

## BY-LAWS OF THE JONES HILL ASSOCIATION

Proposed By-Law revisions. May 4, 2021.

Content in the color red indicates new or revised language.

Content that has a strikethrough, e.g ~~Boston~~, is deleted language.

### ARTICLE IV Officers

#### *Section 1: Officer Positions*

The officers of JHA shall consist of a President, a Vice President, a **Corresponding Secretary**, a **Recording Secretary**, a Treasurer, a **Technology Steward**, and **three (3) Member-at-Large positions**, or such other officers having other titles as the Board of Directors may determine (each, an “Officer”). Each Officer is elected pursuant to the procedure laid out herein for a term of one year.

#### *Section 2: Officer Eligibility*

All Officers must be Voting Members of JHA, as defined herein.

#### *Section 3: Duties of Officers*

1. **President:** The President shall be the presiding officer at all JHA meetings. **The President shall communicate the agenda to the general membership for the monthly general membership meetings.** The President shall conduct the management and affairs of the organization together with such duly constituted committees as the President shall from time to time appoint. The President is authorized and required to act as the official ~~spokesman~~ **spokesperson** and representative of JHA with the power to delegate responsibility for these and any other tasks that fall within the President’s purview.
2. **Vice President:** The Vice President shall assist the President when required and shall assume the full duties and responsibilities of the President in the absence of the President.
3. **Corresponding Secretary:** **The Corresponding Secretary shall be responsible for generating and distributing any correspondence including email, letters, statements, applications, and other such written documents as directed by the Board of Directors.**
4. **Recording Secretary:** The **Recording Secretary** shall keep all records and minutes of all meetings. The **Recording Secretary** shall **post** such minutes and records **in an approved location in support of the mission of JHA** and the records shall be open at all reasonable times to the inspection of any Voting Member or Officer. All records and minutes shall be the property of JHA. ~~The Secretary shall attend to all other business which shall be entrusted to him or her by the President.~~ The **Recording Secretary** shall **distribute the**

previous month's meeting minutes in advance of the next monthly general membership meeting. The Secretary shall also be responsible for generating letters, statements, applications, and any other written documents required by JHA.

5. Treasurer: The Treasurer shall be the chief financial officer and the chief accounting officer. The Treasurer shall, subject to oversight by the Officers and board of directors, maintain general supervision over the financial affairs of JHA, including progress towards financial goals, and shall cause to be kept accurate books of account, which shall be the property of JHA and kept by the Treasurer. All funds shall be kept in JHA accounts. The Treasurer shall prepare a yearly report on the financial status of JHA to be delivered to all members within 3 months of the end of the fiscal year. The Treasurer shall also prepare or oversee all filings required by the Commonwealth of Massachusetts, the Internal Revenue Service, or other federal and state agencies. The Treasurer is also responsible for maintaining an updated list of Voting Members, and shall submit monthly reports to be incorporated into the meeting minutes.
6. Technology Steward: The Technology Steward shall manage and maintain infrastructure and applications that support the technology of the JHA, including, and not limited to, the JHA website, official JHA social media accounts, email accounts. They shall provide support to members in the use of the JHA association technology tools. The development of JHA technology will be under the direction of the Board of Directors.
7. Member-at-Large: The Member-at-Large has ad hoc duties to support the mission of the JHA. Representing the interests of the Jones Hill community, the Member-at-Large shall attend all Board of Director and JHA meetings.
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In addition to the enumerated duties, each Officer shall have such powers and duties as are customarily incident to his one's office, and such other powers and duties, if any, as the President may from time to time prescribe.

## ARTICLE V Board of Directors

### *Section 1: Members*

There is a board of directors, comprised of all ~~four~~ nine elected Officers of JHA and chaired by the JHA President. ("Board of Directors") (each, a "Director"):

*Section 2:*

The Board of Directors shall determine the agenda for monthly general membership meetings. The Board of Directors has the authority to address urgent issues that affect JHA before the next scheduled general membership meeting if necessary. Any such actions will then be presented and explained at the following general membership meeting.

**The Board of Directors shall be responsible for JHA strategic planning.**

*Section 3: Meetings*

Board of Directors meetings are held at the discretion of the President. Board of Directors meetings are open to all **JHA** Members, but only Board of Director members are eligible to vote. If a vote results in a tie, the President shall cast the tiebreaking vote.