

## TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
--	Table of Contents	1
I	History	2-3
II	Objective	4
III	Boundaries	4
IV	Basic Policies	4
V	Membership	5
VI	Officers	6
VII	Duties of Officers	7
VIII	Officer Position Description	8-13
IX	Meetings	14-15
X	Committees	16
XI	Finance	16
XII	Parliamentary	17
XIII	Collaborations/Certification of Bylaws	17-18

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

### ARTICLE 1 – HISTORY

The Eastside Neighborhood Association (hereinafter, the “Association”) was established on October 30, 1975 by Mrs. Gladys Gilliam, Mrs. Hilda Brown, Mrs. Rosie L. Miles, Mr. Ernest Hawkes, Mrs. Knight, and Rev. Calvin English.

Rev. English was the first elected President. He served faithfully until his death. During this time, the Association was working toward a better neighborhood in which to live. The Association started with a few members. By the time the Association had its second meeting, more members were involved. During this meeting, there were enough members to elect officers.

*To whom it may concern:*

*In this letter you will find the history of how I, Gladys Gilliam, found the Eastside Neighborhood Association.*

*Due to issues with children that were not a part of the neighborhood destroying the residential property, I, Gladys Gilliam, sought advice from the Baltimore City Police Department Major of the Eastern District. Per the Major, he suggested that a neighborhood club be started. In order to start the club a certain amount of residents needed to sign a petition. I drafted a petition and together with my two small kids we scoured the neighborhood and obtained double the amount of signatures needed for the petition.*

*The petition was sent to the Major and we received approval to start the neighborhood club. The first meeting was held at my neighbor[s] house, Mrs. Tillman. There were six residents in attendance and from there we grew and Rev. English became the President and Mrs. Tillman[s] youngest daughter wrote the minutes. The next meeting was held at my (Gladys Gilliam) house and the association would rotate from different neighbor[s] homes to accommodate the meetings. Eventually, the meeting moved to the church Good [Tidings]. Once Mr. English passed the meetings was moved to school #85 and Mr. Ernest Hawk became President. After another lady (I do not recall her name) became President and fell ill, Mrs. Green took over the Presidents roles, Mrs. Harris became secretary and Ms. Boswell became Treasurer. While Mrs. Green was President, we decided to bring in Mr. McCoy as President to help attract the younger residents to attend. Mr. McCoy left and Mrs. Giles took over the President[s] role when Mrs. Green passed. Mrs. Giles maintained that role until her death. I do not recall specific names of the members but from what I can recollect, the members were Gladys Gilliam, Ms. Miles, Ms. Brown, Mr. and Mrs. Suber, Virginia Monroe, and her neighbor Anne, Mrs. Knight, Mrs. Harris, Boswell, Hattie, Mr. Anderson, and Christine Butler.*

*Submitted by Gladys Gilliam  
November 9, 2017*

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

I, Richard McCoy was elected president of the organization in 1981 and served two years until 1983. I assumed the position from Mrs. Rosalee Miles (now deceased). Upon completion of my term the next president elected was Mrs. Gloria Greene (now deceased). Mrs. Greene had some health issues and Mr. Gerald Artis became the president. He did not complete his term and like Mrs. Gilliam stated was brought in in hopes of increasing the membership with younger residents of Berea. Mr. Artis is still a resident of Berea and better describe his service as president. I do know that Mrs. Greene did resume as president until her death and that Mrs. Zatella Giles served afterwards. Many of the current members may have a better idea of the exact timeline for Mrs Greene's and Giles years of service. Julius Henson was elected president after Mrs. Giles.

Submitted by Richard McCoy  
December 3, 2017

### Original Boundaries

The boundaries covered by the interests of the Association shall be the north side of Biddle Street to the north side of the Federal Street area, the west side of Edison Highway to the east side of the Lakewood Avenue area.

### Original Purpose

1. To protect, by whatever means necessary, the property represented by the Association. To safeguard the said territory from all undesirable elements internal and/or external encroachments.
2. To raise the standards of home life and secure adequate laws for the care and protection of children and citizens in general.

### Original Officers

- President
- Vice President
- Recording Secretary
- Financial Secretary
- Corresponding Secretary
- Treasurer
- Chaplain
- Sergeant-at-Arms
- Business Manager

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

box 000,001/2 survey 11, as 1, 2018

### ARTICLE II – OBJECTIVE

A vote was taken for the official name of the Association. The committee has suggested two names for members to vote on:

- Eastside Berea Neighborhood Association
- Berea Eastside Neighborhood Association

The name Berea Eastside Neighborhood Association was adopted in March, 2013.

The Association is a non-political, non-profitable and non-discriminatory organization. Its ultimate objective is to protect and improve the quality of life within the neighborhood.

At a special call meeting of the Association on January 29, 2018, the organization overwhelmingly voted to change its name once again to Fort Worthington Neighborhood Association, Inc. The Association again voted to change its name to **Berea Neighborhood Community Association, Inc. on October 28, 2024.**

### ARTICLE III – BOUNDARIES

Berea Neighborhood Community Association, Inc. is a neighborhood in the Eastern District of Baltimore City. Its boundaries are the north side of Biddle Street to the north side of the Federal Street area, the west side of Edison Highway to the east side of Milton Avenue.

### ARTICLE IV – BASIC POLICIES

1. The Association may work in conjunction with other organizations as well as individuals residing outside of the geographical boundaries of the Association who are active in the neighborhood's welfare, but no representative of the Association shall make binding commitments without the approval of the Association.
2. In the event of dissolution of the Association, the assets shall be turned over to a charitable organization to be voted on and approved by the members.
3. The Association shall indemnify and hold harmless officers and members of the Association from and against all allegations, claims, actions, suits, demands, liabilities, obligations, losses, settlements, judgements, costs, and expenses (including without limitation attorney fees and costs) which arise out of, relate to or result from any action or omission of the Association.
4. The officers and members shall serve without compensation for their services as officers or members. Upon pre-approval of the Executive Board, officers and members may be reimbursed for expenses incurred on behalf of the Association.
5. Officers and members shall be selected in a non-discriminatory manner with respect to age, sex, race, color, national origin or ancestry, sexual orientation, gender identity or expression, disability, socio-economic status, and political or religious opinion or affiliation.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

### ARTICLE V – MEMBERSHIP

#### Section 1

##### **A. General Membership**

Membership is open to residents 18 years of age and older who reside or own property or a business within its boundaries. Also, membership is extended to anyone residing outside of the geographical boundaries of the community who is willing to work towards improvements to the health, well-being, and functioning of this community and be willing to work in accordance to the Associations vision and Bylaws.

##### **B. Member in Good Standing – Based on Service**

Individuals with a common interest in the community who are willing to work towards the objectives of the Association, willing to uphold its policies, subscribe to its Bylaws-and take part in some activity or committee will be considered members in good standing.

The Association understands that there may be special circumstances that restrict some residents from attending some meetings and/or volunteering to participate in some activities. In an effort to be inclusive of all that want to participate in some way, the President will consider each request for exemption individually. Requests must be presented at the monthly open Board meetings.

#### Section 2

##### **Term**

The term of membership in the Berea Neighborhood Association, Inc. shall coincide with the Fiscal calendar year (January-December).

#### Section 3

##### **New Members**

New members may join at any time during the year

New members are expected to actively participate. Upon joining the Association, members will be given a list of current projects/committees and asked to select which project/committee he/she would be most interested in taking part in and can expect to be contacted with information.

#### Section 4

##### **Rights and Benefits**

Members will be recognized by the presiding officer at general and open Executive Board meetings to speak. During general meetings, only members will be given the opportunity to be recognized by the presiding officer, initiate or second motions and raise questions and vote.

During open Executive Board meetings, members will be recognized by the presiding officer to present ideas, ask questions, or comment only (non-voting).

Membership shall entitle members to participate in programs of the Association. Members will be eligible to vote for all officers of the Association. Members shall be entitled to adopt and amend these Bylaws, and vote on those issues referred by the Executive Board for a membership vote.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

Members in Good Standing will be eligible to run for office.

### **ARTICLE VI – OFFICERS**

#### **Section 1      Number**

There shall be the following officers: President, Vice President, Business Manager, Secretary, Treasurer, Parliamentarian, and Sergeant-at-Arms

#### **Section 2      Term of Office**

The officers of this Association shall serve for a term of (2) years but may serve another (2) year term if voted in by a majority of the vote. No member shall be eligible to serve (3) consecutive terms in the same office.

#### **Section 3      Voting**

Officers may be elected by a majority vote in the month of November.

#### **Section 4      Duties**

In-coming new officers shall assume the duties of that office beginning at the annual meeting in January of the new fiscal year.

#### **Section 5      Vacancy**

If a vacancy occurs in the office of the President, the Vice President shall serve the remainder of the term until the scheduled election in November. Replacements of any other officer shall be by special election by the majority of the voting members upon notice of such election having been given.

#### **Section 6      Resignation**

An officer may resign without cause only by submitting a written letter of resignation to the President. If the resigning officer is the President, notice must be submitted to the Executive Board. All resignations shall be noted in the next minutes at the Board meeting following the resignation.

#### **Section 7      Removal of Officer**

Any officer may be removed by a vote of “no confidence” as determined by a majority vote of the Executive Board to be presented to the body for a final vote. The voting membership will be contacted and notified of a special meeting to vote for the removal of an officer at least two (2) weeks in advance. This election meeting will only be open to members.

# BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

## ARTICLE V11 – DUTIES OF OFFICERS

Section 1      **Role of the President**  
The President shall preside at all meetings of the Association and shall perform such duties as may be prescribed in the Bylaws. In the absence of the President, Vice President shall preside over all meetings.

Section 2      **Role of the Vice President**  
The Vice President shall act as an aide to the President and in the absence of the President, the Vice-President shall assume all duties delegated to the President.

Section 3      **Role of the Business Manager**  
The Business Manager shall preside at all meetings of the Association in the absence of the President and Vice President, is involved in planning and management, and shall perform such duties as prescribed in the Bylaws.

Section 4      **Role of the Secretary**  

- Keep accurate records and minutes of all meetings of the Association.
- Make available copies of the minutes of the previous meetings and make a report to the body during each meeting.
- Make available all notices of meetings to the membership and to those persons entitled to vote at such meetings.
- Maintain the minutes book of the Association and a current listing of addresses and telephone numbers (including email) of the membership and Executive Board members and make such a roster available at all meetings where votes are taken.

Section 5      **Role of the Treasurer**  

- Receive all monies on behalf of the Association.
- Keep an accurate record of receipts and expenditures.
- Pay out funds as authorized by the Association.

Section 6      **Role of the Parliamentarian**  

- Advises on the rules of order and the proper procedure for all meetings.
- Shall assist the Association in the interpretation of all Bylaws and rules of order, and the planning and conduct of each meeting.

Section 7      **Role of the Sergeant-of -Arms**  

- Will help maintain an orderly, dignified and effective Association meeting by being constantly alert to prevent any occurrences that may cause a disruption of the meeting.
- Responsible for the physical arrangements of meetings to ensure that furniture and equipment are in place for the meeting.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

### ARTICLE VIII – OFFICER POSITION DESCRIPTION

#### **Section 1      PRESIDENT**

##### **Summary**

To provide leadership and direction to the membership, Executive Committee and all committees of the Association by ensuring that all officers and committee members understand and exercise their responsibilities with regard to the management of the organization's programs and finances and to hold the office of President to the highest standards in this regard as well.

The President is to ensure transparency and accountability in all matters concerning the Association. The President understands that the position has a responsibility to the organization of ensuring that all concerns of the Association are addressed in decency and order so that the objective (as stated in these Bylaws) can be met through a democratic process that carries out the will of the members from a majority vote.

##### **Duties and Responsibilities**

- Act as principle executive officer of the Association.
- Be responsible for all fundraising efforts, works closely with the Vice President and Business Manager.
- Prepares agendas with the Vice President for membership meetings upon the approval of the Executive Board and announces before the assembly the prescribed order of business.
- Prepares the agenda for Executive Board meetings with the Vice President and announces before the Board the prescribed order of business.
- Presides over all regular and special membership meetings, opening and closing meetings at the proper time.
- Presides over all regular and Executive Committee meetings.
- Rules on petitions from individuals for exemptions in order to establish membership.
- Recognizes all members who are entitled to the floor.
- Remains impartial in any debate unless the motion refers only to the presiding officer in a capacity not shared in common with other members, or that commends or censures him/her with others, the President will turn the chair over to the Vice President during the assembly's consideration of that motion if the President wishes to take part in the debate.
- To state and put to vote all questions that legitimately comes before the assembly as motions or that otherwise arise in the course of proceedings. To rule out of order as appropriate.
- To protect the organization from obviously dilatory motion or motions designed to cause delay by refusing to recognize them.
- To enforce rules of debate, rules only on points of order, responds to questions of parliamentarian procedure.
- Responds to questions of factual information pertaining to the business of the Association.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- Sign, with other officer (for a total of 2) Association and legal documents after majority vote of the Association.
- Act as principal spokesperson for the Association.

### Qualifications

- Member in good standing.
- Well versed in parliamentary law.
- Thoroughly familiar with the Bylaws and any other rules of the organization.
- Excellent communication skills in oral and written self-expression.
- Proven leadership ability by promoting peace within the Association giving space to those members to contribute their talents and abilities towards the Association's objective as stated in the Bylaws.
- Knowledge of and skills in planning community organization management.
- Commitment to the purpose and programs of the organization, and knowledge of current organizational activities and procedures.
- Ability to work in a team and, where appropriate, to delegate responsibility.
- Knowledge of issues, community and constituencies.
- Is pleasant and patient in the performance of duty.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact and common sense.

## Section 2 VICE PRESIDENT

### Summary

To ensure continuity in the leadership of the Association by supporting and assisting the President as well as performing the duties of the President if the President is unable to do so or is absent.

The Vice President is to ensure transparency and accountability in all matters concerning the Association.

### Duties and Responsibilities

- Presides over membership meetings in the absence of the President.
- Presides over Executive Committee meetings in the absence of the President.
- Supports the current President.
- Becomes oriented to all duties and responsibilities of the President.
- Attend and participate in Executive Committee meetings.
- Perform other duties as assigned by the President.
- Supports the current President and has a good and open relationship with the President.
- Member in good standing.
- Well versed in parliamentary law.
- Thoroughly familiar with the Bylaws and any other rules of the organization.
- Experienced fundraiser.
- Excellent communication skills in oral and written self-expression.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- Proven leadership ability by promoting peace within the Association giving space to those members to contribute their talents and abilities toward the Association's objective as stated in the Bylaws.
- Commitment to the purpose and programs of the organization, and knowledge of current organizational activities and procedures.
- Ability to work in a team and, where appropriate, to delegate responsibility.
- Knowledge of issues, community and constituencies.
- Ability to integrate vision with reality.
- Attends and participates in Executive Board meetings as a member of the Board.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact ad common sense.

### Section 3 BUSINESS MANAGER

#### Summary

Leadership position that works closely with the President, Vice President, Executive Board, Committee Chairpersons to strategize, fundraise and overseas all programs to ensure efficiency in achieving the Associations goals.

#### Duties and Responsibilities

- Presides over membership meetings in the absence of the President & Vice President.
- Presides over Executive Committee meetings in the absence of the President and Vice President.
- Supports the current leadership.
- Becomes oriented to all duties and responsibilities of the leadership.
- Attend and participate in Executive Committee meetings.
- Oversees and is the lead on all projects in collaboration with any outside organizations on behalf of the Association including assigning the budget. May assign an officer or member to assist in that effort.
- Crafting, and implementing all events that advance the goals of the organization including assigning the budget.
- Supervise standing committee chairpersons.
- Fulfills committees with agreed upon deadlines.
- Ensures Committee follow-through on all assigned tasks.
- Perform other duties as assigned by the President.
- Supports the current President and has a good and open relationship with the President.

#### Qualifications

- Member in good standing.
- Strong leadership qualities, the ability to motivate and inspire, the ability to make strategic decisions and navigate organizational challenges.
- Well versed in parliamentary law.
- Thoroughly familiar with the Bylaws and any other rules of the organization.
- A good grasp of financial concepts.
- Excellent communication skills in oral and written self-expression.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- Commitment to the purpose and programs of the organization, and knowledge of current organizational activities and procedures.
- Ability to work in a team and, where appropriate, to delegate responsibility.
- Knowledge of issues, community and constituencies.
- Ability to integrate vision with reality.
- Ability to adapt to circumstances and pivot strategies as needed.
- Attends and participates in Executive Board meetings as a member of the Board.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact ad common sense.

### Section 4

#### SECRETARY

##### Summary

To oversee the record keeping and correspondence of the membership and the governing Executive Board of the Association.

The Secretary is to ensure transparency and accountability in all matters concerning the Association.

##### Duties and Responsibilities

- The Secretary shall keep accurate records and minutes of all meetings of the Association.
- Record the minutes of both Association and Executive Board meetings.
- Make available all notices of meetings to those persons entitled to vote at such meetings.
- Records the names of resigning officers after written notification has been received in the next minutes.
- Records the names of unruly officers and members in the minutes in attendance at any meeting that have been warned about behavior as well as warned twice causing removal for the remainder of the meeting.
- Make available all notices of meetings to those persons entitled to vote at such meetings.
- Maintains the minutes book of the Association.
- Maintains a current listing, with phone numbers and addresses (including email).
- Makes roster available at all meetings where votes may be taken.
- Attends to all correspondences of the Association.
- Signs appropriate organizational documents as needed.
- Attends and participates in Executive Board meetings as a member of the Board.
- Attends and participates in at least one standing committee.

##### Qualifications

- Member in good standing.
- Knowledge of laws pertaining to not-for-profit organizations.
- Good Listening skills.
- Exceptional written and verbal communication skills including the ability to summarize information into concise statements.
- Knowledge of and commitment to the purpose and programs of the organization.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- Ability to work as a team member.
- Is pleasant and patient in the performance of duty.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact and common sense.

### Section 5 **TREASURER**

#### Summary

Provides financial management and fiscal control for the Association.

The Treasurer is to ensure transparency and accountability in all matters concerning the Association.

#### Duties and Responsibilities

- Shall receive all monies on behalf of the Association
- Keeps and accurate record of receipts and expenditures.
- Pay out funds as authorized by the Executive Board.
- Ensure that all funds are properly deposited and disbursed in a timely manner.
- Ensure that the organization maintains its tax status.
- Contract with an independent CPA to conduct an annual audit with the Executive Board and Associations approval.
- Attends and participates in fundraising meetings as necessary.
- Report the finances of the Association at monthly meetings.

#### Qualifications

- Member in good standing
- Ability to keep track of the Association budget.
- Knowledge of banking, book keeping, and record keeping.
- Ability to collect, deposit, keep track of funds, write checks.
- Ability to provide regular financial reports.
- Knowledge of the Association's Bylaws related to financial procedure.
- Ability to work as a team member.
- Is pleasant and patient in the performance of duty.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact and common sense.

### Section 6 **PARLIAMENTARIAN**

#### Summary

Assisting the President or presiding officer of the Association with meeting preparation when requested as well as assisting by referring to the Association's Bylaws or parliamentary procedures.

The Parliamentarian is to ensure transparency and accountability in all matters concerning the Association and ensures compliance with relevant provisions of the Bylaws.

#### Duties and Responsibilities

- The Parliamentarian advises the presiding officer when requested, on questions regarding the Association's Bylaws or of parliamentary procedures.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- The Parliamentarian may be asked by the President for an opinion to allow the President to rule on a question of order.
- May be asked to interpret policies or give a rationale.
- Serves as a member and gives instructions in procedure to the election process. Instructions may include but not limited to, the eligibility requirements to hold office, the offices to be filled, those sections of the Bylaws which pertain to the business of the election process, and voting procedures.
- Serves on a committee to amend the Bylaws as noted in the Association's Bylaws.
- Updates Bylaws, as needed, when relevant Board resolutions are adopted.

### **Qualifications**

- Member in good standing.
- Well versed in parliamentary law.
- Thoroughly familiar with the Bylaws and other rules of the Association.
- Ability to work in a team.
- Is pleasant and patient in the performance of duty.
- Knowledge of how to disagree agreeably when necessary.
- Understanding that no rule can take the place of tact and common sense.

## Section 7 SERGEANT-AT-ARMS

### **Summary**

The function of the Sergeant-at-Arms is to help maintain an orderly, dignified, and effective Association meeting by being constantly alert to prevent any occurrences that may cause a disruption to the meetings.

The Sergeant at Arms is to ensure transparency and accountability in all matters concerning the Association.

Also, this position is responsible for the physical arrangement of meetings and to ensure that furniture and equipment are in place.

### **Duties and Responsibilities**

- Checks with the President prior to each meeting to determine what physical arrangements will be necessary.
- Arrives early for meetings (15-20 minutes) to sure that furnishings, equipment are in proper order.
- Attends all functions of the Association for the purpose of overseeing setup and as a doorkeeper or guard if required.
- Serves as a doorkeeper or guard when necessary meetings where only members or some other limited category of persons are permitted to enter and denies entrance to unauthorized persons.
- Attends and participates in Executive Board meetings as a member of the Board.

### **Qualifications**

- Member in good standing

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

- Ability to work in a team
- Is pleasant and patient in the performance of duty.
- Understanding that no rule can take the place of tact and common sense.

### **ARTICLE IX – MEETINGS**

#### Section 1

##### **Time, Location and Dates**

The meeting will be held every fourth (4<sup>th</sup>) Monday of each month beginning at 6:00 p.m. The General meeting will be held on a monthly basis (12 months a year).

However, in the case of an emergency meeting the meeting status will be "TBD" (to be determined) and notification may go out electronically. Severe inclement weather will constitute as an emergency such as snowfall, which Baltimore City declares the "Phase I Snow Emergency Plan" in effect.

#### Section 2

##### **Unruly Members, Officers, and Non-Members**

Unruly or unacceptable behavior including foul language, threats, outbursts, will not be tolerated from anyone (member, officer, non-member) for the safety and comfort of the entire membership. Removal of unruly persons will be the responsibility of the Sergeant-at-Arms or the local authority (Police) if necessary.

###### **Members**

Members are to be reminded of the proper ***Rules of Decorum*** and any member that is unruly shall be called to order by the presiding officer or any member of the Executive Board. If the member persists in unacceptable behavior *after* two (2) warnings, the presiding officer shall name the offender, and the Secretary will record the name and offense of the offender. The member will then be required to leave the premises for the remainder of the meeting.

###### **Officers**

Any officer can be removed from the meeting for unruly or unacceptable behavior *after* two (2) warnings. Unacceptable behavior will also include denying any member their basic rights to make motions, participate in debate, and vote with two (2) warnings.

The presiding officer shall name the offender, and the Secretary will record the name and offense of the offender.

###### **Non-Members**

The presiding officer has the power to remove a non-member at any time during a meeting and this person has no right to appeal the presiding officer's decision. However, a member can make an appeal on behalf of the non-member at which point it may become necessary for a motion to be made, seconded, allow for questions, and a majority vote from the body to allow the offender the right to remain in the meeting.

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

### Section 3

#### **Presiding at Meetings**

The President shall preside at all meetings of the Association. In the absence of the President, the Vice President shall preside. In the absence of the Vice President, the Business Manager shall preside.

#### **Special Meetings**

Special meetings may be called by the President, or Vice President upon agreement with the Executive Board. Special meetings are the mechanism by which the President and the Executive Board convenes the members on short-notice in order to address matters of urgent concern.

### Section 4

#### **Executive Board Meetings**

All regular Board meetings shall be held on a monthly basis (12 months a year) at an agreed upon time that is consistent each month for the purposes of transparency and to allow the members of the Association to bring matters to the attention of the Board. In the event there needs to be a special meeting that may either need to be closed or for some other special circumstances, the President, or Vice President may call the meeting.

Any emergency issues that arise that need an immediate vote by members of the Board, a polling of the Board may be taken via telephone or any electronic device by the Secretary. The Secretary will state the question in clear and concise language and record the name of the Board member voting with a "yea" or "nay" vote. The Secretary will be sure that this voting information is added to the minutes of the next Executive Board meeting.

### Section 5

#### **Bi-Annual Meetings**

The Bi-Annual meeting for the election of officers for the following year shall be the fourth (4<sup>th</sup>) Monday in November.

### Section 6

#### **Public Comments from Membership**

Limited to three (3) minutes each for the following:

- Discussion
- Motions
- Debating

## BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

### ARTICLE X – COMMITTEES

Section 1 The President shall establish committees based on the needs of the body.

Section 2 The committees shall have a Chairperson and a Co-Chairperson selected by the members of the committee. Each committee chairperson shall make a monthly report at the general meeting as to the status of their progress.

Section 3 The standing committees shall be:

- The Executive Board Committee – The officers of the Association shall be the members of the Executive Board Committee. Supports the President overseeing finance, operations, special events, and committees, to achieve the Associations missions and goals. Committee members should propose a budget for each calendar year.
- The Membership / Nominating Committee – Primary responsibilities are to increase the membership of this Association. (1) To announce, to notify meeting dates, time, and special events. (2) To ensure adequate turnout. (3) To maintain records of membership attendance. (4) oversee the nominating process for elections by properly vetting members that desire to run for office. Members choose a chair and vice chair and submit a budget.
- The Health and Wellness Committee - Assist neighbors with health needs such as transportation, appointments and picking up prescriptions. Members choose a chair and vice chair and submit a budget.
- The Sunshine Committee – Primary duties are to celebrate the birthdays, the weddings, the accomplishments of our members. Comfort the sick, the shut in, the grieving or death of a member. Members choose a chair and vice chair and submit a budget.

### ARTICLE XI – FINANCE

Section 1 **Receipt of Funds**  
All monies will be given directly to the Treasurer for deposit. A receipt will be issued by the Treasurer.

Section 2 **Disbursements**

- No disbursement of funds will be made without prior approval of the Executive Board. Receipt and or invoice must be submitted.
- Death benefit disbursement for a parent, spouse or child will be submitted to the Executive Board by the Sunshine Committee only. The benefit is not to exceed \$25.00 to be paid to a members.

Section 3 Deposits will be made immediately upon receipt.

Section 4 **Reporting of Finances**

- Reporting of finances will be given at a monthly meeting ONLY in the presence of officers, and members.
- Non-members will not be allowed at these meetings

BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

ARTICLE XII - PARLIAMENTRY

Section 1 When a new President, Vice President, Business Manager, Secretary and Treasurer have been elected, all materials of the Association are to be turned over to the Association. The material is to be brought to the first meeting in January of the new year.

Section 2 An agenda should be distributed before each meeting. *Roberts Rules of Order* will be followed to place the members on the same footing and speaking the same language as the officers.

A copy of the Bylaws will be given to all members.

Section 3 The text or term of the Bylaws of the Association may be amended as necessary every two (2) years to coincide with the election cycle.

ARTICLE XIII – AMENDMENTS – REVISION COLLABORATIONS

1. Bylaws collaborated on October 30, 1975 by Rev. English Gilliam, Mr. Hawks, Mr. Bowser, Mrs. Miles and Mrs. Murchison. Approved by the committee and general membership.
2. Amendments were collaborated on October 4, 1981 by Mr. Richard McCoy, Mr. Percy Gilliam, Mrs. Causie Lee Knight, Mrs. Hilda Brown, Mrs. Murchison, Mrs. Rosie Lee Miles, and Mrs. Brenda Miller.
3. Amendments were collaborated on February 25, 1985 by Mr. Ernest Hawks, Mrs. Jodiebell Murchinson, Mrs. Hilda Brown, Mrs. Rosie L. Miles, Mrs. Gloria Green, Mrs. Causie L. Knight, and Mrs. Brenda Miller.
4. Amendments were collaborated on May 17, 2013 by Mr. Julius Henson, Mr. Bridges, Ms. Naon Locus, Mrs. Daisy Jackson, Mrs. Brenda Miller, and Mrs. Shannon Sneed.
5. Revisions to these Bylaws were collaborated on August 31, 2017 by, Mrs. Beth Payton, Mrs. Brenda Miller, Ms. Naon Locust, Mrs. Barbara Allen, Ms. Yvette Moore, Mr. William Peacock, adopted by the membership and certified by Ms. Beatrice Bastiany, Secretary, on November 30, 2017.
6. Amendments were collaborated on 6/2/2022 by Ms. Lenore Monroe, Mr. Antonio Boyd, Ms. Deborah L. Pierce, Mr. William Peacock, Mr. Willie Robinson, Ms. Lisa Branch. Adopted by the membership and certified by Ms. Bessie James, Secretary on July 25, 2022.

Amendments were collaborated on October 24, 2024 by:

Antonio D. Boyd  
Antonio Boyd

M Boyd  
Marlene Boyd

Denise Hartley  
Denise Hartley

Julius Henson  
Julius Henson

Ella Grissom-Taylor  
Ella Grissom-Taylor

Beth Payton  
Beth Payton

BEREA NEIGHBORHOOD COMMUNITY ASSOCIATION, INC.

Adopted by the Membership this 28<sup>th</sup> day of October, 2024.

I, the undersigned, being Secretary of the Berea Neighborhood Community Association Inc., hereby certify that the above is a true, complete, and accurate copy of the Bylaws adopted by the membership.

M Boyd  
Secretary

4/9/25  
Date