

**Eckington Civic Association
Bylaws**

Article I: The Eckington Civic Association

- 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 Eckington.
- Section 3: For the purposes of these bylaws, "Eckington" means the area bound by Rhode Island Avenue NE to the north; the WMATA Red Line Metro tracks to the east; Florida Avenue NE to the south; and North Capitol Street to the west.
- Section 4: 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.

Article II: Membership

- 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 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, Article I, Section I, may submit written application to the Communications Director.
 - (b) Annual membership is valid February 1 - January 31. Membership dues collected after June of each year may be pro-rated.
- Section 3: Privileges of Membership.
- (a) A 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 30 days prior to the meeting at which an election for officers is held, and provided that his/her membership dues are current.

- (b) A Non-Resident Member shall not have a right to vote or hold office.
- (c) A Resident Member may serve on a Committee.
- (d) Any member may submit an item for inclusion on the Association's agenda by emailing eckingtoncivic@gmail.com. The President, in consultation with the Executive Committee, shall determine whether and how the Civic Association will take up that item. Applications for the Association's support or opposition to zoning, permitting, Advisory Neighborhood Commission, or other government actions will, absent exceptional circumstances, be scheduled for the next regularly scheduled meeting.
- (e) All members of the Association in good standing as of the date these Bylaws are ratified or amended shall retain their full membership and privileges unaffected by any changes or qualifications expressed or implied in this Chapter.

Section 4: Resignation.

- (a) The resignation of a member shall be made in writing and addressed to the Communications Director, who shall promptly forward it to the Executive Committee.
- (b) A resignation shall not release a 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.

Section 5: Loss of membership and/or privileges

- (a) Reasons for loss. 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 Communications Director shall send the member a written notice of such action.
- (b) Procedure for Expulsion.
 - (1) 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.
 - (2) 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
 - (3) Upon receipt of the member's response, or the expiration of the period

within which to respond, 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.

(4) If the Executive Committee makes a recommendation to expel, the matter shall be taken up at the next regularly scheduled meeting. The Executive Committee shall state the reasons for recommending a member's expulsion, the member shall be given a brief opportunity to respond, and the members present vote on whether to approve the expulsion.

(5) A two-thirds majority of members present shall be required to expel a Member.

Section 6: Dues

(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 February.

(c) 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.

Article III: Meetings and Resolutions

Section 1: The President shall set the agenda for meetings of the Association with the input of the Executive Committee. The President or a designated member of the Executive Committee shall preside over a meeting.

Section 2: The President and the Executive Committee shall seek the input of Members on matters impacting Eckington or the Association at regularly scheduled meetings. Where appropriate, that input shall include a vote on a resolution.

Section 3: A resolution adopted by the Association shall be binding on the Officers of the Association unless it is mooted by events or superseded by a subsequent action of the Association.

Section 4: A regular meeting day and time shall be established by the Executive Committee 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 Google Groups.

Section 5: A special meeting of the Association may be convened either:

(a) By the President, with the approval of the Executive Committee;

(b) By written petition of not less than 15 active members of the Association.

- Section 6: Written notice of the time and place of a special meeting and of the business to be transacted shall be announced via the Eckington listserv in Google Groups no less than seven days prior to the meeting. No business that is not so noticed may be transacted at a special meeting.
- Section 7: A quorum of 10 resident members or one-third of the resident membership, whichever is less, shall be required for the Association to formally approve or disapprove a matter.
- Section 8: The practice of the Association is to allow open debate on a matter as time permits; however, the President (or other presiding officer) may call the question in his or her discretion. If a Member objects to the calling of the question, the Association shall immediately come to a vote on whether to end debate.
- Section 9: Voting matters, including to end debate, shall be resolved by majority vote of resident members present.
- Section 10: With the unanimous consent of resident members present, the presiding officer can ask the Association to proceed on a voice vote.
- Section 10: Amendments to these By-Laws shall be noticed at least seven days in advance of a vote and shall require a two-thirds majority vote of resident members present.

Article IV - Officers and Organization

- Section 1: The elected officers of the Association shall consist of: one President, between one and four Vice-Presidents, a Communications Director, and a Treasurer. The term of office for an elected position shall be one year, beginning on January 1 and ending on December 31.
- Section 2: The elected officers of the Association shall serve as the Executive Committee.
- 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 Bylaws. 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.
- Section 4: The President's Duties. The President serves as the convener of the association and presides over all ECA meetings.
- (a) The President, with the input of the Executive Committee, set the agenda for meetings of the Association.
- (b) The President, with the assistance of the Executive Committee, shall contact

and coordinate speaker and guests at Association meetings.

- (c) The President shall prepare final Association meeting agendas and forward to the Communications Director for posting on the Eckington listserv.
- (d) The President or a designee shall attend ANC meetings when requested.
- (e) The President, with the input of the Executive Committee, may deputize Vice Presidents to take primary responsibility for policy areas (e.g. public safety, development, public spaces, etc.).
- (f) The President shall participate in the Civic Association's spending decisions.
- (g) The President shall provide for the continuity of the Association and the orderly transition to his or her successor.
- (h) The President shall serve as an ex officio member of all committees.
- (i) The President, with the input of the Executive Committee, shall appoint committee chairs and members.
- (j) The President shall, with the input of the Executive Committee, develop policy statements, guidelines and procedures for the efficient operation and administration of the Association;
- (k) The President shall:
 - (1) Co-sign all checks or other papers requiring the payment of money;
 - (2) Sign or co-sign all agreements, documents, instruments, and matters that require the attest of the Association;

Section 5: Vice-Presidential Duties.

- (a) A Vice President may accept and assume responsibilities designated by the President.
- (b) A Vice President shall assist the President in contacting and coordinating guest speakers for all Association meetings.
- (c) A Vice President may participate in the Association's spending decisions.
- (d) A Vice President shall assist the President in providing for the continuity of the Association.
- (e) With the approval of the President, a Vice President may serve as a representative of the Civic Association at public hearings, ANC meetings, and other events.
- (f) A Vice President may perform such other duties as the President may

request.

Section 6 The Communications Director's Duties.

- (a) The Communications Director 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.
- (b) The Communications Director shall post the Civic Association agenda for all meetings on the Eckington listserv at least three days in advance of each meeting.
- (c) The Communications Director shall post the minutes of Association meetings to the Eckington listserv within seven days of a meeting.
- (d) The Communications Director 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.
- (e) The Communications Director may be responsible for drafting Association correspondence for ECA approval, i.e., letters of support/opposition, letters requesting information, etc.
- (f) The Communications Director shall participate in Civic Association's spending decisions.
- (g) The Communications Director may perform such other duties as the President may request.

Section 7 The Treasurer.

(a) General Duties -

- (1) The Treasurer shall participate in Civic Association's spending decisions.
- (2) The Treasurer shall maintain the Association's account(s) on a calendar year basis, beginning January 1st and ending December 31st.
- (3) The Treasurer shall prepare a check for all ECA-authorized expenditures.
- (4) The Treasurer and the President's signature shall be required on every draft or order drawn on the bank depository.
- (5) The Treasurer may perform such other duties as the President may request.

(b) Special Duties - The Treasurer shall:

- (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 Bylaws and other duties that are properly assigned by the Executive Committee.
- (5) 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 Bylaws.

Section 8: 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 Bylaws.
- (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 Bylaws 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 Bylaws, the Executive Committee shall or may perform the following duties:
 - (1) Rules and Regulations - Establish and adopt rules and regulations supplementing these Bylaws, 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 Bylaws.
 - (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 Bylaws.
- (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 Bylaws.

Article V: 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 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 elections for President, Treasurer, and Communications Director, the nominee receiving a majority (or plurality) of the votes shall be declared the winner.
 - (c) In elections for Vice President, if there are four or fewer candidates, all candidates who receive the support of a majority of the members present shall be elected. If there are more than four candidates, each member will be permitted to cast four ballots and the four candidates receiving the most votes shall be elected.
 - (d) In case of a tie, ballots shall be cast again, until the tie is broken.

Article VI: 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.

Article VII: Dissolution

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.