

# LeDroit Park Civic Association Bylaws

## ARTICLE I NAME

The name of this organization shall be The LeDroit Park Civic Association of the District of Columbia. It shall be bound by all requirements of The Federation of Civic Associations from which it holds its charter.

## ARTICLE II OBJECTIVES

The purpose of this Association shall be to foster and encourage a strong sense of community within LeDroit Park. In furtherance of this goal, the Association shall seek to do the following:

- (a) develop a sense of pride through cooperation with various organizations within the community;
- (b) encourage responsible citizenship through active participation in the community; and,
- (c) develop and maintain a coordinated effort with any and all governmental agencies, both local and federal, for the purpose of achieving common goals.

## ARTICLE III MEMBERS

### **SECTION 1.**

Membership in the Association shall be available to persons of the LeDroit Park area who are interested in promoting community welfare. A member is defined as an individual who has met at least one of the classifications of membership outlined in Section 2 of this Article and is current in his/her annual membership dues.

### **SECTION 2. Classes of Membership**

Classes of membership shall include the following:

- (a) Resident (individual, senior): A resident member is defined as an individual or family whose domicile is within the boundaries of LeDroit Park.
- (b) Community business: the owner or proprietor of a business located within the boundaries of LeDroit Park.
- (c) Corporate: an owner, manager, director or other senior executive of the branch, franchise or licensee of a corporation (including universities and hospitals) operating within or outside the boundaries of LeDroit Park.

### **SECTION 3. Dues**

The annual membership dues for each class of members shall be determined by majority vote of the Association and shall be payable in advance on or before the May regular meeting. The

Treasurer shall notify members who are (2) months in arrears. Those whose dues are not paid within two (2) months thereafter shall be dropped from membership in the Association. If a member who is in arrears for dues for two months subsequently pays his or her dues at any time during that calendar year, he or she shall be reinstated as a member and shall be deemed to have been a member during that entire calendar year.

#### **SECTION 4. Voting**

For purposes of voting, only residential members and Howard University, as represented by a designee of its President, shall be eligible to vote.

#### **Section 5. Boundaries of LeDroit Park**

The boundaries of LeDroit Park are W Street, NW on the North; 2nd Street, NW on the East; Florida Avenue and Rhode Island Avenue, NW on the South, and Bohrer Street, NW on the West.

## **ARTICLE IV OFFICERS**

#### **SECTION 1.**

The elected officers of the Association shall be a President, Vice President, Treasurer, and Secretary. Only residents of LeDroit Park, as defined in Article III, Section 4, shall be eligible for nomination and election to these offices. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

#### **SECTION 2. Election**

The election of officers shall follow the submission of the Nominations Committee report. Before the election at the annual meeting in May, additional nominations from the floor shall be permitted upon a proper nomination and a second by members eligible to vote. The vote will be by written ballot or by adoption of the Nominations Committee Report. The persons receiving a majority of the votes in the case of two candidates will be declared elected to serve one year or until their successors are elected. If there are multiple candidates for office and no one candidate for office has received a majority of the votes, balloting shall continue between the two candidates having the highest number of votes on the preceding ballot. Should there be only one nominee for an office, election for that office may be by voice vote. The term of office shall begin at the close of the annual meeting at which they are elected.

#### **SECTION 3. Duties of Officers**

The duties of the officers shall be as follows:

- (a) The duties of the PRESIDENT shall be to preside at all regular, special, and Executive Committee meetings and expedite the agenda set by that Committee; appoint a Parliamentarian; appoint such standing committees, subject to input from all members, at the first regular meeting after the installation of new officers, and special committees as may be needed; serve as an ex-officio member of all committees, except the Nominations Committee; fill any vacated office, temporarily, until the Association can ratify the appointment at a regular meeting; and, appoint four delegates and five alternates to The Federation of Civic Associations to serve with the President, who shall be a delegate by virtue of his/her office. The President may be one of two signatories required on all checks written on the Association's financial accounts.
- (b) The VICE PRESIDENT shall preside in the absence of the President and assist the President in whatever official duties the President so delegates. Chairmanship of a committee falls within this realm.

- (c) The TREASURER shall receive all money belonging to the Association from dues and other sources, keep a record of them, and deposit the same in the name of the Association in a financial institution approved by the membership. The Treasurer shall disburse funds only when properly signed vouchers are presented. All vouchers shall indicate the nature and validity of the payment and must be countersigned by at least two other officers of the Association. The Treasurer shall keep complete and accurate records of all receipts and disbursements and make a complete report to the Association at the annual meeting in May, or at such other times as the Association shall require. The Treasurer shall be one of two signatories required on all checks written on the Association's financial accounts. (S)he shall ensure that the signature cards are properly signed and filed with the financial institution prior to writing checks.
- (d) The SECRETARY shall keep two separate copies of minutes - one for regular meetings and one for Executive Committee meetings. These shall be available for inspection at each meeting and minutes of the regular meetings shall be read aloud at the following meeting for acceptance by the membership. The Secretary shall maintain a file of all official communications to the Association and copies of all communication sent by the Association. If requested to do so, (s)he shall help in the preparation of official resolutions adopted by the Association to be sent to other parties. (S)he shall notify all members of meetings and their appointments to committees.
- (e) The PARLIAMENTARIAN shall be appointed by the President and advise the President, other officers and committees on matters of parliamentary procedure. The Parliamentarian's role during meeting is purely an advisory and consultative one- since the President alone has the power to rule on questions of order or to answer parliamentary inquires.

#### **Section 4. Term of Office**

Officers and Executive Committee members are elected to serve for one year or until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

## **ARTICLE V MEETINGS**

#### **SECTION 1. Regular Meetings**

The regular meetings of the Association shall be held on the fourth Tuesday of each month at such hour and place as may be designated by the Executive Committee, except that meetings may be suspended only during the months of July, August and December at the discretion of the Executive Committee.

#### **SECTION 2. Annual Meeting**

The regular meeting on the fourth Tuesday of May shall be known as the annual meeting and its agenda shall include the election of officers, the submission of annual reports, and all other business, which these bylaws mandate for the annual meeting.

#### **SECTION 3. Special Meeting**

Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of at least ten members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given in writing or electronically (where available).

#### **SECTION 4.**

The privilege to address the Association at regular or annual meeting may be denied to individuals who are non-members of the Association. The President or presiding officer shall be solely empowered to recognize non-members for purposes of addressing the Association at regular or annual meetings. The President's decision to recognize or not recognize non-members may be subject to appeal by a member.

#### **SECTION 5. Quorum**

Ten members of the Association shall constitute a quorum.

## **ARTICLE VI EXECUTIVE COMMITTEE**

#### **SECTION 1.**

There shall be an Executive Committee consisting of the elected officers, the Parliamentarian and the chairpersons of the standing committees. Additionally, any chairperson of a special committee, appointed by the President, shall be a member of the Executive Committee for the duration of that appointment. The Immediate Past-President shall be a member of the Executive Committee for a period of not more than the first three months immediately following the end of his/her tenure as President.

#### **SECTION 2.**

The executive Committee shall have general supervision of the affairs of the Association between its regular meetings; fix the hour and place of meetings; prepare an agenda for all regular meetings; suspend meetings, if necessary, only in July, August, and December; approve, with the advice and consent of the membership, sources of funding outside of the activities of the Ways and Means Committee; function to carry out the mandate of the Association and assume any additional responsibilities set forth in these bylaws and the Constitution of the Federation of Civic Associations. The Executive Committee shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.

#### **SECTION 3.**

The Executive Committee shall meet one week prior to all regular meetings and at any other time deemed necessary by the President; the President shall notify all Committee members as to the specific locations and hours of these meetings. Special meetings of the Committee may be called by the President and shall be called upon the written request of three members of the Executive Committee.

#### **SECTION 4.**

Three elected officers of the Executive Committee shall constitute a quorum for purposes of an Executive Committee meeting.

## **ARTICLE VII COMMITTEES**

#### **SECTION 1. Standing Committees**

There shall be 7 standing committees, in addition to the Executive Committee, each to be composed of not fewer than two members.

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of one or more Directors, which committees, to the extent provided in said resolution, shall have and exercise the

authority of the Board of directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the by-laws; electing, appointing or removing any member of any such committee or any Director or officer of the corporation; amending the articles of incorporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefore, adopting a plan for the distribution of the assets of the corporation; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon the Board or the individual director by law.

## **SECTION 2. Committees Definition**

The duties of each standing committee shall be to research, report and make recommendations to the Association on any matters referred to it by the body. Each Chairperson of a standing committee shall be responsible for organizing and staffing his/her committee. Specifically, each standing committee's duties are as follows:

- (a) The COMMUNICATIONS COMMITTEE shall be responsible for publicizing the activities of the Association and for working with the secretary and to widely disseminate Association communications. It shall maintain a Website, email lists and other means of facilitating communications and interactions with associations and residents of the neighborhood more broadly. The committee shall also coordinate the activities of Block Captains which include dissemination of notices and informing the community about Association business and activities,
- (b) The MEMBERSHIP COMMITTEE shall be responsible for developing programs and activities designed to recruit members for the Association from within the area served by the Association. Work with Block Captains to ensure high rates of membership in the Association and active participation throughout the community.
- (c) The BUDGET COMMITTEE composed of the Financial Secretary, the Treasurer, and three other members shall be appointed by the President, promptly after the annual meeting. It shall be the duty of this committee to develop ways and determine means for raising funds necessary for building the treasury so as to support Association activities. Projects undertaken by this committee for the purpose of raising funds must be ratified by the membership at a regular meeting. All profits realized from committee activities shall be deposited into the Association's financial accounts through the Financial Secretary and the Treasurer. Duly signed receipts shall be retained by all. The underwriting of ratified projects shall be permitted from the treasury. This committee shall also prepare a proposed operating budget for the fiscal year, beginning the first day of May,; it shall direct the time and manner of paying Association dues and assessments; make recommendations for solving financial problems of the Association; and monitor all requests for money from the Association. This committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote.
- (d) The PROGRAM COMMITTEE shall develop oversee and develop working groups to carry out a variety of programs for the Association. Programs are periodic or short-term events or initiatives that serve the community's interest. Such programs may include:
  - 1) Events such as Block Party, House Tours, Holiday caroling etc.
  - 2) Educational initiatives in support of or activities in collaboration with local schools and parents groups
- (e) The LEDROIT PARK HISTORIC PRESERVATION COMMITTEE shall undertake the memorialization of the history and culture of LeDroit Park, its residents and significant

events. This committee shall report to the membership and advise the Association on current issues of historic preservation and appear before the District of Columbia Historic Review Board and other relevant bodies to represent the Association. The committee shall work as a liaison on behalf of the community on the project Mary Church Terrell House restoration project.

- (f) The PUBLIC SAFETY COMMITTEE shall report to District, federal or private agencies the need for corrective action involving the health, safety, and general upkeep and improvement of the LeDroit Park area as well as the community-at-large. This committee builds and maintains relationships with Metropolitan Police Department, the ANC, Ward 1 Councilman's office, the US Attorney's office. This Committee maintains a file of all related correspondence and makes regular reports to the body.
- (g) The PUBLIC SPACES COMMITTEE shall develop and support initiatives to maintain, beautify and preserve the public spaces within the area served by the Association. In particular, this committee shall plan, coordinate and maintain the garden at Anna J. Cooper Circle and the Community Gateway entrance areas.

### **SECTION 3. Special Committees**

The Association, from time to time, may establish special committees as may be needed, including but not limited to: Auditing and Nominations & Elections. The duties of the designated special committees by this Article, shall be as follows:

- (a) The AUDITING COMMITTEE, consisting of at least two and up to three members, shall be appointed by the President at the Association's regular meeting held on the fourth Tuesday in April. It shall be the duty of this committee to audit the Treasurer's accounts at the close of the fiscal year and to report at the annual meeting. The tenure of the committee expires at the adoption of its report by the Association.
- (b) The NOMINATIONS COMMITTEE shall consist of up to five members elected by the Association at the regular meeting held on the fourth Tuesday in April. It shall be the duty of this Committee to report at the annual meeting in May and nominate a full complement of officers to serve. The Committee shall be responsible for conducting the election. The tenure of the committee shall expire at the conclusion of the annual election.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and/or any special rules of order the Association may adopt.

## **ARTICLE IX**

### **AMENDMENT OF BYLAWS**

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous regular meeting. Ratified May 23, 2000

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Revised June 2007/ Amended July 24, 2007

- 1) Updated formatting of the document throughout.
- 2) Added Section titles to most sections to reflect best practice from other sample bylaws
- 3) Corrected various spelling and transcription errors.

- 4) Article III, Section 1 and 2. Defined membership and classes of membership; Removed Sponsorship category; Added Section 5 and moved text from section 4 of the same section. Updated boundaries text to make W Street the Northern boundary.
- 5) Article IV, Section 1. Deleted reference to several officers; Section 2. Combined 1st and 2nd VPs, Combined financial secretary and treasurer, combined recording secretary and corresponding secretary. Expanded on election procedures.
- 6) Article VI, Section 4. Adjusted # of members needed for a quorum.
- 7) Article VII. Deleted various committees, added new committees, edited remaining committees. Added ability to form committees by resolution.

Amended May 28, 2002

- 1) Article II, Section 4, extending one vote to Howard University: insert "and Howard University, as represented by a designee of its President" in the second sentence, after "only residential members".

Amended April 24, 2001

- 1) Article III, Section 2, Class of members: Change the resident class of members to:  
Resident: individual, senior
- 2) Article III, Section 4, relating to definition of resident member. Amend Article 3, section 4 of bylaws relating to definition of resident member. ON page 2 at the end of section add the following new sentence, "The boundaries of LeDroit Park are Oakdale Street, NW on the North; 2nd Street, NW on the East; Florida Avenue and Rhode Island Avenue, NW on the South, and Bohrer Street, NW on the West."
- 3) Technical Changes In Article II, Object. Change the word "Object" to Objectives; In Article V, Section 3. Insert words, "at least" before "ten members of the Association." So that sentence reads, Special meetings may be called by the President or by the Executive Committee and shall be called upon the written request of at least ten members of the Association. This is to clarify that the request could come from more than 10 members.