

**PARK PLACE - UNDERHILL AVENUE BLOCK ASSOCIATION**  
**BY-LAWS - as amended as of Mar, 2023**

**1. NAME OF ORGANIZATION**

This organization shall be known as the Park Place - Underhill Avenue Block Association, "the Association", or "PPUABA".

**2. FOUNDERS**

The organization was founded in May, 1956 by Mrs. Daphne Weeks, of 375 Park Place, assisted by Mrs. Adelaide Artis, of 422 Park Place.

**3. PURPOSES**

The purposes of the Association are: to improve the appearance, maintenance and safety of our blocks; to promote closer contact among residents and between residents and our elected and appointed public servants; and to encourage a deeper interest in the physical and social conditions and problems of the Prospect Heights community of which we are a part.

The area with which our Association is primarily concerned is Park Place, from Vanderbilt to Washington Avenues, and Underhill Avenue, from Prospect to Sterling Places, in Brooklyn, NY.

**4. MEMBERS AND DUES**

Anyone living on member blocks is a member. Members are encouraged to pay annual dues as determined by vote of the Association. Dues are payable at any time of the year.

**5. OFFICERS AND THEIR DUTIES**

The business of the Association shall be conducted by the Executive Committee, comprised of the officers specified below and duly elected by the members of the Association as described in Article 6.

Officers are expected to attend all regular meetings and Executive Committee meetings.

**President** - The President shall preside at all regular and Executive Committee meetings, appoint committees (except the Nominating Committee - see Article 7, below), and shall be an ex-officio member of all committees. The President is authorized to sign papers, and speak or act for the Block Association.

**Vice President** - The Vice President shall assist the President in the performance of all duties, and in the President's absence shall exercise all powers and duties delegated to the President.

**Recording Secretary** - The Recording Secretary shall keep a full, true and concise record of the business transacted at each meeting and these minutes shall be approved by the Association at a subsequent meeting.

**Communications Officer** – The Communications Officer shall develop and manage the Association's communications with members, prospective members, and third parties, inclusive of emails, content for the Association's website, and postal mail when appropriate. The Communications Officer shall maintain a list of the Association's

members and shall periodically make the list available to the Association's members (subject to members' stated privacy preferences).

**Treasurer** - The Treasurer shall receive all monies, arrange for their safekeeping, keep a clear and accurate account of receipts and disbursements, make all payments, and give a financial report to the Association not less than once per quarter.

## **6. MEETINGS AND ELECTIONS OF OFFICERS**

Regular meetings shall be held on the third Wednesday of each month from September through June, at 7:30pm or such other time as may be established by the Executive Committee. Notices of each meeting shall be distributed to all members no later than three days prior to the meeting date. However, the December meeting may be superseded by the annual holiday party, if the Association wishes.

In the March meeting each year, a Nominating Committee shall be formed and it shall present its slate of officer nominees at the May meeting, at which time additional nominations may also be made from the floor. Election of officers will take place during the May meeting. Any member who is 18 years of age or older is eligible to hold office and to vote. Officers will be installed at the June meeting for the succeeding term, which shall commence immediately and last until installation of officers at the Association's regular meeting the following June.

Vacancies among the officers during a term may be filled by a majority vote of the Executive Committee. An officer so appointed will be installed immediately.

## **7. COMMITTEES**

Except for the Nominating Committee, which will always be chosen from the floor of the March meeting, the President shall appoint all committees as needed. The first-named member of the committee shall be its convener. Meetings of committees shall be held as required, and reports by all committees shall be presented as requested at regular meetings of the Association.

The Good and Welfare Committee acts as the goodwill ambassador for the Association and is a standing committee.

## **8. AMENDMENTS**

By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present. A copy of the proposed amendment must be submitted to all members at least 25 days before the date of that meeting, and all members must be notified of that meeting not less than seven days prior to the meeting date.