



EAST SIDE NEIGHBORS ASSOCIATION

**E. S. N. A.**

## **EAST SIDE NEIGHBORS ASSOCIATION BYLAWS**

### **BYLAWS HISTORY**

Adopted – June 10, 2009

Amended – June 1, 2010

Amended – June 10, 2015

Amended – October 9, 2019

## REVISION HISTORY

<i><b>Date</b></i>	<i><b>Author of Revision</b></i>	<i><b>Description of Change</b></i>
January 6, 2010	Curtis Hetrick	Updated 2010 officer names
February 9, 2011	Curtis Hetrick	Updated 2011 officer names
February 15, 2015	Curtis Hetrick	Updated 2015 officer names
October 9, 2019	Jeff Stuby	Updated officer names from 2016-2019, updated bylaws formatting, combined offices of Recording Secretary and Corresponding Secretary into office of Secretary, removed required agenda template, and made other minor wording and spelling changes

## OFFICER HISTORY

<i><b>Year</b></i>	<i><b>Office</b></i>	<i><b>Name</b></i>
2009	President	Roger Spitz
2009	Vice President	Curtis Hetrick
2009	Recording Secretary	Dean Reynosa
2009	Corresponding Secretary	Pam Bowman
2009	Treasurer	Karen Pittelli
2010	President	Curtis Hetrick
2010	Vice-president	Tim Keller
2010	Recording Secretary	Heather Reynosa
2010	Corresponding Secretary	Pam Bowman
2010	Treasurer	Karen Pittelli
2011	President	Curtis Hetrick
2011	Vice President	Denny Minnich
2011	Recording Secretary	Shari Minnich
2011	Corresponding Secretary	Pam Bowman
2011	Treasurer	Karen Pittelli
2012	President	Denny Minnich
2012	Vice President	Curtis Hetrick
2012	Recording Secretary	Shari Minnich and Laura Beaver
2012	Corresponding Secretary	Pam Bowman
2012	Treasurer	Karen Pittelli
2013	President	Denny Minnich
2013	Vice President	Curtis Hetrick
2013	Recording Secretary	Shari Minnich and Laura Beaver
2013	Corresponding Secretary	Pam Bowman

2013	Treasurer	Karen Pittelli
2014	President	Curtis Hetrick
2014	Vice President	Shari Minnich
2014	Recording Secretary	Pastor Tim Keller
2014	Corresponding Secretary	Pam Bowman
2014	Treasurer	Karen Pittelli
2015	President	Curtis Hetrick
2015	Vice President	Shari Minnich
2015	Recording Secretary	Pastor Tim Keller
2015	Corresponding Secretary	Pam Bowman
2015	Treasurer	Karen Pittelli
2016	President	Shari Minnich
2016	Vice President	Mel Beaver
2016	Secretary	Tim Keller
2016	Treasurer	Karen Pittelli
2017	President	Shari Minnich
2017	Vice President	Mel Beaver
2017	Secretary	Tim Keller
2017	Treasurer	Karen Pittelli
2018	President	Shari Minnich
2018	Vice President	Jeff Stuby
2018	Secretary	Tim Keller
2018	Treasurer	Karen Pittelli
2019	President	Jeff Stuby
2019	Vice President	Curtis Hetrick
2019	Secretary	Tim Keller
2019	Treasurer	Karen Pittelli

## **ARTICLE I ESTABLISHMENT**

**§1. Name.**--This organization shall be known as East Side Neighbors Association of Carlisle, Pennsylvania and shall be here after known as the Association.

**§2. Establishment.**--This Association is established and exists by virtue of the people wanting to have a more secure lifestyle, as well as, a safer and cleaner neighborhood.

**§3. Communication with borough.**--The Association will maintain open and continued communication with Carlisle Borough staff and officials regarding issues of public concerns and welfare.

**§4. Mission.**--The Association seeks to address local concerns, to provide information, and to unite and improve our neighborhood with the assistance of the Carlisle Police Department, Borough Council, and other Carlisle Borough departments and staff. The Association exists as a welcoming community organization focused on bettering our neighborhood by keeping it attractive, accessible, and safe.

**§5. Territory.**--The Association's territory and primary focus is generally defined as covering downtown Carlisle, east of Hanover Street.

## **ARTICLE II OBJECTIVE**

**§1. Objective.**--The objective of this Association is to bring about unity within our neighborhood, which includes though is not limited to:

- (a) Improving living conditions within our community;
- (b) Keeping and maintaining a safe, clean, and respectful community;
- (c) Assisting the Carlisle Borough Police Department by actively identifying and effectively communicating issues that directly impact the safety and welfare of our community.
- (d) Assisting the Carlisle Borough Codes Department by actively identifying and effectively communicating issues that directly impact the safety and welfare of our community; and
- (e) Assisting the Carlisle Borough Council when applicable and beneficial to our neighborhood.

**§2. Work of the association.**--This Association shall endeavor to accomplish the foregoing objectives by working together for the betterment of the community as a whole by:

(a) Providing continued communication regarding neighborhood issues (potential and current), proactive feedback, and progress status; and

(b) Welcoming new tenants to our neighborhood and encouraging their personal involvement as active members of the Association.

### **ARTICLE III HEADQUARTERS**

**§1. Headquarters.**--The headquarters and main office of this Association may be designated by its membership.

### **ARTICLE IV MEETINGS**

**§1. Accountability.**--All officers and committees of the Association are accountable to the membership of the Association and are subject to membership approval except as may otherwise be provided. No Association officer, committee member, member, or associate member shall act upon, or make an agreement or statements, or solicit in the name of the Association without first having the approval of the membership.

**§2. Monthly meetings.**--The Association shall hold monthly meetings at a time and place approved by the membership.

**§3. Special meetings.**--The President may call a special meeting of the Association. The President shall call a special meeting at the request of at least 10 members. All special meetings called for must be presented to the President. All members of the Association must be notified of the special meeting in a timely manner.

**§4. Quorum.**--A quorum of seven members must be present in-person at any regular or special meeting before any Association business may be voted upon.

**§6. Prohibition of alcohol.**--Alcoholic beverages will not be permitted at any Association meetings. Nor will the Association purchase or supply any alcohol at any Association sponsored events.

**§7. Conduct of meetings.**--The rules of order covered by these bylaws and all Association meetings shall be in accordance with Roberts Rule of Order.

## **ARTICLE V MEMBERS**

**§1. Members.**--A voting member of the Association is an individual who meets the following criteria:

- (a) Has a residence in the Borough of Carlisle between South Street and Route 11, and between Hanover Street and Spring Garden Road/Garrison Lane.
- (b) Has paid the membership dues of \$5.00 per household per year. Any person that deems this to be a hardship may apply to the Association for relief. After notification of all Association members, and by a majority vote at a meeting, the Association may increase, decrease, or suspend yearly dues. Anyone who joins the Association after October 31 and pays dues, shall be considered paid for the following year.
- (c) Has attended at least 3 meetings in the preceding 12 months.

**§2. Associate members.**--An associate member of the Association is an individual who wants to participate in Association meetings or activities, and who does not meet the requirements of membership. Associate members are not required to pay an initiation fee and are not eligible to vote.

## **ARTICLE VI OFFICERS**

**§1. Officers.**--The offices of this Association shall be President, Vice President, Secretary, and Treasurer. The creation or elimination of any office requires the approval of the membership.

**§2. Nominations and elections.**--Nominations for officers shall be held at the November meeting and held open until the December meeting. Then all officers shall be elected every year at the December meeting. Any officer may succeed himself or herself for re-election if duly nominated. No nominee shall be placed on the ballot unless they have signified their acceptance of the nomination either in-person or by written or electronic notification submitted to the meeting at which nominations are made. Only votes for candidates duly nominated and properly placed on the ballot shall be counted. There shall be no proxy, write-in, or sticker voting.

**§3. Eligibility.**--All members of the Association are permitted to cast their vote. There shall be one vote per member.

**§4. Term of office.**--All officers shall hold office until their successors are elected and installed. All officers shall be installed at the next meeting after the election. The

outgoing officers shall immediately turn over all papers, monies, rights, titles, chattels, books, records, property, and assets belonging to the Association to their successors.

**§5. Vacancies.**--In the event of a vacancy it shall be the duty of the President to select a replacement for the unexpired term. If the vacancy is in the office of the President, the Vice President shall assume that duty for the unexpired term.

**§6. Duties of the president.**--The President shall preside at all meetings of the Association and shall rule on all questions of law and order at such meetings. In addition, the President shall:

- (a) Enforce the provisions of these bylaws;
- (b) Serve as an ex-officio member of all special and standing committees and shall appoint such committees as are not otherwise provided herein;
- (c) Possess the authority to inspect the books and records of the financial secretary; and
- (d) Cast a ballot only in case of a tie vote.

**§7. Duties of the vice president.**--The Vice President shall assist the President in the performance of his or her duties and shall act for the President in his or her absence. In the case of a vacancy in the office of President, the Vice President shall assume the office of President for the unexpired term.

**§8. Duties of the secretary.**--The Secretary shall keep correct minutes of all meetings and shall ensure all minutes are approved by the membership. In addition, the Secretary shall receive all communications to the Association and bring them to the attention of the membership and the appropriate officer(s).

**§9. Duties of the treasurer.**--The Treasurer shall receive all monies due to the Association, shall keep true and accurate accounts of all transactions, shall deposit said monies in the proper bank approved by the Association, and shall make monthly reports to be read to the membership at the monthly meetings for approval. All bills shall be paid by check, and all checks on behalf of the Association shall have the signatures of at least two officers. All monies spent on behalf of the Association must have the approval of the membership before any action can be taken.

## **ARTICLE VII COMMITTEES**

**§1. Committee appointments.**--All committees shall be appointed by the President of the Association to serve at his or her pleasure.

**§2. Compensation.**--Committee members shall serve without compensation unless otherwise directed by the Association membership or as stated in these bylaws.

## **ARTICLE VIII CONDUCT OF ELECTIONS**

**§1. Election of officers.**--The election of officers shall be conducted at an Association meeting as described under Article VI, Section 2 of these bylaws and shall be held by a count of hands or by secret ballot with the method being agreed upon before voting is commenced. The nominee with the most votes is the declared winner. Any nominee has the right to observe the counting of the ballots, but shall not participate in said count. It is the duty of all Association members to respect the rights of the majority of votes cast.

**§2. Tie votes.**--In case of a tie vote it shall be the duty of the President to cast the ballot to break the tie.

**§3. Slate of candidates.**--Should a slate of candidates run uncontested for the offices up for election, members may hold one election for all offices.

## **ARTICLE IX BYLAWS ADOPTION AND AMENDMENTS**

**§1. Ratification.**--These bylaws shall become effective when ratified by a majority of members present at an Association meeting.

**§2. Amendment.**--These bylaws may be amended by a majority of Association members present at an Association meeting and shall be reviewed by the Association every five years.