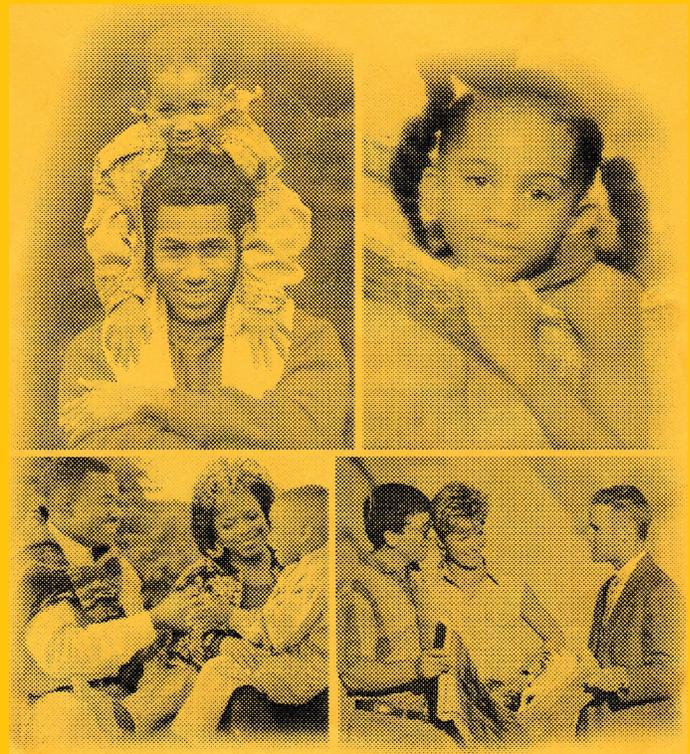

2019
**Constitution
and By-Laws**
Updated 6/1/2024



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***A good community,
getting better.***

Special Thanks to Mr. Jeremiah Montague JR

for his diligence in bringing together these,
the 2019 Constitution and By-laws, for the Woodridge Civic Association.



Post Office Box 80151 • Washington, DC 20018 • 202.670.1238

OFFICERS

Jeremiah Montague, Jr, *President* • Roberta Lovatelli, *1st Vice President*
xxxxxxx, *2nd Vice President* • Leroy Battle, *Treasurer*
Leroy Battle, *Financial Secretary* * Lisa Brown, *Recording Secretary*
Lisa Brown, *Correspondence Secretary*

Our Mission Statement

The Woodridge Civic Association, Inc., is an organization of citizens of the Woodridge community, organized to determine the needs of the community and to work for the betterment of the community.

The Association emphasized cooperation, coordination, and common action, to meet the needs of the community.

We strive to make a positive impact on the community, and are dedicated to provide service, information, and a forum for the exchange of ideas, opinions, and development of community projects, partnership with other organizations, education, recreation, and a safe place for our citizens

We advocate for justice and peace, in our community, and the greater Washington, D.C. area.

**We meet the 1st Tuesday of every month, excluding the summer months of July and August at
The Woodridge Public Library,
1801 Hamlin Street, NE, Washington, D.C.**

Designer/

2019 Acting Project Director:
Carmelia Cockrell Hood

Revised 2024, President
Jeremiah Montague, Jr.

Visit us at www.woodridgescivicassociation.org

CONSTITUTION

Article 1

NAME

The name of this organization shall be the Woodridge Civic Association, Inc.

Article II

PURPOSE

The purpose of this organization shall be to express the opinions of the citizens of this community; to work for the betterment of this area to inform the citizens of this community of the rights and responsibilities of citizenship.

Article III

MEMBERSHIP

Section 1. Any person, 18 years of age or over, of good moral character, and having property, commercial occupational, or residential interests within the boundaries of this Association may become a member upon payment of the annual dues.

Section 2. Friends of the organization, with the same personal attributes cited in Section 1 of Article III, may become a member upon payment of annual dues.

Section 3. Those members cited in Section 2 of Article III shall be entitled to all the rights and benefits provided by the association with one exception, that they shall not hold an elective office.

Article IV

OFFICERS

Section 1. The elected officers of the association shall be: (a) President, (b) First Vice President, (c) Second Vice President, (d) Recording Secretary, (e) Corresponding Secretary, (f) Financial Secretary, and (g) Treasurer.

Section 2. Each elected officer of the association shall be elected by ballot or show of hands (at the discretion of the chair), and all officers shall be elected separately by a majority of the votes cast.

Section 3. All officers elected shall be installed and assume office at the close of meeting in which they are elected, or at the next regular meeting of the Association.

Section 4. All elected officers shall be elected to serve for a term of two (2) years starting in the year 2000, or until such time, as their successors have been elected, qualified, and installed.

Section 5. Any elected officers may be re-elected to succeed themselves for additional terms.

Section 6. The following officers of this association shall be appointed by the elected officers to serve for two (2) years or until such time as their successor has been appointed, qualified and installed: (a) Parliamentarian (b) Historian (c) Sergeant-at-Arms (d) Chaplin.

Section 7. Appointed officers may be re-appointed for additional terms.

Duties of Officers

Section 8. The President shall preside at all meetings of the association and executive committee. The president shall have the power to: (a) appoint all special committee members, (b) call special meetings of the association and executive committee, (c) ensure that official incoming and outgoing correspondence is forwarded to the proper officers for action, (d) shall be an ex-officio member of all committees, except the nominating committee, and (e) shall perform all other duties pertaining to this office.

Section 9. It shall be the duty of the First Vice President to assist the President, and in the absence of that officer he-/she shall take his/her place as presiding officer; shall in case of a vacancy in the office of the president, he/she shall act in that capacity until such time as a new President has been elected, qualified and installed.

Section 10. The duty of the Second Vice President shall also assist the President. In the absence of the first Vice President, he/she shall take his/her place and in the event of a vacancy in the office of the First Vice President, he/she shall succeed to that office for the unexpired term.

Section 11. The Recording Secretary shall be responsible for accurate recording of the minutes of the association's general meetings and the Executive Committee meetings. He/she shall prepare the reports of that information for distribution to the membership and officers of the association; also provide copies to the Historian for archival purposes. The Recording Secretary shall perform other such duties as the President may direct.

Section 12. The Corresponding Secretary shall conduct the general correspondence of the association and perform other duties as may be required by the President and Executive Committee.

Section 13. The Financial Secretary shall sign all vouchers and exhibit his/her books when requested by the President, Executive Committee and/or an Audit Committee established by the President.

Section 14. The Treasurer shall receive all monies paid into the association, giving his/her receipt for the same; shall cash all orders on the treasury as directed by the President; and when requested shall exhibit his/her books for auditing as ordered

by the Executive Committee; shall within seven days, deposit all receipts in a local bank designated by the association; shall maintain accurate financial records and make a monthly report of the current financial status of the association during the monthly meeting.

Section 15. The Parliamentarian shall perform such duties of a legal nature as may be assigned by the President; shall provide appropriate parliamentary procedure to the presiding official upon request in accordance with the association bylaws or, in absence of such law, Robert's Rules of Order will be used.

Section 16. The Historian is responsible for the collection and maintenance of all the records of historical value of the association. He/she shall be responsible for updating the archives as requested by the President and Executive Committee.

Section 17. It shall be the duties of the Sergeant-at-Arms to maintain order during the association's general and executive board meetings; assist the President when necessary, and perform other tasks as deemed appropriate by the Executive Committee.

Section 18. The Chaplain shall render all services of reverence for the association.

Section 19. If, and when, a vacancy occurs in any elective office, other than by the expiration of a term, the same shall be filled in the following manner; the position of President shall be filled by a special election and done in accordance with the election procedures as outlined in the Constitution. The Second Vice President shall succeed the First Vice President. All other vacancies, including the Second Vice President, shall be filled by appointments made by the President/Executive Committee at the next regular election.

Suspension and Removal

Section 20. If any elected or appointed officer is charged with a felony or other serious offense, they shall stand suspended pending the adjudication of the case. If convicted, his/her position shall be deemed vacant.

Section 21. If an elected or appointed officer, or committee member, fails to attend three consecutive meetings of the association, or of the Executive Committee meetings, that office shall be declared vacant unless a reasonable excuse be given and accepted by the Executive Committee. If such excuse is not given and accepted, the Executive Committee shall at once proceed to fill the vacancy.

Section 22. Any elected or appointed officer who fails to pay their annual dues by February 1 shall stand suspended, and if they are in arrears by March 1, shall be removed by a majority vote of the Executive Committee at a regular meeting of the Executive Committee.

Article V NOMINATION AND ELECTION OF OFFICERS

Section 1. Starting September 1999 and every odd year thereafter, a Nominating Committee consisting of at least three (3) members shall be appointed by the Executive Committee at the September general meeting, which meets two (2) months prior to the annual meeting, held in the month of November.

Section 2. The Nominating Committee shall prepare a slate of officers for presentation at the October general meeting during the election year. Nothing herein contained shall prevent any member for being nominated from the floor at the time of the presentation of the Nominating Committee.

Section 3. Elected officers of the association shall be elected every two years at the annual meeting of the association, which is held in the month of November.

Section 4. Installation of the elected officers shall take place not later than the regular meeting of the association in December of each odd numbered year.

Section 5. A special election shall be called by the Executive Committee when the office of the President becomes vacant. The election shall be held at the next regular monthly meeting. A notice of the Special Election shall be sent to the membership, no later than ten (10) days prior to the meeting. Nominations from the floor are permissible at that time.

Article VI

MEETINGS

Section 1. The Association shall hold its general meeting each month from September through June of each year.

Section 2. The association shall notify all members of such meetings by post-card or letter at least five days before the meeting, except in case of an emergency.

Section 3. Special meetings of the association can be called by the President, the Executive Committee, or by written request of fifteen members of the association's membership. The purpose of the meeting shall be stated in the notice, and no other topic may be discussed at that meeting. Reasonable notice shall be given in writing.

Section 4. The annual meeting of the association will be held in the month of November of each year. Beginning November 1999, and subsequent odd years, this meeting shall be held to elect officers as provided by the Constitution and other business as determined by the membership.

Article VII

EXECUTIVE COMMITTEE

Section 1. The executive committee shall have emergency powers to act on behalf of the association during the months of July and August.

Section 2. The Executive Committee shall consist of the President, First and Second Vice Presidents, Corresponding and Recording Secretaries, Treasurer, Financial Secretary, and the association's Delegates to the Federation of Civic Association, Inc.

Section 3. Vacancies on the Executive Committee shall be promptly filled using the procedures outlined in the Constitution.

Section 4. A majority plus one of the members of the Executive Committee shall constitute a quorum for transaction of business.

Section 5. The Executive Committee shall report any action taken on behalf of the association to the membership at the next scheduled regular meeting of the association.

ARTICLE VIII DELEGATES TO THE FEDERATION OF CIVIC ASSOCIATIONS, INC.

The Delegates of the association shall be the President and five other persons appointed by the President. The President also may appoint six alternates.

Article IX AMENDMENTS

This Constitution may be amended by two-thirds (2/3) vote of the members present at any regular meeting of the Association, provided that written notices of the proposed amendments shall have been first read at a regular meeting of the Association, and the membership notified at least thirty (30) days prior to the regular meeting of the Association at which the proposed amendment is considered.

BY-LAWS

Article I

MEETINGS

Section 1. The regular monthly meeting of the Association shall be held at 7:00 p.m. on the first Tuesday during each meeting month.

Section 2. Meetings shall be held at such places as may be designated by the president or the Association's membership.

Article II

QUORUM

Eleven members of the Association shall constitute a quorum for carrying on the business of the Association and the action taken shall be binding upon all of the members of the Association.

Article III

DUES

The annual dues shall be determined by vote of the membership at the annual meeting, and no member is eligible to vote until his annual dues have been paid.

Article IV

COMMITTEES

Section 1. Standing committees shall be the executive committee and such other committees as the Association may from time to time establish.

Section 2. Special committees may be appointed by the president as he/she deems necessary or which the Association may determine necessary to carry out the business of the Association.

Article V

RULES OF ORDER

Robert's Rules of Order shall govern in all proceedings of the Association in the absence of any other rule to the contrary that shall be adopted by the Association.

Article V

AMENDMENTS

These By-Laws may be amended by two-thirds (2/3) vote of the members present at any regular meeting of the Association: Provided that the written notices of the proposed amendments shall have been first read at a regular meeting of the Association and the membership notified at least thirty (30) days prior to the regular meeting of the Association at which the proposed amendment is considered.

