

**BY LAWS OF THE LAMOND-RIGGS CITIZENS ASSOCIATION, INC.  
IN THE DISTRICT OF COLUMBIA**

**ARTICLE I: NAME AND NATURE OF THIS ORGANIZATION**

SECTION 1. This organization shall be known as the Lamond-Riggs Citizens Association, Inc. (hereinafter referred to as "Association" or "LRCA"), a corporation duly organized under the laws of the District of Columbia on September 4, 1957, under book 0165, page 415, with the Office of Superintendent of Corporations, District of Columbia, formerly known as the Chillum Castle Manor Citizens Association in the District of Columbia, organized June 29, 1948, and later as the Lamond-Riggs Citizens Association, an unincorporated association.

**ARTICLE II: ORGANIZATIONAL AND JURISDICTIONAL AREA**

SECTION 1. The organizational and jurisdictional area of this association shall be defined, bounded and limited as follows: starting from the Baltimore and Ohio Railroad tracks at Underwood Place to Kansas Avenue, Northeast; then northerly on Kansas Avenue, Northeast to Eastern Avenue, Northeast; then southerly on Eastern Avenue, Northeast to where it intersects Galloway Street, Northeast; then westerly along Galloway Street, Northeast until it meets the railroad tracks of the Baltimore and Ohio Rail; then northwesterly along such railroad tracks to where they reach Underwood Place, Northwest, extended; all with the District of Columbia.

See Map, Exhibit A.

SECTION 2. This organization shall be a non-political, non-sectarian, and non-profit association.

**ARTICLE III: PURPOSES, AIMS AND OBJECTIVES**

SECTION 1. The purposes, aims and objectives of this association are to promote the general welfare of the District of Columbia, participate in common District of Columbia endeavors seeking to effect civil improvements therein for the benefit of its inhabitants; to further the general welfare of residents who reside within the boundaries of the Lamond-Riggs Citizens Association, Inc. as described in Article II, Section 1 of these Bylaws; to promote by mutual association the improvement of the properties of the neighborhood, and the streets, alleys, sidewalks, schools, playgrounds, and other public facilities of the neighborhood; to advise the residents of the Lamond-Riggs neighborhood of legislation, laws and regulations which affect their interests; to represent the interests of the residents of the neighborhood before appropriate Congressional committees, before the Council of the District of Columbia, the Zoning Board of the District of Columbia, and other appropriate legislative, judicial, quasi-judicial, and investigative bodies; and to perform other acts incidental to promoting the welfare of its members and the residents of the Lamond-Riggs neighborhood in the District of Columbia.

## ARTICLE IV: MEMBERS

SECTION 1. Categories of Members: The organization shall have three categories of members, Family, Corporate, and Individual.

SECTION 2. Eligibility for Membership:

a. Family: To be eligible for membership in this organization, a person (family) must be (1) a resident within the boundaries as specified in Article II, Section 1, hereof; (2) over eighteen (18) years of age and (3) a citizen of the US or one who has formally declared an intention to become a citizen as documented by a filed application for citizenship and pay the \$15 membership fee.

b. Corporate: To be eligible for membership in this organization, an active business, church, non-profit or other organization must reside within the boundaries as specified in Article II, Section 1 hereof and pay the \$50 membership fee.

c. Individual: To be eligible for membership in this organization, an individual must be (1) a resident within the boundaries as specified in Article II, Section 1, hereof; (2) over eighteen (18) years of age and (3) a citizen of the US or one who has formally declared an intention to become a citizen as documented by a filed application for citizenship and pay the \$10 membership fee.

SECTION 3. DUES

a. All Membership dues shall be an amount set by the general body of the LRCA after a recommendation by the Executive Board and is payable during the LRCA program year, October 1 through September 30 of the following year. The amount of dues may be changed by a two-thirds (2/3) vote of the general body.

b. Husband and wife shall be considered as one member for dues purposes. Each shall have one vote.

c. For voting for any positions noted in the by-laws, members must pay their dues in full a month before that election in order to vote.

d. Good Standing – No individual or corporation shall be considered to be a member in good standing of the LRCA unless and until such dues have been paid. An adult, family or a corporation that fails to pay annual dues when due, shall automatically cease to be a member in good standing of the LRCA.

## ARTICLE V: MEMBERSHIP MEETINGS

SECTION 1. Officers and Trustees: The business of this association shall be conducted and its affairs administered by its duly elected and appointed officers and trustees, who

shall comprise the Executive Board and shall meet in executive session at such date, time and place as shall be determined by the Executive Board through a majority vote of the Executive Board. The Board shall meet at least once per month before regularly scheduled meetings.

SECTION 2. Regular Meetings: Regular meetings of the members shall be at such, date, time and place as shall be determined by the members after recommendation of the Executive Board, but shall occur no less than once each month except during the months of July, August and September, at such place as is designated by the Executive Board.

Any change in the regular meetings date, time and location must be approved by the General Body unless there is an unforeseen circumstance and the site is not available. The President in conference with the Vice Presidents can change the meeting's date, time and location.

If this occurs, it is the responsibility of each member of the Executive Committee to assist in notifying the Community as quickly as possible of the change.

SECTION 3. Special Meetings of the Membership: May be called for any purpose by or at the request of the following members in good standing:

- (a.) The President of the Association,
- (b) At least five members of the Executive Board, or
- (c) At least one-third (1/3) of the members of the Association.

The request shall be submitted in writing to the Corresponding Secretary of the Association. The President shall call such meeting for the purpose specified in the request. The Corresponding Secretary shall send out written, electronic or phone call notices of the date, time, place and subject matter of such special meeting. The notice shall be transmitted with **10 days notice**. The business of such special meeting shall be restricted solely to the purpose for which such special meeting was called.

SECTION 4. Manner of Voting: Except as otherwise provided by these By- Laws, the act of a majority of the members present and voting at a meeting at which a quorum is present shall be the act of the Association.

SECTION 5. Special Meetings of the Executive Board: The Association President or at least five (5) members of the Board may call special meetings of the Executive Board.

The Corresponding Secretary, upon receipt of a written request from those identified above, shall transmit written, electronic or phone call notices of the date, time, place and subject matter of such special Executive Board meeting. No special meeting shall be held until prior to **five (5) days** from the transmission date of the meeting notice. The notice shall state the agenda and the business of such special meeting shall be restricted solely to those matters.

SECTION 6. Quorum: The presence of at least fifteen (15) members and three (3) officers at a membership meeting and five (5) Executive Board Members present at an Executive Board meeting shall constitute a quorum.

## **ARTICLE VI: OFFICERS, TRUSTEES AND DELEGATES**

SECTION 1. The business of the Association shall be conducted and its affairs administered by its duly elected and appointed officers and trustees, who shall comprise the Executive Board and shall meet in executive session no less than one week prior to the regularly scheduled monthly Association meeting. Each Officer and Trustee shall Chair or Co-Chair a Standing Committee with the exception of the Nominating Committee Member.

SECTION 2. Required Officers: The Association shall have the following officers: President, First Vice President, Second Vice President, Treasurer, Financial Secretary, Recording Secretary, Parliamentarian and Corresponding Secretary. The President must also appoint Delegates to represent the Assn. at the D. C. Federation of Civic Assns. and other events as requested by the President. The Association may create additional officers as needed. The duties of the officers are as follows:

A. PRESIDENT - The President shall conduct the regular, special and Executive Board meetings of the Association and shall be and Ex-Officio member of all standing and temporary committees, with the exception of the nominating committee. The President shall have such other responsibilities as may be assigned to him or her by the members.

When quick decisions are needed on critical issues, the President must contact a total of 2 Executive Committee members in this order: the two Vice-Presidents or if not available, the Secretary or Treasurer to get a majority vote on the action in question. The issue and resulting vote must be presented at the next Executive Board and Regular Body meeting.

The President shall appoint standing, special and temporary committees as the need arises and he or she shall designate which of the Officers shall be responsible for the operation of each said committee. Each Officer shall Chair or Co-Chair at least one of the following as designated by the President and report out to the General Body at least bi-monthly: City Services/Public Safety, Seniors/Community Economic Development (including businesses, churches, non-profits, etc.), Youth Development/Recreation (incl. the Rec. Ctrs., After School Programs, Youth Leagues, etc.), Education (Library, Schools, etc.), Budget/Auditing, Nominating (temporary committee), Newsletter and membership.

B. FIRST VICE PRESIDENT - The First Vice President shall preside in the absence (or at the request) of the President. In the event that the Presidents office becomes vacant, he or she succeeds thereto for the unexpired balance of the term.

C. SECOND VICE PRESIDENT – The Second Vice President shall preside in the absence of the President and First Vice President. In the event that the President’s and First Vice-President’s offices become vacant, he or she succeeds thereto for the balance of the unexpired term.

D. TREASURER – The Treasurer shall keep an accurate and detailed account of all monies received and expended by the Association; shall keep all the financial records of the Association in such form as the Executive Board shall prescribe; shall pay all duly authorized vouchers; obtain and give out receipts as appropriate and, shall be the recipient and custodian of all monies of the Association, such monies to be deposited in such banking institution as may be designated by the Executive Board. It shall further be the duty of the Treasurer to submit a written monthly financial report and a semi-annual detailed financial report to the Association at the regular meetings of the Association. The “Books” must be closed, balanced and submitted to the Budget/Auditing Committee as provided for in Article 7 Section 2 E, in July. The Treasurer shall be bonded.

E. FINANCIAL SECRETARY- The Financial Secretary shall receive all dues and other monies from the Association’s members and transact same as provided in the fiscal policies of the Association; work with the Treasurer in the transaction of all Association financial business; determine financial roster of paid members; reconcile any budget discrepancies with Officers and committee chairs; provide up-to-date information re: dues, fees to the membership; and submit a quarterly report to the Association on the expenses and income of the Association officers, Standing and Ad Hoc Committees. Copies of the reports shall be filed with the Treasurer, Auditor and Recording Secretary.

F. RECORDING SECRETARY - The Recording Secretary shall keep accurate minutes of the proceedings of the Association at regular, special and Executive Board meetings; perform all other duties incident to the office of Secretary; and such other duties as may be assigned to the Secretary by the President or the Association members. Copies of the minutes of the proceedings of any meeting shall be submitted to the President and the two Vice-Presidents within one week after such meeting is held. The Recording Secretary shall take the roll at all General Body and Executive Board meetings, and inform the Executive Board of the absence of any Board member for three successive Board meetings. The Recording Secretary is the custodian of the Association’s records during his or her term.

G. CORRESPONDING SECRETARY - The Corresponding Secretary assist in developing or develop correspondence (written, phone or electronic) and be charged with forwarding such correspondence of the LRCA as requested by the President; assist in notifying Association members of regular membership meetings, Executive Board meetings and other activities as may be necessary; and, make presentations to the Association regarding correspondence for information and action.

H. PARLIAMENTARIAN - The Parliamentarian is appointed by and advises the President on the Association By- Laws, Rules of Order, any procedures and helps to maintain the orderly procedure of business of the Association in Regular, Executive or Special meetings, in accordance with Robert’s Rules of Order where appropriate.

I. HISTORIAN - The Historian is appointed by the President and shall coordinate picture-taking of Association events; maintain a summary of all Association activities in a compiled scrapbook, including photographs, news clippings, programs, and other artifacts as may be necessary; and, submit a written chronicle of Association activities, no later than October 1, to be included in the Association archives. The Historian shall have custody of all pertinent material as may be deemed to of historical value to the Association.

J. TRUSTEES - Ten (10) Trustees shall be elected to represent, whenever possible, the various geographic neighborhoods within the larger LRCA Community. The Trustees shall serve on the Association's Executive Board.

K. DELEGATES- Eight (8) Delegates shall be appointed by the President to represent the Assn. in all affairs of the D. C. Federation of Civic Assn's. and other groups as requested by the President. Delegates serve as a vital link in informing the Assn. of City-wide issues from the Federation and other groups and bringing the Assn's. issues to the Federation or other groups as requested.

Section 3: Elections/Term of Office:

A. With respect to the initial officers of the Association, each officer and Trustee shall serve for a term of two year(s). Each officer and Trustee must remain a dues paying member in good standing with the Association during his or her term in office.

B. Nominations from the floor will be entertained with the consent of the nominee at the April and May Regular Body meetings; the nominations will be closed at the May meeting with a proper motion, second and vote of members in good standing.

C. The Executive Board shall appoint a Nominating Committee at its Feb. meeting and instruct them to bring in a slate of Officers and Trustees to the regular April meeting.

D. Officers and Trustees shall be elected by a majority vote by closed ballot bi-annually at a regular meeting in May.

E. Officers and Trustees shall be installed at the regular June meeting and shall assume their duties in October. By June 30<sup>th</sup>, all current and newly elected Officers and Trustees shall participate in a Planning Retreat. The Retreat shall be a Special Meeting of the Executive Committee. When the Executive Committee meets during the summer, the Corresponding Secretary will invite all new Officers and Trustees to attend.

F. The membership shall elect officers every two years. Each officer may succeed himself or herself in that office for no more than one consecutive term.

#### Section 4 - Removal of Officers

A. Any Officer may be removed by the Executive Committee if they miss two (2) consecutive Regular Body meetings and two (2) consecutive Executive Board meetings, or if they miss a total of ½ of all the Regular and Executive Board meetings except July, August and September. The President must inform the General Body of any such removal at the next Regular or Special meeting.

Officers must inform the Correspondence Secretary of the reason for any absences before all Regular, Special or Executive Board meetings if they cannot attend. The Correspondence Secretary will inform the Executive Board in an Executive Board meeting where the Board will vote to accept the absence with a simple majority of the Executive Board present. In cases where the Board does not accept the absence, the First Vice-President shall inform the member and the Secretary shall note it as an absence in the official record.

B. Officers may resign after having submitted such request to the Correspondence Secretary. The effective date shall be 10 calendar days after receipt of the resignation. The President must inform the General Body of any such removal at the next Regular or Special meeting.

C. Any elected officer may be removed by the two-thirds (2/3) vote of members present at a Regular or special meeting for cause including, but not limited to, conduct which would bring disrepute, damage, or injury to the stature or reputation of the Lamond-Riggs Citizens Association, Inc. Upon *receiving* a written or electronic complaint, properly documented by any member of the Association, and presented to the Recording Secretary, or any member of the Executive Board, the Executive Board, acting as a fact-finding committee shall have the right to recommend the expulsion of any officer, Trustee or member of this Association for good cause. Such recommendation shall be submitted to the membership within two Regular or Special meetings. The member shall have an opportunity to present their views in person or in writing as read by an Executive Board member before the vote. A two-thirds (2/3) majority vote by closed ballot of the members present will be required to expel.

D. Filling of Vacancies - Interim vacancies occurring as to Officers or Trustees other than as provided for in Article 6 Section 2, shall be filled for the respective unexpired terms (until the next annual election) by appointment of the Executive Board, and the appointees shall enter into their duties immediately upon appointment.

### **ARTICLE VII: COMMITTEES**

SECTION 1. The President shall appoint standing, special and temporary committees as the need arises, and shall designate which Officers shall be responsible for the operation of each of said committee as noted under Article 7 Section 2.

SECTION 2. The Standing Committees and their functions shall be:

A. YOUTH DEVELOPMENT/RECREATION – To further the development, improvement, maintenance of the recreational facilities, after school programs, youth leagues, etc. affecting the Association area.

B. EDUCATION – To promote and improve the educational facilities affecting Association youth/area including our schools, libraries, etc.

C. CITY SERVICES/PUBLIC SAFETY- To further the proper development, maintenance and improvement of all services provided by the City that is not included in another Committee. To also further the development, improvement and maintenance of a Crime Free Community in partnership with the Police Dept., other law enforcement agencies, residents, schools, rec. ctrs., businesses, non-profits, churches, etc.

D. MEMBERSHIP – To solicit and collect membership dues from residents and businesses in the Association boundaries; to maintain and furnish a list of paid members to the President and Recording Secretary; and to plan and carryout activities to generate interest and membership in the Association.

E. BUDGET/AUDITING COMMITTEE – To obtain possession of the books and all financial records of the Association from the Treasurer in July or any date the Executive Board may prescribe; to conduct an audit of said books and financial records; and, submit a report to the President and Second Vice-President within sixty (60) days after receipt of records from the Treasurer.

F. NOMINATING COMMITTEE – To nominate all candidates for officers of the Association. The Nominating Committee shall be appointed by the President at the February Regular meeting with the task of bringing in a slate of Officers and Trustees to the April Regular membership meeting. The Committee must present the Rules of the Day at the April meeting. Candidates for any elected position must be present during the vote unless the absence is otherwise excused as noted in Article 6, Section 4, Part A and accepting or declining the nomination.

G. SENIORS/COMMUNITY ECONOMIC DEVELOPMENT - To further the development, improvement, knowledge and use of services targeted for Seniors in our Community. To also further the development, improvement and maintenance of a high standard of living for all residents of Lamond-Riggs, from improving the quality of our lives, to economic and community planning/implementation/management/oversight to partnerships with the Police, other law enforcement agencies, residents, schools, rec. ctrs., businesses, non-profits, churches and other organizations.

H. NEWSLETTER- To further the development, improvement and maintenance of quality Newsletter and other means of sharing information, and engaging all residents of Lamond-Riggs in a timely fashion and on a regular and scheduled basis.



**ARTICLE VIII: AFFILIATION**

SECTION 1. Any future affiliation of this Association with any organization shall require a two-thirds vote of the membership present at a regular meeting. Any withdrawal of any affiliation from any organization shall require a two-thirds (2/3) vote of those members present at a regular meeting.

**ARTICLE PROCEDURE**

SECTION 1. Unless otherwise specifically set forth in the Bylaws of the Lamond-Riggs Citizens Association, Inc., *Robert's Rules of Order* (newly revised), shall govern the proceedings of this Association where appropriate.

**ARTICLE IX: AMENDMENTS**

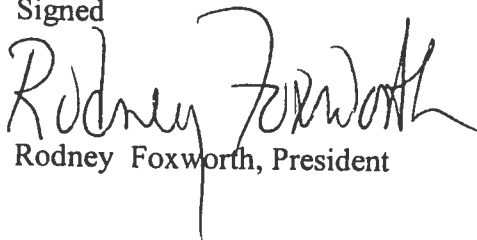
SECTION 1. These By-Laws may be amended only in the following manner:

A. A written notice of such proposed amendment(s) shall be given to all members at least two weeks in advance of a Regular or Special meeting.

B. In such a meeting as described above, a motion properly made and seconded and carried by a 2/3 majority vote of the members present will constitute an approved amendment to the By-Laws.

These By-Laws were revised, debated on and passed by more than a 2/3 vote of the members present on January 7, 2008.

Signed

  
Rodney Foxworth, President

Dated

January 7, 2008