

**Preface:**

**The purpose of developing and having approved by-laws is to ensure that all members and officers of the ESCA are operating under the same set of rules. Our goal as a civic association is to foster a strong sense of community and to keep all of our residents informed of neighborhood activities and concerns both in our neighborhood and in Cherry Hill.**

**All ESCA events are open to any resident of our neighborhood; whether or not you are a member. But by becoming a member and paying your annual dues, you are supporting the activities sponsored by the Association. Members are encouraged to attend our general meetings and to voice concerns and comments to the Executive Board at any time.**

**The Erlton South Civic Association By-Laws  
To Be Voted on at General Meeting 10-13-09**

Article I – Name

The name of this organization shall be “Erlton South Civic Association” hereinafter referred to as the “Association.”

Article II – Objectives

Section 1. The objectives and purpose of this Association shall be as follows:

- A. To present an organized voice in decisions affecting our community.
- B. To enhance and protect the quality of life, environment and integrity of our local community and Cherry Hill.
- C. To encourage civic pride and mutual support in our community.
- D. To promote selected community social and recreational activities as desired by the Association membership.

Article III – Nature

Section 1.

- A. This organization shall be non-partisan and non-sectarian.
- B. No member or group of members shall use the name of this Association to promote the candidacy of any person, group or political party.

Article IV – Membership

Section 1. Any adult who resides in the Erlton South neighborhood; the area bounded by Rt. 70, Grove St. Park Boulevard and Park Drive, in Cherry Hill Township, Camden County, NJ, shall be eligible for membership and shall become a member of the Association when dues have been paid as outlined in Article VII, Section 2.

Section 2. Membership entitles residents to participate in any voting conducted by the Association. All members of the Executive Board and Officers must be members in good standing.

## Article V – Officers and Committees

- Section 1. The Executive Board of this Association shall be as follows: President, Vice President, Secretary, and Treasurer. The seniority of the Board shall be in the order listed herein.
- Section 2. The President shall preside at all meetings and shall have general supervision and direction of all affairs. The President shall appoint or ratify chairpersons of all committees.
- Section 3. The Vice President shall perform the duties of the President in his/her absence, or because of his/her disability.
- Section 4. The Secretary shall keep and present the correct minutes of each meeting, take charge of all external correspondence relating to the Association and issue all general notices.
- Section 5. It shall be the duty of the Treasurer to collect and receive all money and deposit to the credit of the Association in the bank. The Treasurer shall pay all bills as directed, shall render statement of accounts to the Association at their General Meetings and make available the books for reconciliation.
- Section 6. All resignations of officers shall be forwarded, in writing, to the Secretary of the Association.
- Section 7. In the event of the resignation or death of any officer, the President shall appoint a temporary successor to fill any such vacancy until the election can be held and ratified by the Executive Board. In the event of the resignation or death of the President, the Vice President shall assume the role of President and appoint a Vice President until the election can be held and ratified by the Executive Board.
- Section 8. Any officer or committee chairperson may be removed by the Association membership at any General or Special Meeting, as defined in Article VI. Such notification of a “Request for Removal” must be forwarded to an officer either in writing or in person. Prior to a removal meeting (defined below) the executive board will convene a “special Board meeting” with the member or members initiating the complaint. The officer or committee chairperson in question will not be invited to the subject meeting, but will be advised. A separate Board meeting will then be held to establish the validity of the complaint and move toward the notification for a “Special Meeting”. If the Board deems the complaint “not relevant”, no action will be taken officially other than to notify that the complaining member/members that their complaint has been considered and corrective actions will be taken. If the Board considers the complaint relevant the removal action should be specifically included as part of the notification of the meeting (Article VI, Section 4 and 5). A two-thirds vote of the membership attending (including the Board) said meeting is necessary to effect such removal.
- Section 9. Every member of the Association in good standing shall be eligible to hold office in said Association, including all past officers of any year.

- Section 10. Committees shall be appointed by the President and approved by the Executive Board and recognized at the General, Special or Executive Board Meetings. They may be comprised of any number of members.
- Section 11. Committees function as representatives of the entire Association, with the guidance of the Executive Board only.
- Section 12. Committees will be considered disbanded unless specifically continued at the Annual Meeting.

#### Article VI – Meetings

- Section 1. At least one General Meeting of the Association shall be held each year. Board members shall meet at least once each quarter.
- Section 2. General Meetings shall be scheduled by the Executive Board. The Annual Meeting, held once per year, shall be a General Meeting with elections.
- Section 3. Special meetings may be called by the President or the Vice President. The Secretary shall call a Special Meeting upon the written request of ten members in good standing. Such meeting will be convened on a day not more than twenty (20) days after the date of the request.
- Section 4. A notice of the General Meeting and Annual Meeting shall be featured in the Association newsletter and delivered to each resident of Erlton South. This notice shall include the day, hour, place of the meeting and subjects to be considered. Notice of these meetings will be posted on the ESCA website and on the information boards located in the neighborhood.
- Section 5. An electronic or written notice of Special Meetings shall be issued to each member in good standing. Such notice shall state the day, hour, place of the meeting and subjects to be considered. The notice shall be issued not less than three days prior to the date of the meeting.
- Section 6. Executive meetings of the Board shall be scheduled by the officers. All board members must be notified of the meeting. Notifications will be via email or by phone. Written notice of Executive Meetings is not required.

#### Article VII – Finances and Dues

- Section 1. Fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each calendar year. Notices to collect membership renewals will appear in the fall and winter newsletters to give residents ample time to submit membership dues.
- Section 2. Annual membership dues shall be due to the Association no later than the beginning of each fiscal year. (January 1<sup>st</sup>)
- Section 3. Checks drawn on any deposit account of the Association shall be signed by the President or Treasurer.
- Section 4. The President shall appoint two board members who shall reconcile the accounts of the Treasurer at least once during the fiscal year and as deemed necessary by the members or Executive Board.
- Section 5. In the event of a turnover in the office of the Treasurer due to election or death of the Treasurer; the accounts will be reconciled prior to the new Treasurer taking over this position.

Section 6. The annual dues shall be set by the General Membership at the Annual Meeting.

#### Article VIII – Elections

Section 1. The Board shall nominate new or current officers prior to the Annual Meeting. In addition, nominations from the floor for officers will be accepted during the Annual Meeting providing the nominee is a member in good standing.

Section 2. The nominations of candidates for officers shall be announced at the Annual Meeting.

Section 3. Each officer shall be elected for a term to last to the next Annual Meeting.

Section 4. The candidate receiving a majority (greater than 50%) of the votes for the particular office shall be elected to the office for which he/she is a candidate. If no candidate receives a majority of the votes, a run-off election will take place between the top two vote getters. Ties will be resolved by a coin toss.

#### Article IX – Public Positions

Section 1. The senior Board Member available shall present the views of the Association in any non-Association forum, or he/she may designate a spokesperson.

Section 2. The senior Board Member or spokesperson, hereinafter designated “Spokesperson”, shall not present as the view of the Association any position inconsistent with the Objectives (Article II) and Nature (Article III) of the Association.

Section 3. The Association is permitted to disavow any misrepresentations of its positions.

#### Article X – Amendments and Resolutions

Section 1. These By-Laws may be amended at any General or Special Meeting by a majority vote of at least 20 members in good standing present upon prior written notification.

Section 2. Resolutions may be adopted, modified or deleted at any General or Special Meeting by a majority vote of at least 20 members in good standing present upon prior written notification, provided that such Resolutions are not in conflict with the By-Laws of the Association.

Section 3. The Secretary shall be responsible for attaching all Resolutions to the By-Laws, where they will remain in effect until modified or deleted.

Section 4. The Secretary shall review all current Resolutions at the Annual Meeting. Those not specifically continued will no longer be in effect.