

# **TIOGA TERRACE CIVIC ASSOCIATION CONSTITUTION AND BY-LAWS**

## **Article 1      NAME**

The name of the Association shall be the Tioga Terrace Civic Association, Incorporated.

## **Article 2      BOUNDARIES**

The physical area to be included within the Tioga Terrace Civic Association's membership shall consist of the parcels known originally or recently as Tioga Terrace, Gatewood Estates, Glann Park, and the Terrace in the Woods.

## **Article 3      PURPOSE**

The purpose of the Association shall be:

1. To promote fellowship and cooperation among the residents of this community.
2. To secure the interest and cooperation of the Town of Owego and property owners in the improvement, maintenance, and beautification of all parcels of land within Tioga Terrace.
3. To keep the community informed of legislation and issues affecting residents of Tioga Terrace.
4. To protect the interests of property owners.

## **Article 4      MEMBERSHIP**

Membership in this Association shall be open to all families who (1) purchase and occupy or (2) lease and occupy homes in the area commonly known as Tioga Terrace.

## **Article 5      VOTING PRIVILEGE**

Voting shall be limited to members only, and shall be limited to not more than two votes per residence.

## **Article 6      DUES**

1. There will be no dues levied against any member of the Association.
2. The Association will conduct an annual member donation drive requesting a donation from each residence in an amount set forth by the Association Board.
3. Failure to participate in the member donation drive shall not preclude any member from voting on matters presented at Association meetings.

## **Article 7 EXECUTIVE COMMITTEE (OFFICERS) AND BOARD OF DIRECTORS**

1. The Executive Committee of the Association shall consist of the following Officers:

- President
- Vice President
- Secretary
- Treasurer

2. The Officers shall be assisted by the Chairpersons of various committees. Together, the Officers and the Committee Chairpersons shall comprise the Tioga Terrace Civic Association Board. While the number and nature of Committees may change from time to time, the following are likely to be among the regular Committees:

- Legislative Liaison
- Parks
- Social & Special Events
- Publicity
- Membership
- Santa Visits
- Scholarship
- Website
- Newcomers/Welcoming
- Halloween Parade & Party
- Annual Garage Sale
- Gardens
- Holiday Lighting Contest

3. Officers shall be limited to one office from any one residence and no officer or director shall be elected to the same office for more than two (2) successive terms, unless there are no other nominations. A term shall be for one year.

4. Officers shall be elected from members of the Association. The slate of officers shall be prepared by a nominating committee. The membership shall be notified of the recommendations of the nominating committee by written notice on the Civic Association's website and/or the TTCA newsletter. The recommendation of the nominating committee shall be announced at the monthly meeting prior to the election of officers meeting. Nominations will also be accepted from the floor at the election of officers meeting. The election of officers meeting shall be the regular December meeting.

5. The four (4) officers may, at any regular or special meeting, appoint such Committees and Committee Chairpersons to best carry out the purposes of the Association.

6. The mid-term replacement of officers shall be by nomination from the floor and election at a regular meeting in which the nomination occurs. The term of office shall extend to the next election-of-officers meeting.

## **Article 8      JOB DESCRIPTIONS**

### **OFFICERS:**

#### ○ **President:**

The President shall preside at all membership meetings. He/she shall, by virtue of his/her office, be Chairperson of the Executive Committee and shall:

- cause to have presented at each meeting of the Association a report of the work of the Association,
- appoint all committees, temporary or permanent,
- see that all books, reports, and certificates required by law are properly kept or filed,
- be one of the officers who may sign checks or drafts of the Association, and
- have such powers as may be reasonably construed as belonging to the chief executive of any organization.

#### ○ **Vice President:**

The Vice-President shall act as an executive assistant to the President. He/she shall, in the event of the absence or inability of the President to exercise his/her office, become acting President of the Association with all the rights, privileges and powers as if he/she had been duly elected President.

#### ○ **Secretary:**

The Secretary shall keep the minutes and records of the Association in appropriate books and shall:

- file any certificate required by any statute, federal or state,
- give and serve all notices to members of the Association,
- be the required custodian of the records of the Association. He/she may be one of the officers required to sign the checks and drafts of the Association,
- present to the membership at any meetings any communication addressed to him/her as Secretary of the Association,
- submit to the Executive Committee any communications which shall be addressed to him/her as Secretary of the Association, and
- attend to all correspondence of the Association, keeping proper records thereof.

#### ○ **Treasurer:**

The Treasurer shall have the care and custody of all monies belonging to the Association and shall be solely responsible for such monies or securities of the Association. He/she must be one of the officers who signs checks or drafts of the Association. No special funds may be set aside. He/she shall:

- render, at stated periods which the Executive Committee shall determine, written accounts of the finances of the Association and such reports shall be affixed to the minutes of such meetings, and
- exercise all duties incident to the office of Treasurer.

## COMMITTEE CHAIRPERSONS:

- The **Legislative Liaison Committee** Chairperson shall be responsible for representing the Civic Association at the Town of Owego Board bi-monthly meetings. He/she shall make known to the Town Board and other Town officials – including the Highway Superintendent - concerns, questions, and opinions of the Association. He/she shall attend the Civic Association's monthly meetings and give a report. If unable to attend the Town Board's meetings, he/she shall contact an appropriate person to obtain information and give a report.
- The **Parks Committee** Chairperson shall be responsible for monitoring the Town's maintenance of the parks on Tioga Blvd and Woodside Rd West. He/she shall work cooperatively with the Town of Owego Parks Department to ensure the proper maintenance of grounds and equipment, and provide status reports on same at Board meetings. The Chairperson may plan and organize recreational activities with prior Board approval and arrange publicity for such events with prior approval of the President. Funding for such activities shall require prior approval from the Board
- The **Social Events Committee** Chairperson shall be responsible for recommending, organizing, conducting and evaluating social, educational and/or instructional events which benefit Terrace residents. Prior to conducting such events, he/she shall receive approval from the Board, including the authorization for any necessary funds. Following such events, the Chairperson shall make a report at the next TTCA meeting which includes the date and nature of the event, number of participants and volunteers, an income and expense report, and any other pertinent information along with suggestions for improvements.
- The **Newsletter Committee** Chairperson shall be responsible for gathering information and preparing newsletters regarding TTCA functions and Terrace news and activities as deemed appropriate by the Board. The newsletters shall be proofread by one or more TTCA officers and mailed to all residences in the Terrace. The Chairperson shall see that all newsletters are posted to the Association's website. He/she shall act as liaison with the printer to ensure timely, affordable printing services and may appoint other members to assist in the printing and distribution of the newsletter. Expenses for, and any income from, the newsletters shall be submitted to the Treasurer and reported at the next regular monthly meeting.
- The **Membership Committee Chairperson** shall be responsible for planning and organizing a member donation drive during the first half of each year. Publicity for the drive shall be coordinated by the Chairperson with prior approval of the President. Following the drive a report shall be made at the next TTCA monthly meeting including the date(s) and nature of the event, number of participants and volunteers, an income and expense report, suggestions for improvements, and any other pertinent information. All funds raised during the drive shall be forwarded to the Treasurer in a timely manner.
- The **Santa Visits Committee** Chairperson shall be responsible for planning and organizing an annual event during which Santa visits children in the Terrace at their homes. Publicity for the event shall be coordinated by the Chairperson with prior approval of the President. Following the event, the Chairperson shall make a report at the next TTCA monthly meeting, including the date and nature of the event, number of participants and volunteers, an expense report, and any other pertinent information along with suggestions for improvements.
- The **Scholarship Committee** Chairperson shall plan, organize and publicize annually the availability of a one-time TTCA scholarship for a graduating high school senior who lives in the Terrace and who has demonstrated noteworthy school and community service. The chairperson shall coordinate efforts with Vestal High School guidance department officials and their scholarship selection committee, inform the Board of the winner, and represent the TTCA at presentation ceremonies as appropriate.

- The **Website Committee** Chairperson shall be responsible for maintaining the Association's website. This shall include the timely updating and posting of TTCA activities and functions, Board member listings, the proposed annual TTCA budget, and recent TTCA Board minutes and newsletters. He/she shall forward incoming web-based correspondence to the appropriate Officer(s) or Chairperson(s) and shall maintain contact with our website service provider. He/she shall periodically report on website usage levels and make recommendations for enhancing the site. All information posted to the website shall require prior approval of the President.
- The **Newcomers Committee** Chairperson shall be responsible for identifying all residents new to the Terrace and for making home visits to welcome them on behalf of the Association. He/she shall provide newcomers with information about the Terrace and the Association, answer questions they may have, and leave a welcome gift. At each monthly TTCA meeting he/she shall report on the number of visits attempted, completed, and planned for the future. Periodically, he/she may evaluate the effectiveness of the program and offer suggestions for improvements.
- The **Halloween Party Committee** Chairperson shall be responsible for planning and organizing an annual Halloween party and parade for children in the Terrace. Publicity for the event shall be coordinated by the Chairperson with prior approval of the President. Following the event he/she shall provide a report at the next TTCA monthly meeting, including the date and nature of the event, number of participants and volunteers, an expense report, and any other pertinent information along with suggestions for improvements.
- The **Garage Sale Committee** Chairperson shall be responsible for planning and organizing an annual Terrace-wide garage sale in the month of May. Publicity for the event shall be coordinated by the Chairperson with prior approval of the President. The Chairperson may appoint other TTCA members to assist with the event. Following the event he/she shall make a report at the next TTCA monthly meeting, including the date and nature of the event, number of participants and volunteers, an income and expense report, and any other pertinent information along with suggestions for improvements.
- The **Gardens Committee** Chairperson shall be responsible for maintaining the public gardens located in and around the Terrace. These include the flower beds located at the Terrace sign along Route 434 and at Woodside Road West Park. As necessary, the Chairperson shall recommend improvements, request necessary funds, and report to the Board the status of the gardens, work planned and work completed.
- The **Holiday Lighting Contest Committee** Chairperson shall be responsible for planning and organizing an annual Terrace-wide holiday lighting contest. Publicity prior to and following the event shall be coordinated by the Chairperson with approval of the Board. He/she shall be responsible for establishing the judging criteria, arranging the judging, and notifying winners. Following the event, the Chairperson shall make a report at the next TTCA monthly meeting, including the date and nature of the event, number of winners and volunteers, an expense report, and any other pertinent information along with suggestions for improvements.

**Article 9      Meetings**

- 1. Regular meetings of the Association shall be held on a regular basis, such dates to be fixed by the Executive Committee. Meeting dates shall be posted in the meeting minutes and on the TTCA website.
- 2. Special meetings may be called at any time by the Secretary at the direction of the Executive Committee. Seven (7) days prior notice of such meetings shall be given whenever possible.
- 3. A regular meeting requires a quorum present to take action for the Association. A quorum shall consist of a minimum of two (2) Executive Committee members and a minimum of four (4) Committee Chairpersons.

**Article 10      Communication**

- 1. Minutes of each regular and special meeting shall be prepared and made available to all members in a timely fashion. Approved minutes shall be posted to the TTCA website. All relevant Association business will be communicated in the TTCA newsletter whenever possible.
- 2. The Treasurer will prepare an annual budget report indicating both expenditures over the prior twelve (12) months and planned expenses for the coming year. This report shall be distributed thirty (30) days prior to the regular election of officers meeting. The approved annual budget shall be posted on the TTCA website.

**Article 11      Amendments**

- 1. Proposed amendments shall be filed in writing with the Secretary at least thirty (30) days prior to the date of any meeting at which such amendment is to be presented for vote. The Secretary shall in turn publish such proposed amendments to the membership via the TTCA newsletter and website.
- 2. The proposed amendment(s) shall be voted on at a regular scheduled meeting following an appropriate period of time.

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Amendments included in the above TTCA Constitution and By-Laws were adopted by the Tioga Terrace Civic Association on January 14, 2014. The following members of the Association's Executive Committee and Board served on the Constitution and By-Laws Revision Committee:

Eric LaClair, President \_\_\_\_\_

James Sprague, Vice President \_\_\_\_\_

Joe Sienko, Secretary \_\_\_\_\_

Susan Balliet, Treasurer \_\_\_\_\_

Linda Roden, Committee Member \_\_\_\_\_

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