

**BYLAWS OF THE LAKE RONKONKOMA CIVIC ORGANIZATION**

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**ARTICLE I – NAME**

The name of the organization shall be LAKE RONKONKOMA CIVIC ORGANIZATION, INC. The organization hereinafter shall, in these Bylaws, be referred to as the ORGANIZATION.

**ARTICLE II – OBJECTIVES AND PURPOSES**

To promote, protect, encourage, and advance interests, activities, and projects that will improve the area in which we live, including the development of a safe, attractive and efficient design and construction of Portion Road (County Route 16) and other public roads.

To maintain and encourage interest in activities, proposed and actual, of each entity to which we pay taxes whether it be the fire district, school district, town, county, state or nation.

To communicate approved motions to the appropriate aforementioned political entities.

To serve the community and individual members as an informational resource in matters of concern to the community such as, but not limited to, zoning, variances, assessments, traffic, lighting, highway maintenance.

To receive voluntary contributions, and to assess and to collect fees, dues, and other payments as may be provided for in these Bylaws of the ORGANIZATION.

The ORGANIZATION may affiliate with any other town, county, state or national organization for such purposes as may be consistent with the objectives and purposes of the ORGANIZATION.

**ARTICLE III – MEMBERSHIP**

**Section 1 – Classes of Membership**

Resident Individual, Resident Family, Resident Senior, Associate, Business/Organizational, and Honorary.

**Section 2 – Qualifications for Membership**

Resident Individual and Resident Family members must be eighteen years of age or older and be living within the eligible geographic area.

A Resident Senior member must be sixty-five years of age or older and be living within the eligible geographic area.

There are no age or geographic restrictions for Associate members. Candidates for membership under the age of eighteen shall have written permission from their legal guardian.

A Business/Organizational member must own and operate a business or organization located within the eligible geographic area.

Honorary members shall be approved by two-thirds affirmative vote of the Executive Board. Any member in good standing may nominate an individual for consideration by the Executive Board to be an Honorary member. There is no geographic restriction for Honorary members.

The eligible geographic area for Resident Individual, Resident Family, Resident Senior, and Business/Organizational members shall be as follows:

The northern boundary is the northernmost limits of the postal zip code delivery areas of 11779 (Ronkonkoma) and 11742 (Holtsville), as of the date these Bylaws are ratified. The eastern boundary is County Road 97 (Nichols Road). The southern boundary is the Ronkonkoma Branch train tracks of the Long Island Rail Road, starting from County Road 97 (Nichols Road) and heading west to County Road 93 (Ocean Avenue), then heading north on County Road 93 (Ocean Avenue) to Interstate 495 (Long Island Expressway), then heading west on Interstate 495 (Long Island Expressway) to Terry Road. The western boundary is Terry Road north from Interstate 495 (Long Island Expressway) to Old Nichols Road, then heading north on Old Nichols Road to the northern limit of postal zip code delivery area 11779 (Ronkonkoma).

**Section 3 – Membership Dues**

The annual membership dues shall be as follows: Resident Individual: \$10.00; Resident Family: \$15.00; Resident Senior: \$5.00 up to age 75, members over the age of 75 shall not be subject to dues; Associate: \$10.00, Business/Organizational: \$25.00; Honorary members shall not be subject to dues. Dues are not refundable.

An applicant applying for membership must complete a Membership Registration Form and pay dues for the current fiscal year. This may be done either in person at the end of a general meeting or by mail. Dues paid after December 1<sup>st</sup> will be applied to the current and upcoming fiscal year.

Dues become payable each year on the date of the Annual Meeting. Dues may be paid at the end of any meeting or by mail.

If a Resident member has not paid their dues within two months after the Annual Meeting, the member shall be notified by mail, and that member's dues will be considered to be in arrears and the member will not be eligible to cast a vote at any ORGANIZATION meeting. Upon receipt of the membership dues owed, a Resident member may vote at the next scheduled meeting. When a member's dues become 12 months in arrears, the member shall be notified by mail, and that member shall be dropped from the membership and may only be reinstated by payment of dues.

#### **Section 4 – Rights of Membership**

As long as their dues are not in arrears, a Resident Individual or Resident Senior member is eligible to cast one vote, in person, at an ORGANIZATION meeting. For Resident Family members, each immediate family member, over the age of eighteen years, is eligible to cast one vote, in person, at an ORGANIZATION meeting, as long as their dues are not in arrears.

Associate, Business/Organizational and Honorary members are not eligible to vote.

#### **Section 5 – Resignation from Membership**

Any member desiring to resign from the ORGANIZATION shall submit their resignation in writing to the Recording Secretary, who shall present it to the Executive Board for action. No member's resignation will be honored unless accepted by a majority vote of the Executive Board. The resignation shall take effect at the time of the vote of acceptance. Membership dues will not be refunded.

#### **Section 6 – Disciplinary Action**

Any member or Executive Board member whose action or behavior within the ORGANIZATION is a detriment to or a misrepresentation of the ORGANIZATION is subject to complaint and may be brought up on charges. Said charges must be made in writing, signed by the complainant, and submitted to the Executive Board.

A Committee of Investigation and Discipline of not less than three, and no more than five, voting members shall be appointed by the Executive Board. No member of the Executive Board may serve on this committee with the exception of the President who is an ex-officio member. The Committee of Investigation and Discipline shall investigate the complaint(s) by gathering information, meet with the member under investigation, formulate recommendations, and submit a written report them to the Executive Board. After the report is approved by two-thirds affirmative vote of the Executive Board, the Committee shall present the report to the membership at a regular meeting. If penalties are deemed necessary, they might range from a letter of reprimand to termination of membership. Such penalties must be approved by a ballot vote of the membership present at a regular meeting.

### **ARTICLE IV – OFFICERS**

#### **Section 1 – Order of Rank**

The officers of the ORGANIZATION shall consist of, in order of rank: President, Vice-president, Treasurer, Recording Secretary, Corresponding Secretary, Membership Secretary, and four Directors. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the ORGANIZATION.

#### **Section 2 – Term of Office**

Each elected officer shall take office on June 1 and shall hold office for a term of two years, or until their successor is elected, or appointed, and takes office.

An officer who fails to perform the duties of the office or who is absent for three consecutive Executive Board meetings may be removed from that office by a majority vote of the Executive Board present at the third meeting for which that officer was absent.

Should a vacancy occur in any office of the ORGANIZATION, the Executive Board shall, by two-thirds affirmative vote of the Executive Board, fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term.

**Section 3 – Nominations and Elections**

Any Resident member in good standing for at least one year prior to the Annual Meeting may hold office. Associate, Business/Organizational, and Honorary members are ineligible to hold office. Elected officials of federal, state, or local government, or political entity, regardless of membership status, are ineligible to hold office. Persons appointed to fill such positions are also ineligible to hold office.

Nominations of officers shall be made by the Nominating Committee. The Nominating Committee shall be appointed before the end of February. The Nominating Committee shall prepare a list of nominees, showing at least one name for each elective position on the Executive Board due to become vacant, and shall present the list to the membership not later than the general meeting in April.

At the April meeting additional nominations will be accepted from members who are eligible to vote. Nominations will be closed by approval of the membership at the April meeting.

The election shall be by ballot vote, which will list the candidates alphabetically for each office. Each member shall be provided with a ballot at the Annual Meeting.

The election of officers of the ORGANIZATION shall take place at the Annual Meeting, as established in these Bylaws.

The ballots shall be counted and certified by the Teller Committee, and the results shall be reported to the membership.

In case of two nominees for a single office, election shall be by majority vote. In case of more than two nominees for a single office, by plurality of the vote cast; in case two or more nominees receive the same number of votes, the election shall be determined by lot.

**Section 4 – Resignation from the Executive Board**

Any Executive Board member desiring to resign from the Executive Board shall submit a written notice of resignation to the Recording Secretary, who shall present it to the Executive Board for action. No Executive Board member's resignation will be honored unless accepted by a majority vote of the Executive Board. The resignation shall take effect at the time of the vote of acceptance. Membership dues will not be refunded.

**ARTICLE V – DUTIES OF OFFICERS****Section 1 – President**

The President shall:

Preside at regular, annual, special, emergency, and Executive Board meetings of the ORGANIZATION.

Be an ex-officio member of all committees except the Nominating Committee.

Select the chairmen of standing and special committees in accordance with Article VIII of these Bylaws.

Assign the ORGANIZATION officers' responsibilities for the activities of various committees.

Represent or designate a representative to speak officially for the ORGANIZATION at any meeting deemed necessary to attend.

Present the approved motions of the ORGANIZATION to the appropriate forum.

Coordinate the activities of the officers and committees to fulfill the objectives and purposes as established in Article II of these Bylaws.

Sign agreements and formal instruments with the approval of the Executive Board, countersign checks, and direct an annual audit.

Fill the vacancies of officers in accordance with Article IV Section 3 of these Bylaws.

Appoint a Sergeant-at-Arms to serve for the fiscal year. The Sergeant-at-Arms shall attend Executive Board meetings, general membership meetings, and any other meeting called by the President; prepare meeting rooms; enforce these Bylaws, parliamentary procedures, rules regarding attendance and voting at meetings, and otherwise assure orderly conduct.

The Sergeant-at-Arms shall report to the President.

**Section 2 – Vice-president**

The Vice-president shall:

Perform the duties of the President in the absence or disability of the President.

Assist the President in administering the ORGANIZATION.

Assume the office of President in the event it becomes vacant.

Attend meetings of the committees assigned to report to the Vice-president.

Draw and cosign checks.

Perform other duties as assigned by the President.

**Section 3 – Treasurer**

The Treasurer shall:

Collect and receipt for monies and securities due or donated to the ORGANIZATION.

Deposit funds and disburse and dispose of the same. Expenditures over \$100 must be approved by a majority vote of the Executive Board.

Draw and cosign checks.

Keep a detailed and correct account of the finances of the ORGANIZATION.

In conjunction with the Corresponding Secretary, notify all members in arrears.

Prepare monthly financial statements and give a report at every meeting indicating receipts, expenditures and balances since the previous regular meeting.

Prepare an annual report, which will be made available to the membership at the April meeting.

In conjunction with the Finance Committee, prepare a proposed annual budget for the next fiscal year and submit it to the Executive Board for approval prior to the April Executive Board meeting.

In conjunction with the Finance Committee, make necessary adjustments in the proposed budget as required by the Executive Board and resubmit changes not later than the May Executive Board meeting.

Prepare and file all appropriate tax returns with the Internal Revenue Service.

Perform other duties as assigned by the President.

The Finance Committee shall report to the Treasurer.

**Section 4 – Recording Secretary**

The Recording Secretary shall:

Take minutes of meetings of the ORGANIZATION and Executive Board.

Maintain the permanent file of minutes of meetings.

Keep a record of attendance of members at meetings.

Keep membership database current in conjunction with the Membership Secretary.

Submit a report of his office at the annual meeting.

Receive letters of resignation.

Perform other duties as assigned by the President.

The Bylaws Committee and Tellers Committee shall report to the Recording Secretary.

**Section 5 – Corresponding Secretary**

The Corresponding Secretary shall:

Attend to the correspondence of the ORGANIZATION as directed by the President. All outgoing correspondence shall be reviewed by the Executive Board prior to being issued.

Co-sign all agreements and formal instruments except those pertaining to the office of the Treasurer.

Send notices of meetings to members and local papers.

Maintain the permanent file of correspondence.

Notify members of special and emergency meetings.

In conjunction with the Treasurer, notify all members in arrears.

Perform other duties as assigned by the President.

The Publications and Publicity Committee shall report to the Corresponding Secretary.

**Section 6 – Membership Secretary**

The Membership Secretary shall:

Maintain the roster of members and committees.

Keep membership database current in conjunction with the Recording Secretary.

Perform other duties as assigned by the President.

The Membership Committee shall report to the Membership Secretary.

**ARTICLE VI – GENERAL MEMBERSHIP MEETINGS**

**Section 1 – Regular Meetings**

Regular meetings shall be held once a month, with a minimum of eight Regular Meetings each Fiscal Year, or as ordered by the Executive Board.

**Section 2 – Annual Meetings**

The Annual Meeting shall be held in May of each Fiscal Year.

**Section 3 – Special Meetings**

Special meetings may be called by the majority of the Executive Board or by the President. All members shall be notified of the special meeting by mail or electronic notification.

**Section 4 – Emergency Meetings**

Ten voting members may present to the Executive Board a request in writing for an emergency meeting of the ORGANIZATION. The emergency meeting must be held within fifteen days. The scope of the emergency meeting shall be limited to the stated purpose of the emergency meeting. All members shall be notified of the emergency meeting by mail or electronic notification.

**Section 5 – Meeting Notices**

Notice of meetings shall be mailed to members, sent to local papers, and posted where possible within the community.

**Section 6 – Quorum**

A quorum at General Membership Meetings shall consist of ten voting members excluding officers.

**ARTICLE VII – EXECUTIVE BOARD**

**Section 1 – Composition**

The Executive Board of the ORGANIZATION shall consist of **ten** members: President, Vice-president, Treasurer, Recording Secretary, Corresponding Secretary, Membership Secretary, and four Directors. An eleventh position, a Student Director, may be appointed to the Board in accordance with Section 5 of this Article.

**Section 2 – Authority and Responsibilities**

The general supervision, management, and direction of the ORGANIZATION shall be delegated exclusively to its Executive Board.

The Executive Board shall develop ORGANIZATION policy, select all standing and special committees, establish dues and authorize compensation for justifiable expenses, and make recommendations to the ORGANIZATION.

The Executive Board shall be subject to the orders of the ORGANIZATION, and none of its acts shall conflict with action taken by the ORGANIZATION.

All members of the Executive Board are eligible to vote on ORGANIZATION business.

The Executive Board shall be the authority in the interpretation of these Bylaws.

After ORGANIZATION elections, the incumbent Executive Board shall hold a joint meeting with the incoming Executive Board to prepare for a smooth transition.

**Section 3 – Meetings**

The Executive Board shall schedule periodic business meetings. Special meetings shall only be held upon the call of the President or a majority of the Executive Board, and shall be upon seven days written notice or electronic notification.

**Section 4 – Quorum**

A majority of the Executive Board shall constitute a quorum at Executive Board meetings.

**Section 5 – Student Director**

Each year the Executive Board may choose to, by two-thirds affirmative vote of the Executive Board, appoint a student from Sachem North High School as Student Director. The student is exempt from the membership qualifications and dues as established in Article III, and from the requirements of Article IV, but may vote at Executive Board meetings.

**ARTICLE VIII – COMMITTEES**

**Section 1 – Standing Committees**

The Executive Board shall establish and appoint committee chairmen and members for the following standing committees: Bylaws, Finance, Membership, Nominating, Publications, and Tellers.

All committee chairmen and members shall be members of the ORGANIZATION

Each committee chairman shall report on deliberations and progress made by the committee at the regular meetings of the ORGANIZATION.

Each committee chairman must maintain a complete file on all committee activities and prepare a final report to a designated Executive Board member. This report should include, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for the

ensuing fiscal year, and recommendations. The final report should be submitted to the Executive Board one month prior to the Annual Meeting and presented to the membership at the Annual Meeting.

### **Section 2 – Bylaws Committee**

It shall be the responsibility of the Bylaws Committee to be familiar with the ORGANIZATION Bylaws and the Certificate of Incorporation. The Bylaws Committee shall prepare amendments to the ORGANIZATION Bylaws in keeping with the objectives and purposes of the ORGANIZATION and as directed by the Executive Board.

All proposed amendments shall be submitted to the Bylaws Committee for review and preparation for publication prior to being submitted for ratification in accordance with Article X, Section 2.

The Bylaws Committee chairman shall report to the Recording Secretary.

### **Section 3 – Finance Committee**

It shall be the responsibility of the Finance Committee to:

Analyze the monthly financial statements as prepared by the Treasurer.

Review the current financial operations in relation to the budget.

In conjunction with the Treasurer, prepare a proposed annual budget for the next fiscal year and submit it to the Executive Board for approval prior to the April Executive Board meeting. The Fiscal year shall begin on June 1st and end on May 31st.

In conjunction with the Treasurer, make necessary adjustments in the proposed budget as required by the Executive Board and resubmit changes not later than the May Executive Board meeting.

Assure that all appropriate tax returns are filed with the Internal Revenue Service.

Review the annual report as prepared by the Treasurer and present an analysis at the first scheduled meeting of the Executive Board after the beginning of the fiscal year.

Audit the Treasurer's financial records at least once per year.

The Finance Committee chairman shall report to the Treasurer.

### **Section 4 – Membership Committee**

It shall be the responsibility of the Membership Committee to:

Develop, implement, and administer the ORGANIZATION's membership program.

Publicize the membership program to create better understanding and promote greater participation.

Develop and implement a plan to recruit and renew members.

Submit a report on the status of the membership program to the Executive Board.

Develop detailed action plans and strategies to promote participation by members.

Review member surveys and other data and make recommendations to the Executive Board for approval.

Verify applications and make certain that applications are complete.

Assist the Membership Secretary in maintaining membership records.

In conjunction with the Publications and Publicity Committee, develop and maintain a supply of membership promotion literature and applications.

The Membership Committee chairman shall report to the Membership Secretary.

### **Section 5 – Nominating Committee**

Nominations of officers shall be made by a Nominating Committee consisting of three voting members selected by the Executive Board. No member or officer standing for office shall be a member of the Nominating Committee. The Nominating Committee shall be appointed before the end of February. This committee is responsible for seeking and accepting qualified candidates for the coming year. It should endeavor to nominate two or more candidates for each office.

The Nominating Committee chairman shall report to the President.

### **Section 6 – Publications and Publicity Committee**

It shall be the responsibility of the Publications and Publicity Committee to produce, and distribute all ORGANIZATION publications, including, but not limited to, meeting notices, newsletters, rosters, web sites and special publications, and membership promotional literature. The Publications and Publicity Committee shall prepare press releases and other material, and arrange the appropriate publicity to promote the activities and meetings of the ORGANIZATION.

All publications and publicity material shall be reviewed by the Executive Board prior to being issued.

The Publications and Publicity Committee chairman shall report to the Corresponding Secretary.

**Section 7 – Teller Committee**

The Teller Committee shall consist of a minimum of three voting members selected by the Executive Board. It shall be the responsibility of the Teller Committee to provide the official ballot count on matters referred to the ORGANIZATION membership for vote.

The Teller Committee chairman shall report to the Recording Secretary.

**Section 8 – Special Committees**

The Executive Board shall establish and appoint committee chairmen and members of such special committees as necessary to carry on the work of the ORGANIZATION.

Special Committees may be formed by an approved motion of the membership or by approval of three members of the Executive Board.

Special Committees may be dissolved by an approved motion from the membership or by approval of three members of the Executive Board.

All committee chairmen and members shall be members of the ORGANIZATION

Each committee chairman shall report on deliberations and progress made by the committee at the regular meetings of the ORGANIZATION.

Each committee chairman must maintain a complete file on all committee activities and prepare a final report to a designated Executive Board member. This report should include, but is not limited to, committee activities, accomplishments, projects not completed, proposed budget requirements for the ensuing fiscal year, and recommendations. The final report should be submitted to the Executive Board one month prior to the Annual Meeting and presented to the membership at the Annual Meeting.

**ARTICLE IX – PARLIMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the ORGANIZATION in all cases in which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the ORGANIZATION may adopt.

**ARTICLE X – AMENDMENT OF THE BYLAWS**

**Section 1 – Ratification of the Bylaws**

These Bylaws shall become effective immediately upon ratification by two-thirds affirmative vote of the members present at any regular or special meeting of the ORGANIZATION, providing that the call for such meeting contains a notification of the intended ratification, and the proposed text of the Bylaws shall have been made available to the entire membership at least ten days before such meeting.

**Section 2 – Ratification of Amendments**

These Bylaws may be amended by two-thirds affirmative vote of the members present at any regular or special meeting of the ORGANIZATION, providing that the proposed text of the amendment has been previously submitted in writing and reviewed by the Bylaws Committee in accordance with Article VIII, Section 2, and the proposed text shall have been made available to the entire membership at least ten days before such meeting.