

East Thompson Community Temporary Bylaws

Adopted May 18, 2017

1. **Name of Organization:**

East Thompson Community, hereinafter ETC.

2. **Boundaries:**

The boundaries are as follows:

Currey Road from Finley Drive to East Thompson Lane at Wimpole Drive

Wimpole Drive (loop) to East Thompson Lane

East Thompson Lane from Wimpole Drive to Murfreesboro Road

Murfreesboro Road from East Thompson Lane to Glengarry Drive

Glengarry Drive to Winthorne Drive

Winthorne Drive from Glengarry to Finley Drive

Finley Drive to Currey Road

Inclusive of all dead end streets connected to Winthorne Dr. and Finley Dr.

3. **Purpose:**

East Thompson Community is organized for the purpose of:

- facilitating inclusiveness, awareness, and involvement to promote a safe and vibrant neighborhood
- fostering the growth of a neighborhood identity and community spirit
- representing our neighborhood's common interests by working with government, schools, institutions, businesses and other neighborhood and city/county organizations.

4. **Membership:**

a. Membership is open to anyone over the age of 18 who resides or owns property within the boundaries.

b. Annual sign-up is required.

c. Active members are eligible to vote. An active member is defined as one who has been a member for at least 30 days.

5. **Dues:**

In lieu of dues, voluntary donations are encouraged when becoming a member and upon renewing membership annually.

6. **Meetings:**

a. Meetings will be held on the 3rd Thursday in March, May, August and November of each year.

b. Meetings will be announced on ETC's website and social media sites, and by email to all members who have provided an email address. Signs will be posted at entrance points to the neighborhood.

c. Meetings will be conducted following ETC's Standing Rules of Order.

- d. The Members present at each of the four regularly scheduled membership meetings shall constitute a quorum.
- e. A 60/40 vote is required to pass a proposal.

7. Elections:

- a. Active Members are eligible to vote.
- b. Elections will be held annually by blind ballot at the August meeting.
- c. Early voting will be conducted online beginning one week prior to the August meeting and ending at midnight the day before the meeting.
- d. Write-in candidates are not allowed.
- e. Candidates are required to announce their intention to seek office by email to eastthompsoncommunity@gmail.com no later than one week prior to the May meeting each year. A candidate forum will be held at the May meeting.
- f. Should the President be unable to complete his/her term the President-Elect shall become President. Should the President-Elect, Secretary or Treasurer be unable to complete their term, the Steering Committee will nominate a replacement. The membership will vote to approve the nominee at the next quarterly meeting. Failure to approve the nominee will result in a public request for additional nominees to be voted on at the next quarterly meeting.

8. Officers:

- a. The officers of ETC shall consist of President, President-Elect, Secretary and Treasurer.
- b. Active members are eligible to hold office (no absentee owners or business owners).
- c. A Member who holds any elected or appointed position that is deemed by the Steering Committee to pose a conflict with ETC interests is ineligible to hold office. The ETC leadership strives to be unbiased in representing all of its members.
- d. The President and President Elect shall serve one year terms. The President Elect automatically assumes the position of President at the end of his or her term as President-Elect without reelection. The Secretary and Treasurer shall serve one year terms and may be reelected without limit.
- e. Duties of the President:
 - Call, prepare agenda for, and preside at all meetings.
 - Ensure information on current issues is provided to the steering committee and general membership during meetings and at other critical times.
 - Appoint committee members.
 - The President, with the approval of the majority of the steering committee, shall have the authority to make decisions between quarterly meetings. These decisions must be reported and approved by the membership at the next quarterly meeting.
 - Maintain networking efforts with other neighborhoods and act as the primary contact person and liaison with the Nashville Mayor's Office of Neighborhoods.
 - Represent East Thompson Community when requested at community or local government functions.
 - The president is responsible for mentoring the president-elect in all of the

functions of the role. Both the president and the president-elect are responsible to provide leadership to the East Thompson Community.

f. Duties of the President Elect:

- The President-Elect, in the absence of the President, shall preside at all meetings and shall perform such other duties as may be assigned to her/him by the President or the Steering Committee.
- The President-Elect collaborates with the President to learn the role of the President, to become familiar with the governance and projects of ETC, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential year.

g. Duties of the Treasurer:

- The Treasurer shall keep and be responsible for all funds of ETC and shall keep the membership records.
- The Treasurer shall provide regular reports to the President, the steering committee and to the membership at the quarterly meetings.

h. Duties of the Secretary:

- Take minutes at all ETC meetings.
- Post minutes of quarterly membership meetings on the ETC website.
- In the absence of the Secretary, the President will assign the duties to a member of the Steering Committee.

9. **Standing Committees:**

a. Steering Committee.

- The Steering Committee shall be the principal governing and policy recommending body of ETC. Actions of the Steering Committee shall be subject to the will of the membership as expressed at quarterly and special meetings.
- All ETC officers will serve as members of the Steering Committee.
- In addition, up to five other persons may be named by the President to serve on the Steering Committee, for a total not exceeding 9 voting members.
 - It is expected that the President shall seek recommendations from membership for the Steering Committee.
 - Members terms will begin in alternating years so that each year one-half of the Steering Committee will be eligible for re-appointment.
- The Steering Committee shall hold regular meetings a minimum of 6 times a year at a time and place designated by the Steering Committee.
- Steering Committee meetings are open to the ETC membership. Visiting ETC members are not eligible to vote at Steering Committee meetings.

b. Additional Committees and Sub-Committees.

- The President, on his or her own initiative or at the request of the Steering Committee or of any of ETC's members, may establish such committees or task forces as necessary and appoint their chairs. The chairs of committees shall appoint their members.
- The President may also appoint or call for the election of representatives to additional programs, councils, or organizations outside of ETC, as needed.
- All such committees, task forces, and other representatives shall be considered

sub-committees of the Steering Committee, unless otherwise noted by the President or the Steering Committee. Sub-committee chairs are required to report regularly on their committees' activities and are encouraged to attend Steering Committee meetings.

- Sub-committee chairs who are not Steering Committee Members are not eligible to vote at Steering Committee meetings.

10. **Amendments:** A minimum of a two thirds vote is required to amend the bylaws.

11. **Financial Provisions:**

- a. No obligation for payment of funds on behalf of ETC shall be incurred beyond funds in hand.
- b. ETC shall accept donations, gifts or grants provided that no condition for such donations, gifts or grants be in conflict with the purposes of ETC as stated in these bylaws.
- c. The President may authorize spending in the amount of \$50 or less without the approval of the ETC membership. The President, with the approval of the steering committee, may authorize spending in the amount of \$100 or less without the approval of the ETC membership. These decisions must be reported at the next meeting of ETC.

12. **Positions of ETC and Political Activity**

- a. Political Candidates Addressing ETC. To encourage an informed electorate, candidates for public office may address the membership at a quarterly meeting. To ensure that ETC is able to complete its business, such addresses are limited to five (5) minutes per candidate, per election.
- b. Political Forums. ETC may from time to time sponsor forums at which multiple political candidates may express their views and may sponsor such forums on its own or with other organizations.
- c. Endorsement of Candidates. ETC as an organization is prohibited from endorsing political candidates for office. However, all members of ETC are encouraged to participate in the political process and support and endorse candidates.
- d. Endorsement By Officers and Steering Committee Members. Officers or Steering Committee members who choose to endorse or support candidates must take an abundance of caution not to represent, or imply that they represent ETC, in making such endorsement.