

**BYLAWS OF THE
OUTER COMSTOCK NEIGHBORHOOD ASSOCIATION, INC.¹**

ARTICLE 1: NAME

The name of the Association shall be the "Outer Comstock Neighborhood Association, Inc." (OCNA).

ARTICLE 2: PURPOSES

1. Promote and preserve a neighborhood environment which is pleasant, attractive, safe, healthy, and otherwise conducive to the well being of the residents.
2. Maintain the single-family residential character of the neighborhood where it exists.
3. Encourage residents to support and participate in affairs affecting the neighborhood.
4. Communicate neighborhood concerns to city and county officials.
5. Strive to obtain a fair share of beneficial neighborhood public works and beautification projects.

ARTICLE 3: BOUNDARIES

The geographic boundaries of OCNA are defined by:

- NORTH: E. Colvin Street (south side)
EAST: Skytop property (west side)
SOUTH: Ainsley Drive
WEST: Conrail tracks - E. Brighton Avenue (east side)

ARTICLE 4: DISTRICTS

There are nine districts within the boundaries of OCNA, the names and boundaries are listed below. The purpose of the districts is to facilitate the operation of the Association. If a street is the border between two districts the residences on both sides of the dividing street shall be assigned to one of the districts. The assignment will be indicated by (+) or (-).

- DIANA: Jamesville (+) - Jean - Diana - Thayer (+)
TEJAH: Roe - Tejah - Jamesville (-) - Thayer (+)
HOLMES: Roe - Thayer (-) - Comstock (-) - Thurber (-)
BUTLER: Comstock (+) - Thayer (-) - Jamesville (+) - Thurber (+)
N. GOODRICH: Comstock (+) - Thurber (+) - Goodrich - E. Colvin
RUTH: Harriette (+) - Vincent (-) - Jamesville (+) - E. Colvin
VINCENT: Comstock (-) - Thurber (-) - Jamesville (+) - Vincent (+)
MOORE: Moore (+ with Michael Circle) - Smith Lane (-) - Berwin (+) - E. Colvin
ALDEN: Jamesville (-) - Thurber (+) - E. Brighton - Smith Lane (+)

ARTICLE 5: MEMBERSHIP

Sec.1. Eligibility (voting):

- a. Own property within OCNA boundaries and reside therein *or* have resided within OCNA boundaries for more than one year.
- b. Be over 18 years of age.

Sec.2. Eligibility (non-voting):

- a. Individuals not residing within the boundaries of OCNA, but having an interest in the neighborhood may become members with Board Approval.

Sec.3. Conditions:

- a. Completion of membership application.

¹As of Nov 22, 1998

- b. Payment of dues, except when waived by the Board under special circumstances.
- c. Agreement to abide by OCNA bylaws.
- d. Not more than two people from each household shall be eligible for voting membership, except with Board approval.

Sec. 4. Membership Year

- A. The Association will function on a calendar year basis for fiscal and membership purposes.

ARTICLE 6: BOARD OF DIRECTORS (Board)

Sec. 1. Qualifications: A member of the Board must be a member of OCNA in good standing.

Sec. 2. Number and distribution:

- a. There shall be a maximum of 20 members of the Board. At least one directorship shall be reserved for a resident of each of the nine OCNA districts.
- b. Twelve members of the Board shall be elected by the membership. Others may be appointed by the Board. Appointment shall be done with the aim of (i) obtaining district representation and (ii) having committee and task force chairpersons on the Board.

Sec. 3. Any vacancy on the Board of Directors may be filled until the next election by a majority vote of the remaining members of the Board. The Board may remove Officers or Director for cause by a two-thirds vote of all members of the Board. Missing three consecutive regular Board meetings without an excuse acceptable to the Board, shall constitute a resignation.

Sec. 4. Powers and Duties: The Board of Directors shall have full control of the policies, activities, and assets of the Association in accordance with the Bylaws.

Sec. 5. Board Meetings: The Board shall meet at least quarterly at a time determined by the Board. Special Board meetings may be called by the President or by five members of the Board. At least three days notification shall be given.

Sec. 6. Quorum: Fifty percent of members of the Board shall constitute a quorum.

Sec. 7. The term of office of elected Board members shall begin at the annual meeting at which they are elected and extend until the election at the annual meeting, two years hence. Appointed Board members shall serve until the election at the next annual meeting.

ARTICLE 7: OFFICERS

Sec. 1. The Officers shall consist of President, Vice President, Recording Secretary, and Treasurer.

Sec. 2. The Officers shall be selected by the Board from among its members at the first meeting of the Board after the Annual Meeting.

Sec. 3. The President is the chief executive officer of the organization and shall:

- a. Preside at all meetings of the Association and the Board of the Directors.
- b. Appoint committee and task force chairpersons, subject to Board approval.

Sec. 4. The Vice President shall assist the President in discharging his (her) duties and in his (her) absence act in his (her) stead.

Sec. 5. The Recording Secretary shall keep minutes at general meetings, Board meetings and executive committee meetings. He (she) shall keep records of the organization.

Sec. 6. The Treasurer shall keep the financial records of the organization and shall handle dues, deposits, and expenditures. He (she) shall report the financial status of the organization at Board meetings and general meetings. The financial institution where funds are kept and type of account(s) shall be subject to Board approval. Disbursements above seventy five dollars shall require Board approval.

ARTICLE 8: ELECTIONS

Sec. 1. Elections of members of the Board of Directors shall take place at the Annual Meeting.

Sec. 2. The voting shall be by secret ballot with each member in good standing having one vote.

Sec. 3. Quorum: To constitute a valid election a quorum shall be 15 percent of the membership.

Sec. 4. A nominating committee of three persons shall be appointed by the Board.

ARTICLE 9: CHANGING BYLAWS

- Sec.1. The Bylaws may be amended by a two-thirds vote of the membership present at any general meeting or special meeting. Written notice must be given to members at least 14 days prior to the meeting.
- Sec.2. Any member who wishes to make a change in the bylaws can submit the proposed change to the Board with signatures of at least twenty members. The proposed change will be published in a newsletter or notice and delivered by hand or by mail. The proposed changes will be voted on at a general meeting or by mailed-in ballot, at the discretion of the Board.

ARTICLE 10: COMMITTEES

- Sec.1. The Board shall establish standing committees to help carry out the aims of the organization.
- Sec.2. Task forces may be set up to address specific problems.

ARTICLE 11: EXECUTIVE COMMITTEE

- Sec.1. The Executive Committee shall consist of the Officers of the organization.
- Sec.2. The Executive Committee may take actions on behalf of the organization when the full Board cannot respond in a timely fashion.
- Sec.3. All actions of the Executive Committee must be reported to the Board at or before the next Board meeting.

ARTICLE 12: GENERAL MEETINGS

- Sec.1. The Annual Meeting shall be held in a suitable place designated by the Board of Directors in the Fall before Thanksgiving. Written notification of the time and place for the meeting shall be given to all members by mail or personal delivery at least two weeks before the meeting.
- Sec.2. Other general meetings may be arranged as required. At least one week notification shall be given to members.
- Sec.3. Emergency general meetings of OCNA may be called by the President. At least three days notification of these special meetings shall be given to members.

ARTICLE 13: COMMITTING THE ASSOCIATION

- Sec.1. OCNA will not be committed by any statement of any Officer, Director, or member, unless authorized by the Board of Directors or the Executive Committee.

ARTICLE 14: DISSOLUTION

- Sec.1. In the event of dissolution, all the remaining assets and property of the Association shall, after necessary expenses thereof, be expended for the benefit of the neighborhood according to a determination of a majority of the Board.