

**BYLAWS  
OF  
WEST END ASSOCIATION**

**ARTICLE 1: ORGANIZATION**

The name of the organization shall be the West End Association.

**ARTICLE 2: MISSION**

The mission of the West End Association shall be to help create and maintain a safe, friendly and family oriented neighborhood, filled with thriving businesses, convenient public transportation, attractive amenities and activities. We envision that people in the neighborhood will demonstrate their pride by taking responsibility for the ongoing care of their homes and businesses, the parks and river, and one another.

**ARTICLE 3: MEMBERSHIP**

Membership of this organization shall be open to all who have an interest in the West End neighborhood and the City of Bristol in general.

**ARTICLE 4: MEETINGS**

The monthly meeting of this organization shall be held on the second Wednesday of each month or any other regular meeting date as determined by the Board of Directors in the best interest of the organization and its members. If so deemed by the leadership body, not to meet in a particular month, such notice will be given to the general membership body. The Secretary shall be responsible for providing notice of time and location of meetings of this organization to the membership body, within seven days of the scheduled meeting.

Regular meetings of this organization shall be held at Riverside apartments or any other Bristol location as determined by the Board of Directors to be in the best interest of the organization and its members.

The presence of not less than 10 members of the association shall constitute a quorum and shall be necessary to conduct the business of this organization; but less than 10 members may adjourn the meeting for a period of not more than 1 month from the date scheduled by these By-Laws.

Special meetings of this organization may be called by the President/Vice-President when deemed necessary in the best interest of the organization. The membership body shall be notified of such meetings within seven days of the proposed special meeting. Along with such notification, the membership body will be informed of the topics that will be discussed at said meeting.

No other business but that specified in the notice may be transacted at such special meeting without the consent of all present at such meeting.

#### ARTICLE 5: VOTING

Only those members who have an active, paid membership shall be allowed to vote. Unpaid or expired memberships or individuals who aren't members of this organization will not be allowed to vote on any issue.

At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers, ballots shall be provided and there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot. All ballots for officers must be cast in person.

At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for election of officers and directors.

At all votes by ballot the chairperson of such meeting shall, prior to the commencement of balloting, appoint a committee of three who shall act as "Inspectors of Election" and who shall, at the conclusion of such balloting, certify in writing to the Chairperson the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

#### ARTICLE 6: ORDER OF BUSINESS

The Order of Business shall include a minimum of the following:

- Roll Call
- Reading of the Minutes of the preceding meeting
- Reports of Committees
- Reports of Officers
- Old and Unfinished Business
- New Business
- Adjournment

## ARTICLE 7: BOARD OF DIRECTORS

The business of this organization shall be managed by the 4 officers of the organization. The 4 officers shall also act as the Board of Directors of that organization. The officers of the organization must be members of the organization. The majority of the Board of Directors of the organization must be residents, business owners or employed in the West End in Bristol, Connecticut. The West End is bounded as described in the City of Bristol study dated June 29, 2011 (Amendment #1 to the Bristol 2000 Plan of Conservation and Development.

The officers nominated for the ensuing year shall be elected at the annual meeting of this organization by a majority of votes in attendance and shall serve for a term of two years. The annual meeting of the organization shall take place at the regularly scheduled January meeting. Nominations for officers will be made during the November monthly meeting preceding the annual meeting.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board or Directors shall only act in the name of the organization when it shall be regularly convened by its chairperson after due notice to all the directors of such meeting.

Three members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held regularly with a minimum of 4 meetings per annum.

Each director shall have one vote and such voting may not be done by proxy.

The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Officer vacancies shall be filled by a vote of the majority of members present at the monthly meeting 1 month prior to the office becoming vacant or the monthly meeting immediately after the office becomes vacant.

The President of the organization, by virtue of his or her office, shall be chairperson of the Board of Directors.

A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization.

## ARTICLE 8: OFFICERS

Officers shall be appointed/elected at the January annual meeting of members of the association.

The President or their designate shall preside at all membership meetings.

-He/She shall by virtue of his/her office be Chairperson of the Board of Directors.

-He/She shall present at each annual meeting of the organization an annual report of the work of the organization.

-He/She shall appoint all committees, temporary or permanent.

-He/She shall see that all books, reports and certificates required by law are properly kept or filed.

-He/She shall be one of the officers who may sign the checks or drafts of the organization.

-He/She shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The Vice-President shall in the event of absence or inability of the President to exercise his/her office become acting President of the organization with all the rights, privileges and powers as if he/she had been the duly elected President. He/She shall be one of the officers who may sign the checks or drafts of the organization.

The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by any statutes, federal or state.

-He/She shall give and serve all notices to members of this organization.

-He/She shall be the official custodian of the records and seal of this organization.

-He/She may be one of the officers required to sign the checks and drafts of the organization.

-He/She shall present to the membership at any meetings any communication addressed to him/her as Secretary of the organization.

-He/She shall attend to all correspondence of the organization and shall exercise all duties incident to the office of the secretary.

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. He/She shall cause to be deposited in an account in a regular business bank or trust company the funds to the organization.

At the discretion of the Board of Directors, it is their leisure if they choose to bond their Treasurer.

The Treasurer shall ensure that all checks are signed by 2 officers.

-He/She must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.

-He/She shall render monthly a verbal report of income, expenditures and bank balance at least quarterly a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting.

-He/She shall exercise all duties incident to the office of Treasurer.

Officers shall by virtue of their office be members of the Board of Directors.

No officer shall for reason of his office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director from receiving any compensation from the organization for duties other than as a director or officer.

#### ARTICLE 9: EXPENDITURES

The Board of Directors shall expend such funds which they in their discretion may determine to be necessary for the conduct of the business of the organization. Any expenditure in excess of \$200 must be approved by a majority vote of the membership at the monthly meeting.

#### ARTICLE 10: COMMITTEES

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be a period of two years or less if sooner terminated by the action of the Board of Directors.

As determined by Membership needs and desires committees may include:

-Membership-Business and Personal

-Blight-Research

-Events-Clean Up-Decorations and Branding

-Faith Based and Youth Organizations

-Public Relations-Neighborhood Watch

#### ARTICLE 11: DUES

The dues of this organization shall be per annum and shall be payable on the last Monday of January.

Classes of membership shall include:

-Individual membership

-Business membership

Membership dues levels shall be determined by a majority vote of the membership at the November regularly scheduled meeting.

#### ARTICLE 12: ACQUISITION AND DISPOSITION OF PROPERTY

The President and Treasurer, acting together, shall, under the control and direction of the Board of Directors, have the power to acquire property by grant, gift, purchase, demise, bequest, or other legal means, either absolutely or in trust, and to hold, mortgage, convey and dispose of such property, whether real, personal or mixed, either within or without the United States as the purpose of the Organization shall require, without limitation as to amount, location or value thereof. The Organization shall also have the power to accept and administer any trust of property (real, personal or mixed) wherever situated, for any purpose within the objects of the Organization. The Organization also shall have the power to build, purchase, lease, improve, enlarge, equip and maintain buildings and facilities necessary or appropriate for its works.

#### ARTICLE 13: DISSOLUTION

In any event of the dissolution of this organization or other termination of its activities, all of its assets shall be paid over or transferred to:

Any club or organization which shall have been recognized by the Internal Revenue Service as an exempt organization described in Section 501(c) of the Internal Revenue Code.

The above reference to Section 501(c) shall be interpreted to refer also to the corresponding section of the any Internal Revenue Code or other Revenue law hereafter in effect.

ARTICLE 14: FISCAL YEAR

The financial records of the Organization shall be kept on a calendar year basis.

ARTICLE 15: AMENDMENTS

The bylaws of the organization may be amended by a vote of two-thirds of all members at a meeting duly called and properly noticed.

Adopted at the \_\_\_\_\_ Membership Meeting of the West End Association  
\_\_\_\_\_, Secretary,