

BY-LAWS OF
THE EASTERN COMMUNITY ASSOCIATION

ARTICLE 1

NAME OF ORGANIZATION

This organization shall be known as the Eastern Community Association.

ARTICLE 2

MISSION STATEMENT

The Mission of the Eastern Community Association is to improve communities in East New Providence through outreach and partnership.

ARTICLE 3

BOUNDARY

The boundary of the Eastern Community Association shall encompass all that part of the Island of New Providence eastwardly of the entire Fox Hill Road and bounded on the North, South and East by the Sea.

ARTICLE 4

MEMBERSHIP

Any resident or property owner within the prescribed boundaries of the Association is eligible for membership. **(see article 7 section 2)**

ARTICLE 5

Section 1

Financial Year and General Contributions

The financial year begins on September 1 and ends on August 31 annually. Members are expected to make an annual contribution of at least \$ 50 in order to vote on matters before the Council, the Association and at Elections.

Section 2 Acceptance of Contributions and Conditions

The Council of the Association shall accept contributions on behalf of the Association for special purposes, provided the donor is of good character.

Section 3 Income and Property

A. The Association has no authorized share capital. Its business shall be carried on without any pecuniary gain to its members and any profits or other accretions to the Association shall be used in furthering its undertaking.

B. The income and property of the Association shall be applied solely towards the promotion of the objectives of the Association as set forth above. No part thereof shall be paid or transferred directly or indirectly by way of dividends and bonus or otherwise by way of profit to the members of the Association. Nothing herein contained shall prevent the payment in good faith of remuneration to any officers, members, employees, appointees, or servants of the Association and other persons in return for services rendered to the Association or repayment of out of pocket expenses, or in pursuant or furtherance of any of the objectives for which the Association was formed on the 26th January, 2009.

ARTICLE 6

COUNCIL

Section 1 Composition of Executives

The Council of the Association shall comprise the following elected Officers:

1. President / Chief Councilor
2. Vice- President / Deputy Chief Councilor
3. Secretary / Councilor
4. Treasurer / Councilor
5. Marketing Director / Councilor
6. Public Relations Director / Councilor
7. Chaplain / Councilor
8. Assistant Secretary / Councilor
9. Assistant Treasurer / Councilor
10. Assistant Marketing Director / Councilor
11. Assistant Public Relations Director / Councilor
12. Assistant Chaplain / Councilor

Section 2 Trustees

The executives also include five (5) Trustees Councilors.

Section 3 Times of Annual General Elections

All of these executives are elected by financial membership of ECA every three years at a duly constituted General Meeting held on the fourth Monday during the month of September. No Councilor shall hold office for more than two consecutive terms, but may seek office again after a period of one year.

Section 4 Ex-Officio Councilors

Ex-Officio Councilors are the Chairpersons of Town Area Committees who are elected to office from the general financial membership of the various Town Area Committees every three (3) years. They are allowed to sit on Council Meetings of ECA and form a liaison between the Council and Association and the various Town

Area Committees in East New Providence while they serve as Chairpersons.

Mr. John Robertson
Port New Providence

Mr. Patrick Ferguson
Twynam Heights Association

Mr. Charles Sealey II
Yamacraw Shores Estates

Mr. Daniel S Ferguson
Winton Meadows

Ms. Bernadette Rolle
Sea Gull Gardens

Mr. Louis McDonald Major
Yamacraw Beach Shores

Mr. Eric Ingraham
St. Andrew's Beach Estates

Section 5 Special Committees

The Council shall appoint Special Committees as deemed necessary.

Section 6 Contracts and Instruments

The Council shall enter into any contract or execute and deliver any instrument in the name of the Association.

Section 7 Disbursement of Funds

The Council shall approve all requests for disbursement of funds and the Treasurer and or Assistant Treasurer shall cause those requests to be put in writing for the Council's attention.

A. PRESIDENT

Section 1 The President shall preside at all meetings of the Council and the Association.

Section 2 The President shall perform all other duties pertaining to the Office and represent the Association in all matters.

Section 3 The President shall have delegated decision making powers to act on matters which cannot wait until the next Council and or Association Meeting.

B. VICE- PRESIDENT

Section 1 The Vice-President shall assume responsibility for the Office of the President until the next regular election in the event of any vacancy occurring in the Office.

Section 2 The Vice-President shall preside at all meetings of the Council and the Association in the absence of or inability of the President to so preside.

Section 3 The Vice- President shall assist the President as requested and act as a special advisor to the President.

C SECRETARY

Section 1 The Secretary shall record, prepare and distribute the Minutes of meetings of the Council and the Association in accordance with the directions of the President and in a timely manner.

Section 2 The Secretary shall keep on file all reports, papers and documents of the Council and the Association as a permanent record.

Section 3 The Secretary shall refer the necessary records of the Association to duly appointed Standing and Steering Committees for the completion of business.

Section 4 The Secretary shall deliver to the newly elected Secretary all Association papers necessary for the completion of business and for continuity.

Section 5 The Secretary shall have charge of the Official Seal of the Association and have authority to attest any and all instruments in writing to which the same may be affixed.

Section 6 The Secretary shall prepare all correspondence of the Council and Association for the President's signature in a timely manner.

D ASSISTANT SECRETARY

Section 1 The Assistant Secretary shall perform all the duties and exercise all powers of the Secretary in absence and also perform such other duties as may be prescribed by the President, the Council and the Association or in the General Meeting.

E TREASURER

Section 1 The Treasurer shall serve as chairperson of the Budget Committee.

Section 2 The Treasurer shall prepare and submit financial reports to membership as directed by the President.

Section 3 The Treasurer shall prepare all financial reports to be submitted to the Council and to the Association at the Monthly Meetings of the Council and the Association.

Section 4 The Treasurer shall keep a permanent record of all contributions received from members and any other income and disbursements.

Section 5 The Treasurer shall obtain written approval of the Council prior to making any payments. The Treasurer shall cause cheques to be processed in a timely manner. Payments shall be made upon the signature of any two (2) of the following:

- (a) The President
- (b) The Vice- President
- (c) The Treasurer
- (d) The Secretary
- (e) The Assistant Treasurer

Section 6 The Treasurer shall cause an accountant to review the financial statements and provide any opinion on the accuracy for the Annual General Meeting held every year.

Section 7 The Treasurer shall deposit all contributions and other monies received into the ECA's account with the Royal Bank of Canada, Prince Charles Shopping Centre.

F ASSISTANT TREASURER

The Assistant Treasurer shall perform all the duties of the Treasurer and exercise all the powers of the Treasurer in absence. The Assistant

Treasurer shall perform such other duties as may be prescribed by the President, the Council and the Association or in the General Meeting.

G MARKETING DIRECTOR

The Marketing Director shall market all the programs, activities and events of the Association in a timely, effective and productive manner.

H ASSISTANT MARKETING DIRECTOR

The Assistant Marketing Director shall carry out all the duties of the Marketing Director in absence. The Assistant Marketing Director shall perform such other duties as may be prescribed by the President, the Council and the Association or in a General Meeting.

I CHAPLAIN

The Chaplain shall open and close all meetings of the Council and the Association in prayer and offer advice and guidance to the President, Council and the Association.

J THE ASSISTANT CHAPLAIN

The Assistant Chaplain shall perform the duties and exercise the powers of the Chaplain in the absence or inability of the Chaplain and shall perform such other duties as may be prescribed by the President, the Council and the Association or in a General Meeting.

K PUBLIC RELATIONS DIRECTOR

The Public Relations Director shall promote goodwill, peace and fellowship among membership of ECA and cause membership to be increased.

L ASSISTANT PUBLIC RELATIONS DIRECTOR

The Assistant Public Relations Director shall exercise the duties and powers of the Public Relations Director and shall perform such other duties as may be prescribed by the President, the Council and the Association or in a General Meeting.

ARTICLE 7

COMMITTEES AND APPOINTMENTS

Section 1 Steering Committees

The Association will endeavor to accomplish its mission through the following Standing Committees:

- (1) Youth
- (2) Sports
- (3) Culture
- (4) Social
- (5) Environment
- (6) Community Watch
- (7) Scholarship
- (8) Events
- (9) Budget and Finance
- (10) Disaster Preparedness and Relief
- (11) Public Relations

Section 2 Town Area Committees

The Association will also carry out its mission via the following
Town Area Committees:

- (1) Elizabeth Estates
- (2) Colony Village
- (3) Star Estates
- (4) Nassau East
- (5) Eastern Estates
- (6) Laura Hill
- (7) Winton Meadows
- (8) Leeward East
- (9) Twynam Heights
- (10) St. Andrews Beach Estates
- (11) Sea Gull Gardens
- (12) Port New Providence
- (13) Treasure Cove
- (14) Yamacraw Shores Estates
- (15) Yamacraw Beach Estates
- (16) Sans Souci
- (17) Eastwood
- (18) Nassau East (North)
- (19) Camperdown
- (20) Winton Heights

Section 3 Composition of Town Area Committees

Every community shall have a Town Area Committee. The composition of the Town Area Committee shall not exceed seven (7) members, inclusive of its Chairman and the executives of every Town Area Committee shall be elected from the general financial membership of Town Area Committees every three years during the month of August. Each Chairperson from every township shall be an ex-officio Councilor of ECA.

Section 4 Appointments

In areas where there are no Town Area Committees, the President of ECA in consultation with the Council shall appoint a community minded person from that community to hold the position of Ex-officio Councilor until elections are held and elections shall be held initially on the fourth (4th) Monday during the month of September and there afterwards every three years from that date.

Section 5

Recognition of Existing Volunteer Groups

The Council shall also recognize existing volunteer groups as Town Area Committees in Townships where they are in place and the Chairpersons from those groups shall also serve as Ex-Officio Councilors ECA.

Section 6 Duties of Town Committees

Town Area Committees shall perform the following duties:

- (a) Report all activities, concerns and problems to the Council and the Association within their area of responsibility on a monthly basis.
- (b) Hold Town Area Meetings in their Townships on a quarterly basis.

ARTICLE 8

CONDUCT

Section 1 Councilors shall review their own performances individually, collectively and annually.

Section 2 Councilors shall make every effort to attend meetings of the Council and Association to accomplish the objectives of the Association in a timely manner.

Section 3 Councilors and Trustees alike shall exhibit a willingness to work according to Nolan's principles of public life, selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

ARTICLE 9

ELECTIONS

Section 1

A Elections shall be held once every three years at the General Meeting which shall take place on the last Monday of September.

B All elections shall be by a show of hands unless a request is made by a member for a secret ballot to be taken and agreed upon by the members present.

C Only members who are financial are entitled to vote and a quorum of at least twenty (20) financial members constitutes an official quorum. Proxy voting is not permitted.

D In the event of a tie of votes, a re-vote shall be held.

E All nominations shall be made from the floor.

ARTICLE 10

REMOVAL OF COUNCILLORS AND VACANCIES

Section 1 Automatic Removal for Absences

A Councilor shall be automatically removed without the action of the Council after four (4) consecutive absences from Regular Monthly Council Meetings. However, a Councilor so removed may be reinstated at a subsequent Council Meeting by a majority vote in favor of re- instatement.

Section 2 Removal of Councilor

A Councilor shall be removed by a majority vote of the total membership whenever in the Council's judgment the best interests of the Association would be served thereby. Removal from the Council automatically revokes any election as an Officer of the Council.

Section 3 Vacancies

A vacancy in any Office because of death, resignation, removal, disqualification or otherwise shall be filled by the Council for the remaining portion of the said term.

ARTICLE 11

MEETINGS

Section 1 Regular Meetings

Ten (10) financial members constitute a quorum of members for a Regular Meeting of the Association and twenty (20) financial members constitute a quorum of members for the Annual General Meeting of the Association, while four (4) financial Councilors constitute a quorum of members for a Council Meeting.

In the absence of a quorum of members, no business whatsoever shall be transacted.

Section 2 Location and Time

The meeting location and time shall be voted on and approved by a majority of members at each previous meeting.

Section 3 Special Meetings

The President shall have the authority to convene a Special Meeting of the Association at such location and time as is deemed necessary and in so doing, shall notify the general membership of such meeting location and time.

Special Meetings may be called for a specific purpose, if fifty plus one percent of the membership requests a meeting in writing, through the secretary. No other business, other than that for which the special meeting was called, shall be entertained.

Section 4 Proceedings at Meetings

If within half an hour from the time appointed for a Special Meeting, a quorum of members is not present, the meeting, if convened on the request of members, shall be dissolved.

In any other case, it shall stand adjourned to the same day in the next week at the same time and location or to such other day and such other time and venue as the majority of members may determine.

And if at such adjourned meeting , a quorum of members is not present within thirty (30) minutes from the time appointed for holding the meeting, the members present if more than ten, shall be a constitute a quorum.

ARTICLE 12

BOARD OF TRUSTEES

Section 1 The Board of Trustees shall consist of five (5) trustees.

Section 2 The role of the Board of Trustees is to serve as advisors to the Association on policy matters and guardians of property.

Section 3 Trustees shall be elected every three years at the General Meeting. They shall hold office for a period of three (3) years and shall be eligible for re-election. No trustee shall hold office for more than two (2) consecutive terms, but can again hold office after a period of one (1) year.

ARTICLE 13

PERSONAL LIABILITY

No member of the Council shall be held personally liable for any debts of the Association.

ARTICLE 14

AMENDMENTS

These By-laws of the Eastern Community Association may be amended, altered or repealed by a favorable vote of two-thirds of the members present at any meeting of the Association, provided a quorum of financial members is present.

ARTICLE 15

CONDUCT OF MEETINGS

All meetings of the Council and the Association shall be conducted according to standard Parliamentary Procedures and Practice (Robert’s Rules of Order.)

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Mr. Karl John Paul Nay Russell Spencer JP. President

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Mr. Eric Ingraham, Vice President

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Mrs. Ancha Musgrove – Cleare, Secretary

.....
Mr. Kenneth Strachan, Treasurer

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Mrs. Marguerite Verna Musgrove, Public Relations Director

.....
Mr. Drexel Gibson, Chaplain

.....
Ms. Royann Dean, Marketing Director

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Mr. Kenneth Bethell, Assistant Secretary

.....
Mr. Nelson Brennen, Assistant Chaplain

.....
Ms. Bernadette Rolle, Assistant Public Relations Director

.....
Ms. Monique Ward – Bowe, Assistant Marketing Director

.....
Mrs. Donalea Colebrooke , Assistant Treasurer

TRUSTEE COUNCILLORS

.....
Mr. Keith Simms

.....
Mr. Hugh Chase

.....
Mr. Joseph Henfield

.....
Mr. Leslie Bowleg

.....
Mr. Ernst Rumer

EX-OFFICIO COUNCILORS

.....
Mr. John Robertson

.....
Mr. Eric Ingraham

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Mr. Charles Sealey 11

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Mr. Louis Mc Donald Major

.....

Mr. Patrick Ferguson

.....

Mr. Daniel S Ferguson

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Ms. Bernadette Rolle

Witness:

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Mae Louise Spencer

Dated the 26th January, AD., 2009

