

**Eckington Civic Association, Inc.
By-Laws**

Chapter I

Article I - Introduction

Section 1: The name of the Association is the Eckington Civic Association, Inc (ECA).

Section 2: "The purpose of the Association is to promote the civic welfare (to include, but not be limited to, social, economic, environmental, public safety, quality of life, and heritage issues/concerns) within the District of Columbia and especially within the vicinity of the area described in Article I, Section 3.

Section 3: The boundaries of the area immediately served by the Association shall include but may not necessarily be limited to the following:

- (a) The northern boundary is the south side of Rhode Island Avenue NE, between North Capitol Street NE and the railroad tracks;
- (b) The eastern boundary is the railroad tracks, between Rhode Island and New York Avenues NE;
- (c) The southern boundary is the north side of Florida Avenue, NE, between North Capitol Street NE and New York Avenue NE, and the north side of New York Avenue NE between Florida Avenue NE and the railroad tracks; and
- (d) The western boundary is the east side of North Capitol Street NE, between between Rhode Island and Florida Avenues NE.

By the "side of the street," it is meant to include the buildings on that side of the street.

Chapter II

Article I - Membership: Requirements and Privileges

Section 1: Definition of Categories of Membership. There shall be two categories of membership known as Resident and Non-Resident.

(a) Resident Member: Any person, 18 years of age or older, residing within the territorial lines described in Chapter I, Article I, Section 3 shall be eligible to have membership in the Association;

(b) Non-Resident Member: Any person wishing to become a member of the Association who does not reside within the boundaries described in Chapter I, Article I, Section 3, but who has business, property and/or civic interests within the territory aforementioned.

Section 2: Requirements for Membership.

(a) Any person eligible under the terms of Chapter II, Section I, may submit written application to the Recording Secretary.

(b) Annual membership is valid January 1 - December 31. Membership dues collected after June of each year may be pro-rated.

Section 3: Privileges.

(a) Every "resident member" is entitled to vote and participate in all activities of the Association. A "resident member" may hold office provided his/her membership has been in effect for at least 90 days prior to the meeting at which an election for officers is held, and provided that his/her membership dues are current.

(b) "Non-resident" members shall not have a right to vote or hold office.

(c) Any "resident" member may represent those interests of the Association not embodied in the functions and responsibilities of duly elected officers and existing committees, upon appointment by the President and the approval of the Executive Committee.

(d) Any member bringing an issue to the body of the Association in which the member has a financial, business or other interest, the member shall so declare. That is, such person(s) shall submit a written statement to the Executive Committee, detailing the nature and extent of said interest(s), prior to presentation to the body. The Executive Committee shall, thereafter, schedule a date on which the member may present the issue to the body and, without delay, shall notify the interested party.

(e) It is hereby provided that all members of the Association in good standing as of the date these By-Laws are ratified shall retain their full membership and privileges unaffected by any changes or qualifications expressed or implied in this Chapter.

Article 2 - Resignation.

Section 1: The resignation of a member shall be made in writing and addressed to the Recording Secretary, who shall promptly forward it to the Executive Committee.

Section 2: A resignation shall not release the member presenting it from any outstanding financial or other obligation to the Association. That is, upon resignation, a member shall return to the Secretary or the Executive committee any monies, documents, records, properties, etc. belonging to the Association.

Article 3 - Loss of membership and/or privileges

Section 1: Reasons for loss.

(a) Any member of the Association who is in arrears for dues for 30 days shall be notified of that fact in writing by the Treasurer. If the member fails to pay his dues within 15 days from the date of such notice, the Treasurer shall promptly report the fact to the Executive Committee. The Executive Committee may, thereupon, drop the member from the active rolls of the Association. The Recording Secretary shall send the member a written notice of such action.

Section 2: Procedure for Expulsion.

(a) A complaint against a member for conduct inconsistent, contrary or antagonistic to the purpose or interests of the Association shall be communicated in writing to the President, who shall refer the complaint to the Executive Committee.

(b) The President shall advise a member in writing of a complaint within 7 days upon receipt and afford to the member an opportunity to respond in writing to the charges within two weeks of the date of the letter from the Executive Committee

(c) Upon receipt of the member's response, or the expiration of the period within

which to respond, the President shall set a date for the Executive Committee to meet within two weeks and afford the member the opportunity to attend the meeting, present evidence on his/her behalf, and make any arguments and explanation the member desires.

(d) The Executive Committee shall, thereafter, make a written recommendation to expel, not to expel, or take other appropriate action, based on all of the evidence before it, and give reasons for its action.

(e) Up to this point, the complaint shall be confidential from the public and from the membership, except for the member, the complainant and the Executive Committee.

(f) If the Executive Committee recommends expulsion, it shall notify the member charged in writing and, if the member so chooses, he/she may resign voluntarily to avoid disclosure of the complaint to the entire membership. In the form of a resolution, the recommendation of the Executive Committee shall be presented at the next regularly scheduled meeting. The resolution shall include a description of all charges against the member.

(g) Notice of the charge(s) and Executive Committee Recommendation(s) shall be published in the announcement for the following regularly scheduled meeting.

(h) At the following regularly scheduled meeting, discussion on the complaint and recommendations shall be had, and in due course a vote taken on said recommendation to expel. A two-thirds majority of those voting at said meeting shall be required to expel.

Chapter III

Article I - Dues & Fees

Section 1: Members.

(a) The annual dues for members shall be set by the Executive Committee and approved by the general body of the Association.

(b) Membership dues shall be payable in January, the first month of the fiscal year.

Section 2: Assessments and Contributions.

No fees or assessments, other than annual dues, shall be levied by the Association, but voluntary offerings may be solicited and received when authorized by the Association, or by the Executive Committee.

Chapter IV

Article I - Fiscal year

Section I The fiscal year of the Association shall commence in January, and shall end at the conclusion of business of the annual election meeting in December.

Chapter V

Article I - Meetings

Section 1: The control of the affairs of the Association shall be vested in the membership, in regular or special meetings, except that the President may, with the approval of the Executive Committee, act in behalf of the Association when an issue arises that requires immediate response on the part of the Association such that the members cannot be consulted at a regular meeting.

Section 2: The day and time of the regular meeting of the Association shall be established by the Executive Committee, with the approval of the body, at the commencement of the fiscal year. The time and place of each meeting shall be announced to the membership via the Eckington listserv in Yahoo! Groups and in an email sent to addresses provided to the Recording Secretary or in a membership application.

Section 3: A special meeting of the Association shall be held (1) if a call for such a meeting shall have been voted at a meeting of the Executive Committee or (2) by a written petition to the Executive Committee of not less than one-third of the active members of the Association. The Executive Committee shall review the nature and business of the special request and its contents shall not exceed the objectives, goals

or By-Laws of the organization. Within 7 days, the Executive Committee shall review the petition in accordance with the above specifications and file it with the Secretary. Written notice of the time and place of the meeting, and of the business to be transacted, shall be delivered to each member at least one week before the special meeting. No other business may be transacted at the special meeting.

Article 2 - Quorum

Section 1: A quorum shall be required for the transaction of business at any regular or special meeting of the Association.

Section 2: A quorum shall consist of either 10 members or one-third of the resident membership, unless otherwise required or allowed by these By-Laws, whichever is less.

Article 3 - Decisions

Section 1: Every decision of a meeting of the Association shall be by a majority of those current resident members present, unless otherwise required by these By-Laws. Proxy votes shall not be allowed.

Section 2: Amendments to these By-Laws shall require a two-thirds majority vote among all present resident members.

Chapter VI

Article I - Official Organization

Section 1: The elected officers shall be a President, a Vice-President, a Recording Secretary, and a Treasurer. The term of office is one year, i.e., from the date of election until the installment of officers in the succeeding term.

Section 2: The elected officers listed in Chapter VI, Section 1 shall serve as the Executive Committee, which shall exercise the powers and perform their duties in accordance with these By-Laws.

Section 3: Should the office of any officer of the Executive Committee become vacant by death, inability to serve, or resignation, at a date not more than three months prior to the general election, the Executive Committee shall have authority, in its

discretion, to fill such vacancy for the period remaining until the annual election, unless otherwise designated in these By-Laws. All other vacancies may be filled for the unexpired term of an officer by an election which shall be held at the next regularly scheduled meeting. Sufficient notice shall be given to afford every opportunity for the entire membership to participate in the upcoming election.

Article 2 - Officers of the Association

Section 1 The President.

(a) General Duties -

- (1) The President serves as the convener of the association and presides over all ECA meetings.
- (2) The President, along with all the officers, contacts and coordinates guest speakers for ECA meetings.
- (3) The President shall prepare final ECA meeting agendas and forward to the Recording Secretary for posting on the Eckington listserv.
- (4) The President responds to residents' questions or problems when requested.
- (5) The President attends ANC meetings when requested.
- (6) The President participates in the Civic Association's spending decisions.
- (7) The President, along with all the officers, provides continuity for the Succession planning process and formulates plans for his/her term by organizing the Succession planning committee.
- (8) The President, along with all the officers, develops action plan to further identify and add clarity to all roles and responsibilities prior to annual transition. Ensure appropriate follow up and effective transitioning of all association duties.

(b) Special Duties - The President shall:

- (1) Preside at each meeting of the Association and of the Executive Committee;
- (2) Be ex officio of all committees;
- (3) Make committee chair appointments;
- (4) Develop policy statements, guidelines and procedures for the efficient operation and administration of the Association;

- (5) Co-sign all checks or other papers requiring the payment of money;
- (6) Sign or co-sign all agreements, documents, instruments, and matters that require the attest of the Association;
- (7) Appoint an Assistant to the Secretary, with the approval of the Executive Committee.

Section 2 The Vice-President.

(a) Duties -

- (1) The Vice President assumes and accepts the responsibilities as designated by the President in his/her absence.
- (2) The Vice President assists the President in contacting and coordinating guest speakers for all ECA meetings.
- (3) The Vice President participates in the Civic Association's spending decisions.
- (4) The Vice President assists the President in providing continuity for the Succession planning process and formulates plans for his/her term by organizing the Succession planning committee.
- (5) The Vice President assists the President in developing an action plan to further identify and add clarity to all roles and responsibilities prior to annual transition, as well as ensures appropriate follow up and effective transitioning of all association duties.
- (6) The Vice President performs such other duties as the President may request.

Section 3 The Recording Secretary.

(a) Duties -

- (1) The Recording Secretary is responsible for the recording and preparation of the minutes of all Civic Association meetings and for the email distribution of copies of the minutes to all other officers of the Eckington Civic Association for approval.
- (2) The Recording Secretary shall post the Civic Association agenda for all meetings on the Eckington listserv seven calendar days in advance of each meeting.
- (3) The Recording Secretary posts the minutes of Civic Association meetings to the Eckington listserv after they have been approved by a majority of the officers.
- (4) The Recording Secretary is responsible for maintaining records of all

activities of the Association and serves as a central depository of copies of minutes and reports generated by the association.

(5) The Recording Secretary may be responsible for drafting Civic Association correspondence for ECA approval, i.e., letters of support/opposition, letters requesting information, etc.

(6) The Recording Secretary participates in Civic Association's spending decisions.

(7) The Recording Secretary performs such other duties as the President may request.

Section 4 The Treasurer.

(a) General Duties -

(1) The Treasurer participates in Civic Association's spending decisions.

(2) The Treasurer shall maintain the Association's account(s).

The Treasurer shall prepare, and the ECA officers approve, a quarterly financial report within thirty (30) days of the close of the fiscal quarter.

These reports shall be public documents and shall be available for public review.

(3) The Treasurer shall give a report at each Civic Association meeting and shall prepare written quarterly reports. The Treasurer must post the quarterly report on the Eckington listserv.

(4) The Treasurer shall maintain the Civic Association's accounts on a calendar year basis, beginning January 1st and ending December 31st.

(5) The Treasurer must sign all quarterly reports along with the President.

(6) The Treasurer shall prepare a check for all ECA-authorized expenditures.

(7) The Treasurer and the ECA President's signature shall be required on every draft or order drawn on the bank depository.

(8) The Treasurer performs such other duties as the President may request.

(b) Special Duties - The Treasurer shall perform the following duties:

(1) Have the custody of its money and maintain a proper set of books of account.

(2) Maintain a checking account in the name of the Association, in a bank approved by the Executive Committee, and shall personally co-sign all checks or other papers requiring the payment of money.

- (3) Make all disbursements by check, under such requirements as shall be determined by the Executive Committee.
- (4) Perform all duties required by these By-Laws and other duties that are properly assigned by the Executive Committee.

(c) Signature Required - The Treasurer shall sign all instruments of the Association whereupon the Treasurer's signature or co-signature is required by the United States or District of Columbia law or by these By-Laws.

Section 5: The Executive Committee

(a) General Function - The Executive Committee shall manage, direct, control and administer the property, affairs and business of the Association and shall be and act as the custodian of its properties and interests, except such thereof as are placed in the custody and/or the administration of the Treasurer by the provisions of these By-Laws.

(b) Duties - The Executive Committee shall carry out all general policies and instructions that shall have been adopted at any meeting of the Association and, subject to such general policies and such instructions, shall act for and in behalf of the Association in all matters within its jurisdiction and do all things required and permitted by these By-Laws to carry out and press forward the objects and interests of the Association.

(c) Special Duties - Subject in each instance to the condition fixed in these By-Laws, the Executive Committee shall or may perform the following duties:

(1) Rules and Regulations - Establish and adopt rules and regulations supplementing these By-Laws, to govern the use of the property, name, affairs, meetings, and business of the Association.

(2) Meetings - Approve or fix the time of each meeting of the Association and the place for holding it, if such shall not have been fixed by the Association; and shall approve or fix the time and place of the meetings of its own.

(3) Funds and Gifts - Establish funds and accept gifts, bequests, and devises for and in behalf of the Association, under the conditions fixed in these By-Laws.

(4) Presidential Appointments - Approve the President's appointments of

committee chairs.

(5) President's Council - Provide advice and counsel to the President in the development of annual programs and other official activities of the , Association.

(6) Removal of Officers of Appointees - After one week's notice to the person concerned, who shall be accorded the full privilege of a hearing before the Executive Committee, the Executive Committee, by written ballot, may remove any member of the Executive Committee or any member of any committee of the Association for refusal, neglect, or failure to perform the duties of his office or position. At least three votes in favor of such removal shall be required to make the same effective. The vacancy thus created shall be filled as provided by these By-Laws.

(7) Other Duties - Perform such other duties as the membership may prescribe.

(d) Quorum - A quorum shall be necessary to transact any business of the Executive Committee. Not less than three shall constitute a quorum. In the absence of a quorum, those present may adjourn the meeting from day to day, or to a later date.

(e) Decisions - Every decision of the Executive Committee shall be by a majority of those present unless otherwise required by the by-Laws.

Chapter VII

Article 1 - Nominations and Elections

Section 1: On or before the fifteenth day of September of each year, the Executive Committee shall publicize the December elections and solicit nominations from resident members via the Eckington Listserv, email, and monthly meetings.

Section 2: The election of officers and members of the Executive Committee shall be held at the regularly scheduled meeting in December.

(a) The voting shall be by secret ballot. If there be but one candidate for any office or vacancy in the Executive Committee, however, the Secretary may be directed by a vote of the Association to cast one ballot for the full number of votes of the meeting for the nominee, whereupon the President shall declare him elected by acclamation.

(b) In all cases, the nominee receiving a majority of the votes shall be declared the winner.

(c) In case of a tie, ballots shall be cast, until the tie is broken.

Chapter VIII

Article I - Committees

Section 1: Committee Structure - The committee structure of the Association shall be composed of standing, special and ad hoc committees.

Section 2: Scope and Functions of Committees:

(a) Each of the Standing Committees shall consist of three or more members of the Association. The Chairperson and members shall be appointed annually by the President, with the approval of the Executive Committee.

(b) The period of service of each committee shall terminate with each annual meeting.

(c) All committee activities, duties and functions shall be under the administrative authority of the Association.

(d) Committees shall serve solely in an advisory capacity to the President, Executive Committee, and general body.

(e) Committee representation of the Association to external bodies and organizations shall be conducted only by the approval and administrative authority of the President and the Executive Committee.

(f) Committees shall not participate in or conduct activities reserved for the functions of the elected officers.

Chapter IX

Article I - Dissolution Clause

Section 1: The Association is organized exclusively for civic and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Service Code. Upon the dissolution of the Association, assets shall be distributed for one or more exempt purpose within the meaning of Section 501(c)(3) of the Internal Revenue Service Code, or shall be distributed to the District of Columbia Government for a public purpose.