

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 seek to adhere to the requirements for membership of the D.C. Federation of Civic Associations.

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 their 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 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) Howard University.

The membership term shall be one year and shall run from January 1 – December 31.

SECTION 3. Dues

Dues shall be assessed on a household basis. 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 January 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.

SECTION 4. Voting

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

Each person 18 years or older whose name has been registered with the Association and who resides full-time in an eligible household that it is current on its dues is a Resident Member in good standing and may cast a vote.

Proxy voting is not allowed.

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 5 shall be eligible for nomination and election to these offices. The 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 October, 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 slate by voice vote. The persons receiving a majority of the votes in the case of two candidates will be declared elected to serve one year starting the following January 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.

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 the ex-officio member of all committees, except the Nominations Committee; and fill any vacated office, temporarily, until the Association can ratify the appointment at a regular meeting; and, as applicable, appoint delegates to The Federation of Civic Associations to serve with the President, who shall be a delegate by virtue of their office.
- (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 may be assisted by a Financial Secretary who is appointed by the President and publicly announced to the Association. The Treasurer shall disburse funds only when properly signed receipts are presented. 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 October, or at such other times as the Association shall require. In addition to the Treasurer and President, the Vice President and Financial Secretary have the authority to sign checks.
- (d) The SECRETARY shall keep two separate copies of minutes – one for regular meetings and one for Executive Committee meetings. 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, the Secretary shall help in the preparation of official resolutions by the Association to be sent to other parties. The Secretary shall notify all members of meetings and 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 meetings is purely an advisory and consultative one – since the President alone has the power to rule on questions of order or to answer parliamentary inquiries.

SECTION 4. Term of Office

Officers and other Executive Committee members are elected or appointed to serve for one year or until their successors are elected, and their term of office shall begin January 1 of the year following 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 October 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 that 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. Non-Members

The privilege to address the Association at regular or annual meetings 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

Eight members of the Association shall constitute a quorum for purposes of voting.

ARTICLE VI EXECUTIVE COMMITTEE

SECTION 1.

There shall be an Executive Committee consisting of the elected officers, the Parliamentarian, the Financial Secretary, 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.

SECTION 2. Duties

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 as may be appropriate in July, August, and December; function to carry out the mandate of the Association and assume any additional responsibilities set forth in these bylaws. 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.

The Executive Committee shall develop ways and determine means for raising funds necessary for building the treasury so as to support Association activities. The underwriting of projects approved by the Executive Committee shall be permitted from the treasury. The Executive Committee shall also prepare a proposed operating budget for the year and shall make recommendations for solving financial problems of the Association and monitor all requests for money from the Association.

SECTION 3. Meetings

The Executive Committee shall meet monthly 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. Quorum

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 six standing committees, in addition to the Executive Committee, whose operations shall be subject to having sufficient willing participation from the Association membership.

SECTION 2. Committees Definition

Each Chairperson of a standing committee shall be responsible for organizing and staffing that 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, including 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. It shall work to ensure high rates of membership in the Association and active participation throughout the community and shall direct the manner of paying Association dues.
- (c) The PROGRAM COMMITTEE shall 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 the Block Party, House Tours, holiday caroling, etc.
 - 2) Initiatives in support of activities in collaboration with local schools and organizations
- (d) 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.
- (e) 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 shall build and maintain relationships with the Metropolitan Police Department, the ANC, Ward 1 Councilperson's office, and the US Attorney's office for the District of Columbia.
- (f) 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. This committee shall build and maintain relationships with the D.C. Department of Public Works and the D.C. Department of Transportation.

Each standing committee shall also research, report, and make recommendations to the Association on any matters referred to it by the membership.

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 shall be as follows:

- (a) The AUDITING COMMITTEE, consisting of at least two and up to three members, shall be appointed by the President upon a majority vote following a member request for an audit. It shall be the duty of this committee to audit the Treasurer's accounts and to report at the regular meeting following completion of the audit. 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 September. It shall be the duty of this Committee to report at the annual meeting in October 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.

Amended March 23, 2021

Changes:

- 1) Article 1 – clarify relationship with the DC Federation of Civic Associations.
- 2) Article 2– clarify membership and voting rules.
- 3) Article 4, Section 2 and Section 4; Article 5, Section 2; Article 7, Section 3– change to make leadership run for calendar year, with elections in October.
- 4) Article 5, Section 3 – changes to reflect current practices, wherein membership is based on the household and voting is per individual.
- 5) Article 5, Section 5 – clarify that quorum requirement pertains to voting and set 8 members as quorum.
- 6) Article 6 – edits throughout to reflect actual practice.
- 7) Article 7 – edits throughout to reflect actual practice.

Throughout:

- Gender neutral pronouns
- Correction of cross-references and typographical errors

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.