's office or position on the Board of Directors. The vacancies shall be filled by an election in accordance with Article V of the Articles of Incorporation.

**Section 2.** Duties of Officers:

**President.** The President shall be charged with supervising and directing all activities of the Association. The President shall preside at both the regular meetings and the meetings of the Board of Directors and shall not be an ex-officio member of any committees. The President shall act as chairman and spokesman for the Board. The President shall be responsible to the membership for the prudent and lawful operation of the Association and shall be responsible for enforcing all rules and regulations as directed by majority vote of the Board of Directors.

**Vice President.** The Vice President shall serve as Assistant to the President. The Vice President shall act as the President in the President's absence, and during the absence shall assume all of the duties and obligations of the office of the President.

**Recording Secretary.** The Recording Secretary shall keep and read the minutes of all meetings of both the Board of Directors and the membership. Minutes shall be signed by the President and Recording Secretary upon approval. The Recording Secretary shall record and keep the results of all elections of the Association.

**Corresponding Secretary.** The Corresponding Secretary shall be responsible for all official correspondence of the Association.

**Treasurer.** The Treasurer shall be responsible to the Board of Directors, and to the membership, for the safe-keeping of all funds of the Association. The Treasurer shall be responsible for the payment of approved obligations of the Association as ratified by the Board of Directors. The Treasurer shall keep a running account of receipts and expenditures and shall report these at the regular monthly meetings of the Association.

**Section 3.** A quorum for conducting any business of the Board of Directors shall consist of a majority of the voting members of the Board as specified by Section 1 of this Article.

#### **ARTICLE IV – ELECTIONS**

**Section 1.** The President shall appoint a Nominating Committee of not less than three members and shall designate one of these members as Chairman. These appointments shall be announced to the Association at the January meeting, prior to the annual election of officers in April of each year. The Nominating Committee shall serve until the current term ends. The Nominating Committee shall report to the Recording Secretary the names of those members nominated for each office. The Recording Secretary shall present these nominations to the membership at least one month prior to the meeting at which the election of officers is to be conducted, and with the presentation of these nominations inform the membership that nominations from the floor are in order.

**Section 2.** Nominations for any office may be made from the floor verbally or in writing by any voting member of the Association. Nominations from the floor are in order only at that meeting of the membership held one month prior to the general meeting in which the election of officers is to be conducted. Any voting member of the association is eligible for office. No member may be nominated for more than one office in a single election. No member shall be nominated without his or her consent.

**Section 3.** The election of officers and directors shall be held either by written or open ballot during the general meeting in which the election of officers is to be conducted. If more than two candidates for office are nominated, the candidate for which a plurality of votes is cast shall be declared elected to that office. Ballots shall be tabulated during the course of that meeting, and results of the election shall be announced prior to the end of that meeting.

**Section 4.** Any vacancies that occur during the year shall be filled by an election in accordance with Article V of the Articles of Incorporation.

#### **ARTICLE V – COMMITTEES**

**Section 1.** Committees shall include, but not be limited to the following committees, and their duties shall consist of:

**Public Safety.** The Public Safety Committee shall be responsible for determining and defining needs of the Terrytown area which serve the public interest. The Public Safety Committee shall also be responsible for responding to suggestions and complaints to the Board of Directors and to

the general membership with action which is appropriate to the overall objective of community improvement and safety.

The Public Safety Committee shall be responsible for monitoring all association sponsored activities which are initiated as the result of recommendations by the Committee.

The Public Safety Committee shall encourage cooperation with parish and state officials in the promotion of civic improvements which contribute to the welfare of the residents of the area.

**Public Records.** The Public Records Committee shall be responsible for monitoring proposals for changes in the current zoning classifications through review of the Jefferson Parish Council minutes. The Public Records Committee shall also be responsible for responding to complaints of violations of zoning ordinances or title restrictions within the Terrytown area.

The Public Records Committee shall communicate to the Board of Directors and to the general membership those changes or violations on which association action is appropriate and shall recommend the association position at each instance.

The Public Records Committee shall also be responsible for representing the official association position at Parish Council meetings or Planning Commission hearings as well as other public meetings.

**Membership.** The Membership Committee shall pursue and promote the enrollment of additional new membership through vigorous recruiting campaigns in the community.

**Program.** The Program Committee shall be responsible for identification of topics and issues which reflect the current interest of the community or which contribute to the education or general welfare of the residents of the area.

The Program Committee shall arrange the presentations of appropriate topics by inviting qualified speakers and scheduling programs which will keep the membership informed.

**Section 2.** Other committees formed shall be those listed in Article XIII of Articles of Incorporation and ad hoc committees as the need arises.

## **ARTICLE VI – PUBLICATION**

**Section 1.** The official publication of the Terrytown Civic Association shall be titled The Terrytown Trumpet. The editor shall be appointed by the President subject to approval of the Board of Directors.

## **ARTICLE VII – FUNDS**

**Section 1.** All funds shall be deposited in a bank as designated and approved by the Board of Directors.

**Section 2.** The President, Vice President or Treasurer shall be authorized to sign all checks for the Association. Any one signature will be required to authenticate checks.

## **ARTICLE VIII – RULES OF ORDER**

**Section 1.** On any question of procedure not provided herein, or in the Articles of Incorporation, Robert's Rules of Order Newly Revised shall govern.

**Section 2.** A quorum for conducting any business, including amendment of these By-Laws, shall be fifteen (15) members and conform to the provisions of Article VII of the Articles of Incorporation of the Association.

## **ARTICLE IX – AMENDMENT OF BY-LAWS**

**Section 1.** Amendment or revision of these By-Laws may be made by a majority vote as provided by Article VII of the Articles, provided the membership has received at least one (1) month notice as specified by Section 2 of this article.

**Section 2.** Amendment or revision may be proposed by the Board of Directors or by petition of ten (10) or more voting members of the Association and must be submitted in writing to the Recording Secretary. The Recording Secretary shall present such proposed changes to the membership at least one (1) month prior to the meeting in which voting is to be conducted.